

*Bids and Awards Committee for Goods (BAC-G)*

**PROCUREMENT OF ONE (1) YEAR RENTAL OF TWENTY-EIGHT (28) COLOR  
MULTIFUNCTION COPY MACHINES FOR CY 2025**

**BID BULLETIN NO. 2**

This Bid Bulletin clarifies the queries raised during the Pre-bid Conference on **06 February 2025 at 10:00 AM** and other matters related to the above Project.

**A. QUERIES/QUESTIONS FROM THE PROSPECTIVE BIDDERS**

QUERY	CLARIFICATION
1. The Bidding Documents did not indicate a manufacturing year. Usually, BCDA's requirement is five (5) years. One of the prospective bidders proposed that the age of the machines should not be older than four (4) years, to be evidenced by a meter reading of not more than 300,000 count.	<i>Five (5) years is the oldest age of the machine that a bidder can offer to BCDA. Bidders must be ready to present at any form the age of the machine during the bidding and during the post-qualification.</i>  <i>In consideration of refurbished machines, the end-user shall accept a five-year old machine, provided that it shall not exceed the 600,000 meter count. If refurbished, the machine should be recalibrated. If brand new, the BAC-G shall accept it as long as it is compatible with Microsoft and IOS.</i>
2. The proposal to lower the age and meter count is a protection for the agency to ensure that the machines are not over-utilized.	<i>As a matter of protection to the agency, the TOR already includes a provision that the winning bidder should replace a machine that broke down three (3) times. Regardless of a higher meter count, there is already a protection for the agency in terms of this provision.</i>
3. Can you relax the requirements for the stocking capacity from 3,500 sheets to a range of 2,000-3,500 sheets?	<i>The BAC-G maintains the stocking capacity at 3,500 sheets per machine in consideration of the voluminous printing and photocopying requirements of BCDA on a daily basis.</i>
4. For the finisher, can we provide "electronic finisher" in the TOR?	<i>It is acceptable as long as the machine is capable of or has a finisher feature. It is not necessary that there is an extended part of the machine, as long as it has the capacity to deliver the finishing of documents.</i>

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5. The speed is reduced, from previously required 55, it is now 50.	<i>Correct. The 50 is a minimum requirement. Bidders may offer a higher specification or higher printing speed.</i>
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B. Please take note of the following schedule:

ACTIVITIES	DATE/SCHEDULE
Deadline of Submission and Receipt of Bids	9:00 AM, 20 February 2025 (Thur)
Opening of Bids	10:00 AM, 20 February 2025 (Thur)

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.** Alternatively, bidders may opt to attend online via Zoom. The meeting link will be provided upon request by the prospective bidders to the BAC-G Secretariat through the email address [bacgsecretariat@bcda.gov.ph](mailto: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 advised to attend online and will not be 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 **13 February 2025 (Thursday)** in Taguig City.

#### BIDS AND AWARDS COMMITTEE FOR GOODS

By:



**ENGR. MARK P. TORRES**  
Chairperson