

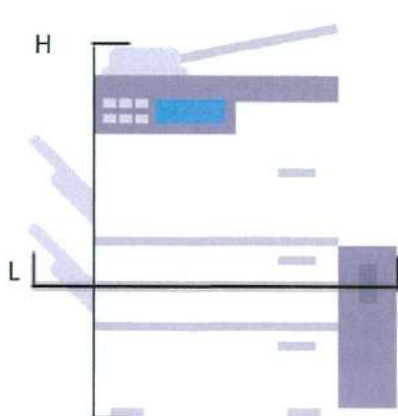
Procurement of One (1) Year Rental of Twenty-one (21) Color Multifunction Copy Machines for CY 2023

BID BULLETIN NO. 1

This Bid Bulletin clarifies the queries that were raised during the Pre-bid Conference on 28 February 2023 at 2:00 PM and queries sent through e-mail by prospective bidders, as well as other matters relative to the **Procurement of One (1) Year Rental of Twenty-one (21) Color Multifunction Copy Machines for CY 2023**.

QUERIES	CLARIFICATION/S
<p>1. Clarification on Section VII. Technical Specifications;</p> <p>May we request to keep the Technical Specifications as it is to retain inclusivity and preserve the spirit of fair competition as favored by the Procurement Law. Changing the TOR to be exclusive "brand new" with the current ABC will exclude us (and other SMBs) from the competition and open the risk of project delays or a failure of bidding.</p>	<p>Bidders can offer brand new or refurbished or a combination of both, for as long as they are from the same manufacturer. Moreover, proposed color multifunction copy machines must satisfy the technical specifications required in the Terms of Reference.</p> <p>Further, bidders must bear in mind that their bid offers must be within the ABC for the rate per sheet 1) for monochrome and 2) for color print, as stated on the Terms of Reference.</p> <p>Furthermore, the refurbished copy machines must be within five (5) years, at the most, from the dates they are manufactured. Bidders will submit a duly signed certificate as an authentication and proof of the machines' manufacturing date during post qualification period.</p>
<p>2. Clarification on Section VII. Technical Specifications, A. Twenty (20) Color Multifunction Copy Machines;</p> <p>Speed: Monochrome: minimum of 55 copies: For colored: minimum of 40 copies per minute</p> <p>May we request to lower the copies per minute to <u>Speed: Monochrome: Up to 45 copies per minute Color: Up to 45 copies per minute.</u></p>	<p>BCDA maintains its machine speed requirement as indicated in the Terms of Reference (TOR), that is, <i>(Please see attached as Annex A)</i></p> <p>For Monochrome: minimum of 55 copies/minute; and For colored, minimum of 40 copies/minute</p> <p>Machine speed is considered by BCDA as an important technical specification of the copy machines.</p>

<p>3. Clarification on Section VII. Technical Specifications, A. Twenty (20) Color Multifunction Copy Machines;</p> <p>Item/Specification: Stacking Capacity - 3,500 sheets/machine</p> <p>May we request to lower the stacking capacity to <u>2,150 sheets/per machine.</u> Standard paper capacity is 500 sheets/per tray, Tray's 1 to 4 is 2,000 sheets and manual bypass tray is 150 sheets a total of 2,150 sheets/per machine.</p>	<p>BCDA maintains its position on the Stacking Capacity Specification Requirement for machine "A", as indicated in the TOR, that is:</p> <p>Stacking Capacity - 3,500 sheets/machine</p>
<p>4. Clarification on Section VII. Technical Specifications, A. Twenty (20) Color Multifunction Copy Machines</p> <p>Others: With Finisher</p> <p>Request to Modify: Our machines have a built-in electronic sorting, does this suffice your requirement for the finisher?</p>	<p>Yes. It meets the BCDA's requirement for the finisher.</p>
<p>5. Clarification on Section VII. Technical Specifications, B. One (1) Multifunction Copy Machines;</p> <p>Item/Specification: Stacking Capacity - 1,200 sheets/per machine</p> <p>May we request to lower the stacking capacity to <u>1,100 sheets/per machine.</u> Standard Paper Capacity is 500 sheets/per tray, Tray's 1 to 2 is 1,000 sheets and manual bypass tray is 200 sheets a total of 1,100 sheets/per machine</p>	<p>BCDA adjusts the minimum stacking capacity requirement for the 21st multifunction color copy machine to <u>1,000 sheets/per machine.</u></p>
<p>6. Clarification on Section VI. Schedule of Requirements;</p> <p>Delivery of Copy machines must be on or before 15 April 2023;</p> <p>Installation of copy machines must be</p>	<p>BCDA's current contract on the rental of multifunction copy machines will expire on 15 April 2023. We maintain that the schedule of the delivery of the copy machines is on or before 15 April 2023.</p> <p>On the other hand, the installation of the 21</p>

<p>on 16 April 2023.</p> <p>May we request to adjust the delivery Schedule to 30-45 days upon received of NTP since the preferred machine condition of BCDA is a brand new machines ordering of brand new machines requisition will be outside the country.</p>	<p>multifunction copy machines in the BCDA Offices shall be on or before 16 April 2023.</p>
<p>7. Clarification on SECTION VIII. Checklist of Technical and Financial Document;</p> <p>Statement of the prospective bidder of all its ongoing government and private contracts, including contracts, awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;</p> <p>Do we need to provide attachments to ongoing projects?</p>	<p>The Bidder is required to provide an <u>ENUMERATION</u> of ALL its ongoing government and private contracts. The Statement of all ongoing contracts <u>is merely a "list"</u> of all ongoing contracts relative to all its ongoing government and private contracts, and not the actual submission of the physical Notice of Award (NOA), Notice to Proceed (NTP) or Contract. <i>(Please see the attached Form as Annex B)</i></p> <p>However, during the post qualification, BCDA will request supporting documents to verify the truthfulness of the "Statement of all ongoing contracts" submitted by the bidder/s during the submission of bids.</p>
<p>8. Clarification on SECTION VII. Technical Specifications:</p> <p>A. Twenty (20) Color Multifunction Copy Machines;</p> <p>Item/Specification: Dimension: 39" (W) x 69" (L) x 48" (H)</p> <p>Request specification: 39" (W) x 69" (L) 60"(H) (maximum).</p> <p>Requesting to consider the dimension to be able to join the bidding.</p>	<p>BCDA maintains its specification requirement on machine dimensions as indicated in the Terms of Reference.</p> <p>To clarify, the machine's <u>height</u> requirement for the 20 color multifunction copy machines is 48". The height is measured from the stand of the machine up to the platen cover, as shown in the illustration below:</p> 

<p>B. One (1) Multifunction Copy Machine (TOR Section I.B);</p> <p>Item/Specification: Dimension - 25" (W) x 27" (L) x 28" (H)</p> <p>Request Specification: 25" (W) x <u>30"</u> (L) x <u>60"</u> (H)</p> <p>May we request to consider the manufacturer standard for the dimension to be able to join the bidding.</p>	<p>The machine length requirement is 69".</p> <p>The machine width requirement is 39":</p> <div data-bbox="922 465 1252 929" data-label="Image"> </div> <p>BCDA adjusts the multifunction copy machine "B" dimension as follows:</p> <p>W - 25" L - 30" H - 48"</p> <p>Consistent with the TOR, the above-mentioned machine dimension shall be the maximum overall machine size, including the accessories, such as trays, finishers, power transformer, etc.</p> <p>Further, the machine's height shall be measured from the floor up to the platen cover, maintaining the said cover closed.</p>
<p>9. Clarification on SECTION VII. Technical Specifications, A. Twenty (20) Color Multifunction Copy Machines;</p> <p>Items/Specification: Compatible with Windows and Mac OS</p>	<p>BCDA maintains the specification requirement on the compatibility of multifunction copy machines, as indicated in the Terms of Reference.</p>

<p>Request Specification: Compatible with <u>latest</u> Windows and Mac OS.</p>	
<p>10. Clarification on SECTION VII. Technical Specifications, A. Twenty (20) Color Multifunction Copy Machines;</p> <p>May we request to amend the following specifications; Hard Drive: 500 GB Memory: 6 GB</p> <p>Printers need memory and storage to make them print faster. Memory allows a printer to receive files from a computer as fast as the connection allows. So, even if the computer slows down, the printing won't.</p>	<p>BCDA accepts the offer of bidders for a higher storage and memory specifications of the machines. This is more beneficial to the agency, hence, BCDA's Information and Communication Technology Department (ICTD) finds this as a supplemental requirement.</p> <p>Further, BCDA user access to machines is managed through defined network accounts, enabling BCDA to distribute access equitably.</p> <p><i>As long as the hard drive and memory meet the machine's minimum technical specification requirements, BCDA accepts the modifications.</i></p>
<p>11. Clarification on SECTION VII. Technical Specifications, B. One (1) Multifunction Copy Machines;</p> <p>Items/Specification: Stacking Capacity - 1,200 sheets/per Machine</p> <p>May we request to consider the stacking capacity to 1,140 sheets per machine since our machines have only cater 2 trays and our offer per tray is 520 per tray plus the bypass of 100 sheets. Hoping for your consideration to be able to join the bidding.</p>	<p>BCDA adjusts the minimum stacking capacity requirement for machine "B" to 1,000 sheets/per machine.</p>
<p>12. Clarification on SECTION VII. Technical Specifications, B. One (1) Multifunction Copy Machines;</p> <p>Item/Specification: Output Capacity - 150,000 copies per multifunction copy machine / month</p> <p>May we request to relax the duty cycle to 120,000 copies per multifunction copy machine / month to be able to join the bidding.</p>	<p>BCDA adjusts its Output Capacity requirement for machine "B" to 120,000 copies per multifunction copy machine/month. This adjustment considers the lower specification of machine "B" as compared to machine "A".</p>

<p>13. Clarification on the Post Qualification Demo;</p> <p>May we request for the demo units to be presented may not necessarily be the same model as proposed but must be the same family in terms of features and functionalities.</p>	<p>The bidder's proposed multifunction copy machine model must be available during post qualification. This way, the Technical Working Group (TWG) can check the functionalities and capabilities of the machines vis-a-vis the required technical specifications under the Terms of Reference (TOR).</p>
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Please be reminded that all queries after the issuance of this Bid Bulletin will no longer be entertained.

Moreover, please take note of the following schedule:

Activities	Date/Schedule
Deadline for Request for Clarification, if any	04 March 2023 (Saturday)
Issuance of Bid Bulletin, if any	07 March 2023 (Tuesday)
<p>Deadline for Submission of the ff:</p> <ul style="list-style-type: none"> • Eligibility Requirements • Financial Proposal 	<p>14 March 2023 (Tuesday) at 9:00 AM</p>
Opening of Bids	<p>14 March 2023 (Tuesday) at 10:00 AM</p>

The above changes further amend the bidding documents, accordingly. **The Opening of Bids will be conducted face-to-face at the BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center, 31st St. corner 2nd Ave, Bonifacio Global City, Taguig City,** However, the bidders may opt to attend online via zoom.

For those attending in person, please consider the following guidelines:

- Attendees to the Pre-bid Conference and Opening of Bids are expected to follow the BCDA Health Protocols; and
- Observers/representatives who show signs of COVID-19 related symptoms are not allowed to enter the BCDA premises.

This Bid Bulletin is being issued pursuant to Sections 22.5.2 and 22.5.3 of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184.

Issued on 07 March 2023 (Tuesday).

BIDS AND AWARDS COMMITTEE FOR GOODS

By:


JOSHUA M. BINGCANG
Chairperson

ANNEX A

Sample Forms: Goods and Services for Ongoing and Completed Contracts

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
<u>Government Contracts:</u>							
1.							
2.							
<u>Private Contracts:</u>							
1.							
2.							
Total Amount:							

*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 (NFC).

ANNEX B

Terms of Reference

One (1) Year rental of Twenty-One (21) Color Multifunction Copy Machines for CY 2023

1. The Contract for the rental of twenty-one (21) color multifunction copy machines shall be for a period of one (1) year, with the following minimum technical specifications:

A. **Twenty (20) Color Multifunction Copy Machines to be Deployed at BCDA Offices in Taguig and Clark:**

Technical Specifications	
Type	Digital
Speed	Monochrome: minimum of 55 copies per minute Color: minimum of 40 copies per minute
Stocking Capacity	Minimum of 3,500 sheets/ per machine
Output Capacity	150,000 copies per multifunction copy machine / month <i>(Should there be a requirement for voluminous output, the machine offered should be capable to deliver required volume)</i>
Throughput Capacity	Paper Size: Maximum A3; Minimum A6; Mailing Envelope (size: 9 1/2" x 4 1/8 "; thickness: 180gsm)
Feeder	2 sided Automatic Reversing
Dimension	39" (W) x 69" (L) x 48" (H) <i>(maximum overall machine dimension including accessories such as trays, finishers, power transformer, etc.)</i>
Others	Compatible with Windows and Mac OS; With network printing capability; With network scanning capability; With finisher; With reduction/enlargement capacity; With per user usage report generation capability; Free monthly maintenance service, parts and consumables.

B. **One (1) Color Multifunction Copy Machine to be Deployed at BCDA Office in Morong Discovery Park, Morong, Bataan:**

Technical Specifications	
Type	Digital
Speed	Monochrome: minimum of 35 copies per minute Color: minimum of 35 copies per minute
Stocking Capacity	Minimum of 1,200 sheets/ per machine
Output Capacity	150,000 copies/machine/ month

Terms of Reference

One (1) Year rental of Twenty-One (21) Color Multifunction Copy Machines for CY 2023

	<i>(Should there be a requirement for voluminous output, the machine offered should be capable to deliver required volume)</i>
Throughput Capacity	Paper Size: Maximum A3; Minimum A6; Mailing Envelope (size: 9 1/2" x 4 1/8 "; thickness: 180gsm)
Feeder	2 sided Automatic Reversing
Dimension	39" (W) x 69" (L) x 48" (H) <i>(maximum overall machine dimension including accessories such as trays, finishers, power transformer, etc.)</i>
Others	Compatible with Windows and Mac OS; With network printing capability; With network scanning capability; With finisher; With reduction/enlargement capacity; With per user usage report generation capability; Free monthly maintenance service, parts and consumables.

2. The approved Budget for the Contract (ABC) is **Three Million Two Hundred Thousand Pesos and 0/100 (P3,200,000.00)** for one (1) year projected at a) 1,600,000 monochrome (black and white) prints; b) 340,000 colored prints for CY 2023. The bid proposal shall be on a per-sheet basis.

Notwithstanding the estimated volume of reproduction, the billing statement as well as the payment shall be based on the contract rate per sheet and the actual consumption of BCDA.

Sample Bid Proposal Presentation:

Type of Machine	Projected Number of Sheets	Proposed Total Cost (in Php) (inclusive of VAT)
Monochrome	1,600,000	1,088,000.00
Color	340,000	2,074,000.00

**Bid proposal shall not exceed the following rates:*

Monochrome - Php 0.68
Color - Php 6.10

The bid proposal shall be rounded off to the nearest hundredths.

3. The Contract shall include supplies and consumables such as toners, spare parts (excluding copy paper), other supplies, and services needed to keep the machines in order, at no extra cost to BCDA.

The services shall include, but not be limited to the following:

- a. Sufficient inventory per month of the following consumables at different locations of BCDA offices:

Terms of Reference

One (1) Year Rental of Twenty (20) Color Multifunction Copy Machines for CY 2023

Supply	Quantity	Location
Toners	Minimum of 10 black; 6 magenta; 6 blue (cyan); 6 yellow; and 8 waste toners	BCDA Corp Center, Bonifacio Technology Center
	Minimum of 2 black; 2 magenta; 2 blue (cyan); 2 yellow; and 2 waste toners	BCDA One West Office, Clark
	Minimum of 3 black; 2 magenta; 2 blue (cyan); 2 yellow; and 2 waste toners	Clark PMO, Clark
	Minimum of 1 black; 1 magenta; 1 blue (cyan); 1 yellow; and 1 waste toner	BCDA Office, Pamayanang Diego Silang
	Minimum of 1 black; 1 magenta; 1 blue (cyan); 1 yellow; and 1 waste toner	BCDA Office, Morong Discovery Park

All toners must be new during the installation of the copy machines after the issuance of the Notice to Proceed.

- b. Conduct machine inspection, adjustments, and maintenance during the last week of every month during the duration of the contract, or as needed, such as urgent or "on-call repair services to be provided within the same business day or within 24 hours (including Saturdays, Sundays and holidays) upon receipt of notice from BCDA, either by email or letter;
 - c. Temporary machine replacement in cases where the multifunction copy machine breaks down warranting repair offsite. The temporary replacement machine/s must have the same or better functional specifications. **After a multifunction copy machine breaks down for the third time, the winning bidder must replace it within two (2) working days after receipt of notice from BCDA via an email or letter;**
 - d. Continuous upgrading of the copier models for the duration of the contract;
4. At no additional cost to BCDA, the following shall be provided by the winning bidder as part of its service package:
 - a. Training shall be conducted within 48 hours after the delivery of the machines; and,
 - b. Setting up of scanning and network printing features including the configuration of the machines.
 5. Machines shall be deployed at the following BCDA offices:


Terms of Reference

One (1) Year Rental of Twenty One (21) Color Multifunction Copy Machines for CY 2023

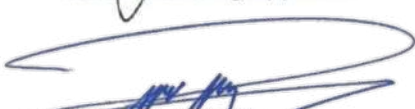
Location	Function	Number of Machine/s
a. BCDA Office, Taguig	Photocopying Services	4
	Network Printing	10
b. BCDA One West	1 machine for photocopy services, 2 for network printing	3
c. BCDA Clark-PMO/ LADD	Photocopying Services	1
	Network Printing	1
d. BCDA - New Clark City	Network Printing	1
e. BCDA - Morong Discovery Park	Printing/Copying	1
TOTAL NUMBER OF MACHINES		21

6. BCDA reserves the right to demand the replacement of machine units when the deployed machines do not meet the requirements indicated in this Terms of Reference and in the bidding documents.
7. Should there be a need for an extension of services by the winning bidder, BCDA shall put this in writing and become part of the contract.
8. Should there be a need **for a maximum of three (3) additional copy machine units**, BCDA shall make the request in writing. The rate per copy remains the same.
9. There will be testing of copy machines during the post-qualification to ensure compatibility with both Windows and Mac OS.
10. BCDA reserves the right to demand a Certificate of Satisfactory Completion issued by former clients during the post-qualification.

Prepared by:


RAUL G. BUENSALIDA
 Officer-in-Charge, RAD

Recommending Approval:


ARREY A. PEREZ
 Senior Vice President, CSG

Noted by:


VIRGIL M. ALVAREZ
 Vice President, ICTD

Approved by:


JOSHUA M. BINGCAN
 Officer-in-Charge, Office of Executive Vice President