



**SUPPLEMENTAL BID BULLETIN NO. 1**  
**November 20, 2024**

**PUBLIC BIDDING FOR THE RENTAL OF TWENTY-THREE (23) UNITS OF  
PHOTOCOPIER MACHINES CY 2025 WITH ITB No. CS-01-2025-PB**

This Supplemental Bid Bulletin is issued to respond to the bidder's queries and amend the Bidding Documents for the project. This shall form an integral part of the Bidding Documents.

**BIDDERS' CONCERNS/QUERIES:**

ISSUES/CONCERNS	CLARIFICATION/S
<p><b>On Section VII. Technical Specifications</b></p> <p><b>Under Terms of Reference:</b> Is it acceptable for the photocopiers provided for rental to be refurbished units?</p>	<p><b>On Section VII. Technical Specifications</b></p> <p><b>Under Terms of Reference:</b> As stated in the Terms of Reference, the photocopiers must be a model not older than 4 years. There is no mention of refurbished units, so only photocopiers that meet this requirement and the other specifications should be provided.</p>
<p><b>IV. SPECIFICATIONS</b></p> <ul style="list-style-type: none"> <li><i>Copy Speed minimum: 50 cpm (A4), 20-30 cpm (A3)</i></li> </ul> <p>Clarification on whether there is a required range for the speed of the photocopiers and if there are any specific features or functionalities that are necessary.</p>	<p><b>IV. SPECIFICATIONS</b></p> <ul style="list-style-type: none"> <li><i>Copy Speed minimum: 50 cpm (A4), 20-30 cpm (A3)</i></li> </ul> <p>As stated in the Terms of Reference, the Copy Speed minimum: 50 cpm (A4), 20-30 cpm (A3)</p>
<p><b>IV. SPECIFICATIONS</b></p> <ul style="list-style-type: none"> <li><i>Four (4) trays – 500 sheets / tray and One by pass 250 sheets</i></li> </ul> <p>Clarification on whether it is acceptable to replace the specification of four (4) trays with 500 sheets per tray and one by-pass of 250 sheets, with a by-pass capacity of a minimum of 100 sheets.</p>	<p><b>IV. SPECIFICATIONS</b></p> <ul style="list-style-type: none"> <li><i>Four (4) trays – 500 sheets / tray and One by pass 250 sheets</i></li> </ul> <p>The <i>One by pass 250 sheets</i> capacity depends on the manufacturer's standard commonly available in the market.</p>
<p><b>IV. SPECIFICATIONS</b></p> <ul style="list-style-type: none"> <li><i>Paper Capacity: Minimum: 1,250 sheets Maximum: 2,250 sheets</i></li> </ul> <p>Clarification on whether it is acceptable to modify the paper capacity from a minimum of 1,250 sheets and a maximum of 2,250 sheets to a minimum of 1,100 sheets and a maximum of 2,100 sheets.</p>	<p><b>IV. SPECIFICATIONS</b></p> <ul style="list-style-type: none"> <li><i>Paper Capacity: Minimum: 1,250 sheets Maximum: 2,250 sheets</i></li> </ul> <p>The paper capacity depends on the manufacturer's standard commonly available in the market.</p>
<p><b>IV. SPECIFICATIONS</b></p>	<p><b>IV. SPECIFICATIONS</b></p>

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<ul style="list-style-type: none"> <li>• <b>Warm-up Time: at least 45 sec. up to 280 sec.</b></li> </ul> <p>Is it acceptable to modify the warm-up time from at least 45 seconds up to 280 seconds to a maximum of 16 seconds or less?</p>	<ul style="list-style-type: none"> <li>• <b>Warm-up Time: at least 45 sec. up to 280 sec.</b></li> </ul> <p><b>The warm-up time requirement will remain as stated in the Terms of Reference (TOR)</b></p>
<p><b>IV. SPECIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• <b>Ready to Print, Scan, Copy &amp; Wireless Ready</b></li> </ul> <p>Is it acceptable to modify the specification from 'Ready to Print, Scan, Copy &amp; Wireless Ready' to 'At least Network Ready'?</p>	<p><b>IV. SPECIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• <b>Ready to Print, Scan, Copy &amp; Wireless Ready</b></li> </ul> <p><b>The requirements stated in the Terms of Reference remain as is.</b></p>
<p><b>Under Terms of Reference:</b></p> <p>Is it acceptable to modify the requirement from 'Certificates' to include the following:</p> <ul style="list-style-type: none"> <li>• Certificate of exclusive distributorship</li> <li>• Certificate that the machine is brand new and not a discontinued model from the manufacturer</li> <li>• Certificate of genuine consumables and parts with availability from the manufacturer for at least five (5) years?</li> </ul>	<p><b>Under Terms of Reference:</b></p> <p><b>These certificates are not included and not required in the requirements.</b></p>
<p><b>Under VI. Responsibilities of the Rental Provider:</b></p> <p>Is it acceptable to modify the requirement from 'Response to the needs of the center within two (2) hours upon notice' to 'Supplier must have been in the market for 20 years'?</p>	<p><b>Under VI. Responsibilities of the Rental Provider:</b></p> <p>The requirement for response within two (2) hours upon notice is maintained as stated in the Terms of Reference (TOR) to ensure timely support and address the center's needs promptly</p>
<p><b>IV. SPECIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• <b>Model (Not more than (4) Four years in the market)</b></li> </ul> <p>Is it acceptable to modify Section IV, Bullet No. 16 from 'Model (Not more than four (4) years in the market)' to the following:</p> <ul style="list-style-type: none"> <li>• Remanufactured or refurbished by an ISO 9001 and ISO 14001 certified facility, with a manufacturing year of at least CY 2021.</li> <li>• Meter reading not exceeding 400,000 copies.</li> <li>• Submit certified meter reading and a certificate from the remanufacturer confirming compliance with global standards, along with ISO 9001 and ISO 14001 certificates (or equivalent)?</li> </ul>	<p><b>IV. SPECIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Model (Not more than (4) Four years in the market)</li> <li>• <b>Meter reading for remanufactured/refurbished machines should not exceed four hundred thousand (400,000) copies.</b></li> <li>• <b>Submit a certified meter reading from the Authorized Service Provider.</b></li> </ul>

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**SECTION III: BID DATA SHEET**

<u>FROM</u>	<u>TO</u>
<p><b>Clause 5.3: For this purpose, contracts similar to the Project shall be:</b></p> <p>a. <i>Public Bidding for the Rental of Twenty-Three (23) Units of Photocopier Machines CY 2025</i></p> <p>b. <i>Completed within two (2) years prior to the deadline for the submission and receipt of bids.</i></p> <p>Is it acceptable to relax the Single Largest Completed Contract (SLCC) from 'Completed within two (2) years prior to the deadline for submission and receipt of bids' to 'Completed within three (3) years,' and whether the requirement can be expanded to include 'Supply and delivery of consumables and printer machines' or 'Supply and delivery of printer machines'?</p>	<p>Clause 5.3: For this purpose, contracts similar to the Project shall be:</p> <p>a. <i>Public Bidding for the Rental of Twenty-Three (23) Units of Photocopier Machines CY 2025</i></p> <p>b. <i>Completed within two (2) years prior to the deadline for the submission and receipt of bids.</i></p> <p>The SLCC requirement will remain as <i>completed within two (2) years</i> prior to the bid submission deadline. However, the scope can be expanded to include <i>Supply and delivery of consumables and printer machines or Supply and delivery of printer machines.</i></p>
<p><b>Clause 21.2: Additional contract documents relevant to the Project that is required by the Procuring Entity:</b></p> <p>d. <i>Certificate of Good Performance [For current service provider, it shall be issued by the Head of Procuring Entity / Medical Center Chief II of NCMH, for the current year. For non-current service provider, certificate issued from other Hospitals or agencies are acceptable (at least SATISFACTORY RATING)].</i></p> <p>Is it acceptable to modify the requirement from 'For non-current service providers, certificates issued by other hospitals or agencies are acceptable (at least SATISFACTORY RATING)' to 'At least a certificate of Satisfactory Rating from an existing client of the prospective bidder'?</p>	<p><b>Clause 21.2: Additional contract documents relevant to the Project that is required by the Procuring Entity:</b></p> <p>d. <i>Certificate of Good Performance [For current service provider, it shall be issued by the Head of Procuring Entity / Medical Center Chief II of NCMH, for the current year. For non-current service provider, certificate issued from other government agencies or private institutions are acceptable (at least SATISFACTORY RATING)].</i></p>

**REMINDERS:**

- A. Bid Security shall be 120 calendar days from the date of submission and opening of bids.
- B. Section VII: Technical Specifications - Please write “COMPLY” to indicate that requirements are met.

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- C. *Eligibility requirements and technical proposal* should be in *one folder* and *financial proposal* in a *separate folder*, with shoelace on top instead of fastener, table of contents and index tabs in words, not numbers.
- D. *Folder of Eligibility requirements and technical proposal* should be placed in *one envelope*. And *folder of Financial proposal* should be in *another envelope*. Both envelopes shall then be placed in *one mother envelope* marked as **“Original Bid”**
- E. Documents should be arranged chronologically according to the checklist issued.
- F. Color code for folders and envelope:
- WHITE:      Public Bidding for the Rental of Twenty-Three (23)  
                         Units of Photocopier Machines CY 2025**
- G. All other provisions on the bidding documents which are not affected shall remain in effect.
- H. Prospective bidders must send a request in conducting Site Survey.
- I. Any bid submitted after the deadline for submission shall be declared **“LATE”** and shall NOT be accepted.
- J. The BAC shall open the bids immediately after the deadline for submission and receipt of bids.

For the information and guidance of all concerned.

  
**JERRY C. RODRIGUEZ, MGM-ESP**  
Chairperson, BAC for Contract Services and Consultancy 

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