

## BIDDING FOR THE RENTAL OF TWENTY (20) MULTIFUNCTION COPY MACHINES

### BID BULLETIN NO. BAC-G-MCC- 2021-01

This Bid Bulletin clarifies the queries that were raised during the Pre-Bid Conference on 11 February 2022 at 10:00 AM and queries sent through e-mail by prospective bidders, as well as other matters relative to the **BIDDING FOR THE RENTAL OF TWENTY (20) MULTIFUNCTION COPY MACHINES**.

#### I. General Queries

QUERIES	CLARIFICATION/S
1. Please clarify the technical specification regarding speed for monochrome at 55 copies per minute, and for colored at 40 copies per minute. Can both monochrome and colored have the same speed?	As stated in the Terms of Reference (TOR), the minimum technical requirements for machine speed shall be the following: <ol style="list-style-type: none"> <li>1. Monochrome - 55 copies per minute</li> <li>2. Color - 40 copies per minute</li> </ol> <p>The bidders can offer the same machine speed for both monochrome and colored copies but they must offer the higher machine speed. In this case, both can be 55 copies per minute.</p>
2. Regarding the dimension of the machine, can we adapt the manufacturer's standard, since sizes differ per brand?	Considering the limited space where the copy machines will be deployed, the maximum dimension for the machines as stated in the TOR shall be strictly followed.
3. Regarding the delivery period, it is stated in the bidding docs that the delivery period is one year. Please clarify on how many days should the machines be delivered/ deployed on site.	Due to the printing requirements of the BCDA Office/s, the deployment of the copy machines shall be on or before April 15, 2022. The contract duration, however, is one year.
4. May we request for an extension of the delivery period of the machines to be 45-60 days, since the brand new machines will be ordered and imported?	Please understand that BCDA must have the copy machines deployed on or before April 15, 2022. Bidders are advised to make adjustments based on the end-user's requirement.
5. Regarding the condition of the machine, are we required to provide brand new machines or remanufactured or refurbished machines?	BCDA welcomes and appreciates if the bidders offer brand new copy machines. However, refurbished copy machines are also acceptable, provided that the machines are in satisfactory working condition. However, if the winning bidder provides refurbished machines, BCDA will strictly impose same day on-call repair services.
6. For the condition of the machines, at least a good working condition, may we request to include the year model	Should the winning bidder deploy refurbished machines, the oldest machine model should be five (5) years, at most, from the date of manufacture.


of the machines that will be supplied if they are not brand new?	
7. What is the required specific capability of the finisher?	The machine finisher is expected to sort/ collate multiple sets of documents being printed or photocopied.
8. For the technical documents, for the Statement of all on-going and completed contracts, are we required to submit Contracts, NOA and NTP as supporting documents?	<p>No. The bidders are not required to include copies of Contracts, NOAs, and NTPs as supporting documents for the Statement of all <b><u>on-going government and private contracts</u></b> during the submission of Eligibility and Technical Documents, pursuant to Section 23.1 (iv) of the updated 2016 Revised Implementing Rules and Regulations (RIRR) of RA 9184. The bidders only need to submit a STATEMENT indicating all on-going contracts. (<i>a prescribed form is attached here as <b>Annex A</b></i>).</p> <p>However, for the submission of the Statement of Single Largest Completed Contract (SLCC), the bidders <b><u>MUST</u></b> attach <b><u>any</u></b> of the following proofs:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> End User's Acceptance, <b>or</b></li> <li><input type="checkbox"/> Official Receipt of the last payment received; <b>or</b></li> <li><input type="checkbox"/> Sales Invoice</li> </ul> <p>Further, during the post qualification, the bidder must present all pertinent supporting documents (NOAs, Contracts, POs, etc.) to confirm the veracity of the 1) Statement of All Ongoing and Completed Contracts and 2) SLCC.</p>
9. What are the required documents to be submitted together with the <b>Conformity with Technical Specifications?</b>	Bidders shall submit a copy of a <b><u>brochure, product pamphlet, or equivalent document</u></b> containing the specifications of machines offered.

**Please be reminded that all queries after the release of this Bid Bulletin will not be entertained.**

All provisions, conditions and statements in the bidding documents inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

**Issued on 18 February 2022 (Friday).**

**BIDS AND AWARDS COMMITTEE FOR GOODS**

  
**JOSHUA M. BINGCANG**  
Chairperson

## ANNEX A

SF-G&S-19A

### Statement of All Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started

Business Name : \_\_\_\_\_  
Business Address : \_\_\_\_\_

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
<b>Government Contracts:</b>							
1.							
2.							
<b>Private Contracts:</b>							
1.							
2.							
<b>Total Amount:</b>							

\*Continue in a separate sheet if necessary..

Submitted by : \_\_\_\_\_  
Signature over Printed Name of Authorized Representative

Date : \_\_\_\_\_

**Note:**

- If there is no ongoing contract including those awarded but not yet started, state none or equivalent term.
- The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).