



SUPPLEMENTAL/BID BULLETIN NO. 1

This Supplemental/Bid Bulletin is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents as discussed during the Pre-Bid Conference held on 05 February 2021 for the **Procurement for the Lease of Multi-Function and Energy-Efficient Network Printers and Copying Machines (DOT-BAC IB No. 2021-001)**, as follows:

I. Under Section VII. Technical Specifications of the Bidding Documents:

ORIGINAL PROVISIONS	AMENDMENT / REVISIONS
<p>V. Qualification of the Bidder</p> <p>1. x 2. x 3. The bidder must be an authorized distributor of the brand being carried or it offers to be provided.</p> <p>4. The Bidder must be capable of providing the thirty-one (33) units of black and white multifunction printer/photocopier, and ten (11) units of full-color multi-function printer/photocopier as to technical specification. The required machines will be accepted at the start of the contract with an umbrella billing scheme.</p>	<p>V. Qualification of the Bidder</p> <p>1. x 2. x 3. The bidder must be an authorized distributor of the brand being carried or it offers to be provided. The bidder must be a partner, distributor, or reseller of the brand or products being carried or offered and must be likewise authorized to lease the same to clients such as DOT.</p> <p>4. The Bidder must be capable of providing the thirty-one three (33) units of black and white multifunction printer/photocopier, and ten-eleven (11) units of full-color multi-function printer/photocopier as to technical specification. The required machines will be accepted at the start of the contract with an umbrella billing scheme.</p>
<p>V. Scope of Services</p> <p>1. The Service Provider shall supply, deliver and install/configure brand new or refurbished units with model years not earlier than 2019 of multi-function printer/photocopier (MFP) to each user office identified by the DOT.</p> <p>2. x 3. x 4. In the event of faulty equipment or when the equipment needs repair,</p>	<p>V. Scope of Services</p> <p>1. The Service Provider shall supply, deliver, and install/configure brand new or refurbished units with model years not earlier than 2019 manufacture year of not earlier than 2017 of multi-function printer/photocopier (MFP) to each user office identified by the DOT.</p> <p>2. x 3. x 4. In the event of faulty equipment or when the equipment needs repair,</p>

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<p>the Service Provider must pull-out and provide a replacement or service unit within the next business day from receipt of an official request thru telephone, fax or e-Mail. The replacement unit or the service unit must have the same specifications or higher than the original unit.</p> <p>5. x 6. The Service Provider shall submit to DOT the meter readings for all the copiers after five (5) working days, subject to DOT verification. The said meter readings shall support the billing statements. Billing shall be based on the total usage of the thirty-one (33) units of monochrome and ten (11) units of colored multi-function printer. However, no billing shall commence unless the installation and training with user-acceptance, are completed.</p>	<p>the Service Provider must pull-out and provide a replacement after 48 hours or service unit within the next-business-day 2 to 3 days from receipt of an official request thru telephone, fax or e-Mail. The replacement unit or the service unit must have the same specifications or higher than the original unit.</p> <p>5. x 6. The Service Provider shall submit to DOT the meter readings for all the copiers after five (5) working days, subject to DOT verification. The said meter readings shall support the billing statements. Billing shall be based on the total usage of the thirty-one three (33) units of monochrome and ten eleven (11) units of colored multi-function printer. However, no billing shall commence unless the installation and training with user-acceptance, are completed.</p>																				
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II. The following amendments and clarifications are provided for the prospective bidder(s) guidance and reference:

- 1) The Contract duration will only be from 01 April 2021 up to 31 December 2021
- 2) All units will be delivered to the Department of Tourism Central Office (Makati City)
- 3) For reference, the following are the estimated pages/copies to be printed per month:
 - 214,500 pages per month – Monochrome
 - 27,500 pages per month - Colored
- 4) For purposes of Bid Evaluation, prospective bidders must submit the cost or bid price per page, both for colored and monochrome pages, to be multiplied with the estimated number per month, then multiplied to 9 months. The total bid price shall not exceed the ABC of PHP3,055,635.00.

To illustrate:


Type of Printing	No. of Pages	Unit Cost (Cost per Page)	Cost per Month	Total Cost for 9 Months
	(a)	(b)	(a) x (b) = (c)	(c) x 9 = (d)
Monochrome	214,500 pages	PHP1.07	PHP229,515	PHP2,065,635.00
Colored	27,500 pages	PHP4	PHP110,000	PHP990,000.00
TOTAL BID PRICE				PHP3,055,635.00

All unamended portions of the Bidding Documents shall remain the same.

This Supplemental/Bid Bulletin shall form an integral part of the Bidding Documents.

Please be informed that due to the belated issuance of this bid bulletin, the **deadline of submission** and **opening of bids** have been moved to **15 March 2021 at 9:00 a.m. and 10:30 a.m.**, respectively.

For the guidance and information of all concerned.


OIC-USEC. ROBERTO P. ALABADO III
 Chairperson, Bids and Awards Committee
 Department of Tourism

04 March 2021