

**SUPPLEMENTAL / BID BULLETIN NO. 02**

**TITLE** : Purchase and Delivery of Toners with Free Use of Colored and Monochrome Multi-Function Printers (2<sup>nd</sup> Posting)  
**ITB NO.** : ITB No. 2023-DSWD-CAR-07  
**DATE** : 25 April 2023

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing the following:

Description/ Concerns	From	To
<b>Invitation to Bid</b>	2. "...Delivery of the Goods is <u>Ten (10) Calendar Days upon receipt of Notice to Proceed</u> "	2. "...Delivery of the Goods is <u>Ten (10) Calendar Days upon receipt of Notice to Proceed for the Black, Colored Toners and Colored Printers to be delivered within Baguio City and Sablan, Benguet and Twenty (20) Calendar Days upon Receipt of Notice to Proceed for Toners and Printers intended for SWAD Offices.</u>
	5. A complete set of Bidding Documents may be acquired by interested Bidders on <i>06 April 2023 to 9:00AM 02 May 2023</i> from the given address and website(s) below and upon payment at the Cash Section of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB in the amount of Five Thousand Pesos (Php 5,000.00).	5. A complete set of Bidding Documents may be acquired by interested Bidders on <b><u>06 April 2023 to 09:00 AM 03 May 2023</u></b> from the given address and website(s) below and upon payment at the Cash Section of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB in the amount of Five Thousand Pesos (Php 5,000.00).
	7. Bids must be duly received by the BAC Secretariat at the office address indicated below on or before <i>9:00 AM (PST) of 02 May 2023</i> . Late bids shall not be accepted.	7. Bids must be duly received by the BAC Secretariat at the office address indicated below on or before <b><u>09:00 AM (PST) of 03 May 2023</u></b> . Late bids shall not be accepted.
	9. Bid opening shall be on <i>10:00 AM of 02 May 2023 at DSWD-CAR Premises and via Video Teleconference and via Google Meet with meeting ID/Link as <a href="https://meet.google.com/jmp-ojrs-fue">meet.google.com/jmp-ojrs-fue</a>.</i>	9. Bid opening shall be on <b><u>10:00 AM of 03 May 2023</u></b> at <b><u>DSWD-CAR Premises and via Video Teleconference and via Google Meet with meeting ID/Link as <a href="https://meet.google.com/jmp-ojrs-fue">meet.google.com/jmp-ojrs-fue</a></u></b> . Bids will be opened in the presence of the

Description/ Concerns	From	To
	Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.	bidders' representatives who choose to attend the activity.
Schedule Requirements of	<p><b>B. Delivery Period:</b> Ten (10) Calendar days upon receipt of the Notice to Proceed</p>	<p><b>B. Delivery Period:</b> Within twenty (20) Calendar Days upon receipt of Notice to Proceed including printers.</p>
	<p><b>A. For colored printer with provision of at least <u>twenty (20)</u> multi-function heavy duty printers:</b></p> <p>86 packs Toner, black, 500 g 14 packs Toner, cyan, 500g</p>	<p><b>A. For colored printer with provision of at least <u>twenty (20)</u> multi-function heavy duty printers:</b></p> <p>40 packs, Toner, black, 500g 20 packs, Toner, cyan, 500g 20 packs, Toner, magenta, 500g 20 packs, Toner, yellow, 500g</p>
	<p><b>A. Delivery Place:</b> 40 North Drive, Baguio City</p>	<p><b>A. Delivery Place:</b> 40 North Drive, Baguio City for the Toners. Refer to the Distribution List for the Delivery Place of Printers/Machines.</p>
	<p><b>B. Delivery Place:</b> 40 North Drive, Baguio City</p>	<p><b>B.</b> Refer to the Distribution List for the Delivery Place of Printers/Machines.</p>
Technical Specifications	<p><b>A. For colored printer with provision of at least <u>twenty (20)</u> multi-function heavy duty printers:</b></p> <p>86 packs Toner, black, 500 g 14 packs Toner, cyan, 500g</p>	<p><b>A. For colored printer with provision of at least <u>twenty (20)</u> multi-function heavy duty printers:</b></p> <p>40 packs, Toner, black, 500g 20 packs, Toner, cyan, 500g 20 packs, Toner, magenta, 500g 20 packs, Toner, yellow, 500g</p>
	<p><b>Terms and Conditions:</b></p> <p>11. Delivery of toners shall be at the <b>Supply Unit</b> and any pull-out of equipment will be coordinated with ICT personnel</p>	<p><b>Terms and Conditions:</b></p> <p>11. Delivery of toners for the <b>Colored Printers shall be at the Supply Unit</b> while the delivery of <b>toners for the Monochrome Printers will be delivered to SWAD Offices</b> based on the Distribution List which will be</p>



Description/ Concerns	From	To
		provided to the winning bidder. Any pull-out of equipment will be coordinated with ICT personnel

**Please use the following revised forms as part of the bid bulletin:**

- **Schedule of Requirements**
- **Technical Specifications**
- **Price Schedule of Goods Offered**
- **Invitation to Bid**

This Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

  
**ENGR. ENRIQUE H. GASCON JR.**  
 Chairperson, Bids and Awards Committee



**INVITATION TO BID FOR**  
**Purchase and Delivery of Toners with Free Use of Colored**  
**and Monochrome Multi-Function Printers (2nd Posting)**  
**ITB 2023-DSWD-CAR-07**

1. The *Department of Social Welfare and Development – Cordillera Administrative Region*, through the **General Appropriations Act of 2023** intends to apply the sum of **One Million Fifty Five Thousand Two Hundred Pesos (PhP 1, 055, 200.00)** being the ABC to payments under the contract for the **Purchase and Delivery of Toners with Free Use of Colored and Monochrome Multi-Function Printers (2nd Posting)**.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The *Department of Social Welfare and Development - CAR* now invites bids for the above Procurement Project. Delivery of the Goods is required **Ten (10) Calendar Days upon receipt of Notice to Proceed for the Black, Colored Toners and Colored Printers to be delivered within Baguio City and Sablan, Benguet and Twenty (20) Calendar Days upon Receipt of Notice to Proceed for Toners and Printers intended for SWAD Offices**. upon receipt of Notice to Proceed. Bidders should have completed, within **two (2) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from *Department of Social Welfare and Development - CAR* and inspect the Bidding Documents at the address given below during **8:00AM to 5:00PM**, Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **06 April 2023 to 9:00AM 03 May 2023** from the given address and website(s) below and upon payment at the Cash Section of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB in the amount of **Five Thousand Pesos (Php 5,000.00)**.
6. The *Department of Social Welfare and Development-CAR* will hold a **Pre-Bid Conference<sup>1</sup>** on **10:00 am of 19 April 2023** at **DSWD-CAR Premises and via Video**

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

**Teleconference or Google Meet with meeting ID/Link as meet.google.com/img-royy-btz**, which shall be opened to prospective bidders.

**The procuring entity allows payment of bidding documents through Bank-to-Bank transaction. However, the Official Receipt shall only be issued to the bidder upon submission of original copy of the deposit slip to the Cash Section with the following bank details:**

**Account Number : 0222-0218-63**

**Account Name : DSWD FO CAR (MISC TRUST ACCNT)**


**Name of the Bank: LANDBANK – Baguio Branch**

7. Bids must be duly received by the BAC Secretariat at the office address indicated below on or before **9:00 AM (PST) of 03 May 2023**. Late bids shall not be accepted.

**The procuring entity allows submission through courier provided that the bid envelope will be received on or before the deadline of bid submission.**

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **10:00 AM of 03 May 2023** at **DSWD-CAR Premises and via Video Teleconference and via Google Meet with meeting ID/Link as meet.google.com/jmp-ojrs-fue**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Department of Social Welfare and Development** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:  
**BAC SECRETARIAT**  
Procurement Section, DSWD-CAR  
40 North Drive, Baguio City  
[bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph)  
(074) 661-0430 Local 25025 / (02) 369-6580  
Mobile Numbers: Globe: 0915-151-9259  
Smart: 0963-610-9340
12. You may visit the following website for downloading of Bidding Documents:  
<https://car.dswd.gov.ph/downloads/procurement/procurement-opportunities/>

  
**ENGR. ENRIQUE H. GASCON JR.**

BAC Chairperson 

## *Section VI. Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot No.	Description	Qty / Unit	Delivery Place	Delivery Period
1	<b>Purchase of Toners with Free Use of Colored and Monochrome Multi-Function Printer</b>			
	<b><i>A. For colored printer, with provision of at least <u>twenty (20)</u> multi-function heavy duty printers</i></b>			
	Toner, black, 500g	40 packs	40 North Drive, Baguio City for the Toners  Refer to the Distribution List for the Delivery Place of Printers/Machines	Within ten (10) Calendar Days upon receipt of Notice to Proceed including printers.
	Toner, cyan, 500g	20 packs		
	Toner, magenta, 500g	20 packs		
	Toner, yellow, 500g	20 packs		
<b><i>B. For monochrome printer, with provision of at least <u>thirteen (13)</u> multi-function heavy duty printers</i></b>				
Toner, black, 500g	39 packs	Refer to the Distribution List for the Delivery Place of Printers/Machines	Within twenty (20) Calendar Days upon receipt of Notice to Proceed including printers.	

### Distribution List of Machines/Equipment

Delivery Sites	Location	Colored Printers	Monochrome Printers
<b>Field Office &amp; Extension Offices</b>	Baguio City and La Trinidad, Benguet	17	6
<b>Centers</b>	Baguio City, La Trinidad, and Sablan	3	1
<b>SWAD Offices</b>			
<input type="checkbox"/> Abra SWAD Office	Bangued, Abra		1
<input type="checkbox"/> Apayao SWAD Office	Luna, Apayao		1
<input type="checkbox"/> Mt. Province SWAD Office	Bontoc, Mt. Province		1

<input type="checkbox"/> Ifugao SWAD Office	Lagawe, Ifugao		1
<input type="checkbox"/> Kalinga SWAD Office	Bulanao, Kalinga		1
<input type="checkbox"/> Benguet SWAD Office	Baguio City		1

**Note: The machines may be reallocated to other sites based on the need of the procuring entity.**

## ***Section VII. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.



Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

## Technical Specifications

Item	Qty	Unit	Specification	Statement of Compliance
				<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered (including the prescribed terms and conditions). Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
	<b><i>A. For colored printer with provision of at least twenty (20) multi-function heavy duty printers</i></b>			
	40	packs	Toner, black, 500g	
	20	packs	Toner, cyan, 500g	
	20	packs	Toner, yellow, 500g	

Item	Qty	Unit	Specification	Statement of Compliance
	20	packs	Toner, magenta, 500g	
	<b><i>B. For monochrome printer with provision of at least <u>thirteen (13)</u> multi-function heavy duty printers</i></b>			
	39	packs	Toner, black, 500g	

**NOTES:**

For the purpose of bid evaluation, the required evidence as reference to the statement of compliance shall be in the form of brand and/or technical specifications of the offered item). In case a brand is not appropriate or applicable for the item, a bidder shall attach a photo that shows the compliance of offered items with the technical specifications. **Attachment of photo is mandatory for the offered item.**

Example:

Specification	Statement of Compliance
Black, 500g x 40 packs	Comply, brand x, photo or brochure of the offered item

# TERMS AND CONDITIONS

	Terms and Conditions	Statement of Compliance (Indicate "Comply")
1	Can comply with the Schedule of Requirements	
2	<p>Willing to provide at least <b>twenty (20) colored multi-function heavy duty printers:</b></p> <ul style="list-style-type: none"> <li>● Machine Memory – at least 2 GB</li> <li>● Hard Drive – at least 250 GB</li> <li>● Automatic duplex print, scan and copy</li> <li>● Can print at least 28 page and copy per minute</li> <li>● Can produce at least 6,000 page per toner (cyan, magenta, yellow, black)</li> <li>● With at least 60,000 monthly duty/volume cycle</li> <li>● Capable of USB and Ethernet/LAN Connectivity, network printing and color scanning</li> <li>● Maximum paper output size – A3 wide</li> <li>● Large capacity feeder</li> <li>● With automatic document feeder</li> <li>● Role-based access</li> </ul>	
3	<p>Willing to provide at least <b>thirteen (13) monochrome multi-function heavy duty printers:</b></p> <ul style="list-style-type: none"> <li>● Machine Memory – at least 2 GB</li> <li>● Hard Drive – at least 250 GB</li> <li>● Automatic duplex print, scan and copy</li> <li>● Can print at least 35 page and copy per minute</li> <li>● Can produce at least 10,000 pages</li> <li>● With at least 80,000 monthly duty/volume cycle</li> <li>● Capable of USB and Ethernet/LAN Connectivity, network printing and color scanning</li> <li>● Maximum paper output size – A3 wide</li> <li>● Large capacity feeder</li> <li>● With automatic document feeder</li> <li>● Role-based access</li> </ul>	
4	Delivery, installation and set-up of all equipment to the indicated sites (Field Office and extension offices,	

	SWAD Offices and Centers shall be completed within ten (10) calendar days upon receipt of the Notice to Proceed	
5	Relocation and/or transfer of machines shall be facilitated by the service provider at no additional charges	
6	Repair, spare parts replacement, maintenance and other consumables of the machines caused by depletion shall be the responsibility of the service provider throughout the duration of the contract	
7	On-site technical support for the main, extension and center offices should be within 24 hours and within 3 days at SWAD Offices	
8	Training on machine management and administration should be facilitated by the service provider to all staff of the installation sites	
9	Printer machines that reached the maximum duty/volume-cycle shall be replaced immediately	
10	Printers with recurring repair issues in a month shall be replaced with <b><u>new printer in good running condition</u></b>	
11	Delivery of toners for the <b><u>Colored Printers shall be at the Supply Unit</u></b> while the delivery of <b><u>toners for the Monochrome Printers will be delivered to SWAD Offices</u></b> based on the Distribution List which will be provided to the winning bidder. Any pull-out of equipment will be coordinated with ICT personnel	
12	Contract <b><u>shall be until December 31, 2023 or until full utilization of the delivered toners. In case the toners are still available, the contract shall be automatically extended the following year until the full consumption of toners.</u></b>	
13	Payment Term: One-time payment upon complete delivery of toners	

Notes:

The requirement of evidence as reference to the statement of compliance is only applicable for the items or goods that are subject for the bidding at hand. Evidence as reference to the compliance with the terms and conditions is not required. However, bidder shall still explicitly provide their statement of compliance with the prescribed "Terms and Conditions". Statement of compliance with the "Terms and Conditions" will be verified during the post-qualification stage.

Example:

<b>Terms and Conditions:</b>	<b>Statement of Compliance</b>
Can comply with the Schedule of Requirements.	Comply

**Price Schedule for Goods Offered from Within the Philippines**

Name of Bidder : \_\_\_\_\_  
 Invitation to Bid No. ITB 2023-DSWD-CAR-07

Page \_\_\_ of \_\_\_

1	2	3	4		5	6	7	8	9	10
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
	<b>A. For colored printer with provision of at least twenty (20) multi-function heavy duty printers</b>									
	Black, 500g	-	40	pack	-	-	-	-	-	-
	Cyan, 500g	-	20	pack	-	-	-	-	-	-
	Magenta, 500g	-	20	pack	-	-	-	-	-	-
	Yellow, 500g	-	20	pack	-	-	-	-	-	-
	<b>B. For monochrome printer with provision of at least thirteen (13) multi-function heavy duty printers</b>									
	Black, 500g	-	39	pack	-	-	-	-	-	-
	-----Nothing Follows-----									
	<b>Total</b>									-

**NOTES:**

1. In case a column is not applicable for an offered item, just indicate "-" or "0".
2. Leaving columns 5, 6,7,8, as blank or indicating other symbol/s such as "Not Applicable", "NA", etc. shall be automatically deemed as not responsive.

Name: \_\_\_\_\_  
 Legal Capacity: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_