



Title/Description:		
BID BULLETIN No. 1 (29 November 2016)		
Transaction:		
One (1) Lot Rental of Photocopying Machines		
Bidding Number:	ABC for the Project:	Office of the End-User:
IB16-375519-04	P2,000,000.⁰⁰	DAPCC-Pasig, SERVICES

This has reference to the discussions and agreements made during the Pre-Bid Conference conducted on 24 November 2016 (Thursday), 10:00AM at the 1B/F, LS Virata Hall, DAP Bldg., San Miguel Ave., Pasig City by the Bids and Awards Committee (BAC) for the procurement of the transaction cited above.

The following are being considered as agreements/clarifications/modifications of the Official Bid Documents (OBD):

A. For Section VII. Technical Specifications pages 59 to 64 of the OBD shall be read as follows:

1. Same brand for all photocopying machines to be set-up by the winning Bidder to the following offices:

- a. **Three (3) units to be assigned at the DAP Conference Center-Pasig Business Services Unit**
- b. **Eight (8) units to be assigned at the following floor areas at DAP Pasig Building:**
 - i. 6A (Office of the President);
 - ii. 5B (Productivity and Development Center);
 - iii. 5A (Center for Organizational Development);
 - iv. 4A (Center for Governance);
 - v. 4B (Commission on Audit);
 - vi. 3A (Services);
 - vii. 2A (Philippine Competition Commission); and,
 - viii. 2B (Graduate School of Public and Development Management).

c. **Three (3) units to be assigned at DAP Conference Center-Tagaytay:**

- i. Two (2) units for DAP Conference Center-Tagaytay; and,
- ii. One (1) unit for Public Management Development Program

d. **All machines must be brand new 2015-2016 model, manufactured 2016 in excellent working condition and compliant with the specifications as detailed herein;**

e. Upon delivery, all photocopying machines shall be inspected or checked to ensure that all units passed the quality certification based on specifications set forth herein.

2. **FOURTEEN (14) UNITS WITH THE FOLLOWING SPECIFICATIONS:**

✓ **Black Ink Photocopier Machines (14 units)**

A. Two (2) units for DAP Conference Center-Pasig Business Services Unit (BSU)

Specifications: **Heavy duty**

- i. Black & white photocopier, printer/scanner
- ii. Overall feature: **Digital, network and multi-function copier, printer and scanner;**
- iii. Speed: **50 copies per minute or more;**
- iv. Accepted (feed) originals: **A5 to A3;**
- v. Output: **A5 to A3;**
- vi. Reduction and enhancement: **25% - 400%;**
- vii. Minimum printing resolution: **600x600 dpi;**
- viii. Continuous copying **1-999 sheets;**
- ix. Warm-up time: **less than 60 seconds;**
- x. First copy time: **less than 60 seconds;**
- xi. Power requirement: **220-230VAC, 50-60 Hz;**
- xii. Energy efficient / energy saving features;
- xiii. Tray capacity: **4 paper trays (500 sheets each) + bypass tray (100 sheets);**
- xiv. With security lock or password operation;
- xv. With reversible automatic document feeder (capable of multiple page originals);
- xvi. With automatic back to back copying;
- xvii. Electronic sorting;
- xviii. ISO compliant;
- xix. Direct USB connection;
- xx. Scan formats (JPEG, PDF);
- xxi. Prints actual usage for billing purposes;
- xxii. With X-Y zoom reducer/enlarger;
- xxiii. Sample set;
- xxiv. With interruption.

B. Eleven (11) units:

Specifications: **Regular/Monochrome**

- ✓ DAP Conference Center-Pasig (Different Centers) Eight (8) units
- ✓ DAP Conference-Tagaytay Three (3) units
 - i. Black and white photocopier, printer /scanner;
 - ii. Digital, network and multi-function copier, printer /scanner;
 - iii. Speed: **35 copies per minute or more;**
 - iv. Accepted (feed) originals: **A5 to A3;**
 - v. Output: **A5 to A3;**
 - vi. Reduction and enhancement: **25% - 400%;**
 - vii. Minimum printing resolution: **600x600 dpi;**
 - viii. Continuous copying **1-999 sheets;**
 - ix. Warm-up time: **less than 60 seconds;**
 - x. First copy time: **less than 60 seconds;**
 - xi. Power requirement: **220-230VAC, 50-60 Hz;**
 - xii. Energy efficient / energy saving features;
 - xiii. **3 paper trays (500 sheets each) + bypass tray (100 sheets);**
 - xiv. With security lock or password operation;

- xv. With reversible automatic document feeder (**capable of multiple page originals**);
- xvi. With automatic back to back copying;
- xvii. Electronic sorting;
- xviii. ISO compliant;
- xix. Direct USB connection;
- xx. Scan formats (JPEG, PDF);
- xxi. Prints actual usage for billing purposes;
- xxii. With X-Y zoom reducer;
- xxiii. Sample set;
- xxiv. With interruption.

C. Colored Ink Photocopier Machine One (1) unit – DAP Conference Center-Pasig, Business Services Unit

Specifications:

- i. Black & white with color photocopier, printer and colored scanner;
- ii. Digital, network and multi-function copier, printer and scanner;
- iii. Speed: **20-25 copies per minute or more**;
- iv. Accept (feed) originals: **A5 to A3**;
- v. Output: **A5 to A3**;
- vi. Reduction and enhancement: **25% - 400%**;
- vii. Minimum printing resolution: **600 x 600 dpi**;
- viii. Continuous copying **1-999 sheets**;
- ix. Warm-up time: **less than 60 seconds**;
- x. First copy time: **less than 60 seconds**;
- xi. Power requirement: **220-230VAC, 50-60 Hz**;
- xii. Energy efficient / energy saving features
- xiii. 4 paper trays (**500 sheets each**) + bypass tray (**100 sheets**);
- xiv. With security lock or password operation;
- xv. With reversible automatic document feeder (**capable of multiple page originals**);
- xvi. With automatic back to back copying;
- xvii. Electronic sorting;
- xviii. ISO compliant;
- xix. Direct USB connection;
- xx. Scan formats (JPEG, PDF);
- xxi. Prints actual usage for billing purposes
- xxii. With X-Y zoom reducer;
- xxiii. Sample set;
- xxiv. With interruption.

SUPPLIER'S OBLIGATIONS. The Supplier shall...

- [01] Deliver, install and commission the three (3) units at the DAP Conference Center-Tagaytay;
- [02] Deliver toners and other accessories directly to the DAP Conference Center-Tagaytay;
- [03] Send technicians to DAP Conference Center-Pasig City and DAP Conference Center-

