

**Procurement of One (1) Year Rental of Twenty-Four (24) Multifunction Color Copy Machines
for CY 2024**

BID BULLETIN NO. 1

This Bid Bulletin clarifies the queries raised during the Pre-bid Conference on 29 January 2024 (Monday) at 10:00 AM, as well as other matters relative to the above Project.

A. Queries/Questions from the Prospective Bidders

QUERY	CLARIFICATION									
<p>1. Clarification on Section VI Schedule of Requirements both for the 21 units and 3 units under page 21 and 22 - requirement for a finisher, considering that the latest models are already electronic sorting/collating and don't require a finisher. As the finisher by definition is only required with stapling, will this be considered?</p>	<p>BCDA shall accept machine finishers in electronic or additional physical accessories as long as the machines deliver sorting and collating functions.</p>									
<p>2. Clarification on End-user Usage Report Generation Capability - as current models already have a print list per machine, do we also require this report per Department/End-user or as a whole?</p>	<p>Yes, the Winning Bidder is required to generate the actual consumption per machine and per department (End-user account) for billing purposes.</p> <p>Actual consumption report is per machine.</p>									
<p>3. Clarification on the Bid financial page 42 of ITB - It would appear that the projected number of the monochrome copies and colored copies, when multiplied by the rates does not max out the Approved Budget for the Contract (ABC).</p>	<p>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.</p> <p>Sample Bid Proposal Presentation:</p> <table border="1" data-bbox="809 1509 1374 1697"> <thead> <tr> <th>Type of Machine</th> <th>Projected Number of Sheets</th> <th>Proposed Total Cost (in Php) (inclusive of VAT)</th> </tr> </thead> <tbody> <tr> <td>Monochrome</td> <td>1,600,000</td> <td>960,000.00</td> </tr> <tr> <td>Color</td> <td>340,000</td> <td>2,117,500</td> </tr> </tbody> </table> <p>The bid proposal shall not exceed the following rates: Monochrome - Php 0.60 Color - Php 6.05 <i>(Bid proposal shall be rounded off to nearest</i></p>	Type of Machine	Projected Number of Sheets	Proposed Total Cost (in Php) (inclusive of VAT)	Monochrome	1,600,000	960,000.00	Color	340,000	2,117,500
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Monochrome	1,600,000	960,000.00								
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<p>4. Clarification on Section VI. Schedule of Requirements - as some machines can only accommodate 40cpm for monochrome, can this requirement be relaxed?</p> <p>Can the dimensions be relaxed?</p>	<p><i>hundredths)</i></p> <p>BCDA maintains its machine speed requirement as indicated in the Terms of Reference.</p> <p>Monochrome: minimum of 55 copies per minute; and Color: minimum of 40 copies per minute</p> <p>The speed is considered by BCDA as an important technical specification of the copy machines.</p> <p>BCDA maintains its specification requirement on machine dimensions as indicated in the Terms of Reference. The machine dimensions shall be the maximum overall machine size, including 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>Item/ specification: 21 Units of Multifunction Copy Machines Dimension: 39" (w) x 69" (L) x 48" (H)</p> <p>3 Units of Multifunction Copy Machines Dimension: 25" (W) x 27" (L) x 28" (H)</p>
<p>5. Are the machines required to be brand new or refurbished units also acceptable? For a refurbished unit, how many years is acceptable?</p>	<p>The winning bidder can offer either brand new or refurbished photocopy machines. Furthermore, the refurbished copy machines must satisfy the technical specifications required in the Terms of Reference, must be within five (5) years, at most, from the dates they are manufactured, and bidder shall submit a duly signed certificate as an authentication and proof of the machines' manufacturing date during post qualification.</p> <p>The machines are either brand new or refurbished (5 years old acceptable if more than 5 years not acceptable)</p>
<p>6. Output Capacity additional specifications: Output (exit) Trays Capacity: 500 sheets or higher</p>	<p>BCDA maintains its machine requirement as indicated in the Terms of Reference.</p>
<p>7. Throughput Capacity additional specifications: with multiple output (exit) trays</p>	<p>BCDA maintains its machine requirement as indicated in the Terms of Reference.</p>

	in the Terms of Reference.
9. Stacking capacity	BCDA maintains its position on the Stacking Capacity Specification Requirement as indicated in the Terms of Reference. Stacking Capacity: 3,500 sheets/machine

B. General Reminders

Please take note of the following schedule:

ACTIVITIES	DATE/SCHEDULE
Deadline for Request for Clarification, if any	Friday, February 02, 2024
Issuance of Bid Bulletin, if any	Monday, February 05, 2024
Deadline for Submission of bid documents	Monday, February 12, 2024 9:00 AM
Opening of Bids	Monday, February 12, 2024 10:00 AM

The above changes further amend the bidding documents, accordingly. **The Submission and 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. Meeting link will be provided upon a request by the prospective bidders to the BAC-G Secretariat through the e-mail address: bacgsecretariat@bcda.gov.ph.

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 No. 9184.

Issued on **05 February 2024**.

BIDS AND AWARDS COMMITTEE FOR GOODS

By:



ATTY. ELVIRA V. ESTANISLAO
Chairperson