

SUPPLEMENTAL / BID BULLETIN NO. 1

TITLE : Purchase and Delivery of Toners with Free Use of Colored and Monochrome Multi-Function Printers
ITB NO. : NP 2023-DSWD-CAR-01
DATE : 15 May 2023

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

Description/Concerns	From	To
Invitation to Bid	Opening of Bids and DSWD premises and through Google Meet with meeting ID/Link: meet.google.com/oay-baea-kqg	Opening of Bids and Evaluation of Bids to be held at DSWD premises and through Google Meet with meeting ID/Link: meet.google.com/oay-baea-kqg
Schedule of Requirements (Annex A)	Quantity for Item A: Toner, black, 500 g 136 packs	Quantity for Item A: Toner, black, 500 g 86 packs (see attached Schedule of Requirements form)
Technical Specifications (Annex B)	Quantity for Item A: Toner, black, 500 g 136 packs	Quantity for Item A: Toner, black, 500 g 86 packs (see attached Technical Specifications form)

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

- Invitation to Bid
- Schedule of Requirements (Annex A)
- Technical Specifications Form (Annex B)

Changes indicated in the Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.


ENRIQUE H. GASCÓN JR.
 Chairperson, Bids and Awards Committee



**INVITATION FOR
NEGOTIATED PROCUREMENT – TWO FAILED BIDDINGS
Purchase and Delivery of Toners with Free Use of Colored and Monochrome
Multi-function Printers**

In view of the two (2) failed public biddings and in accordance with Section 53.1 of the revised Implementing Rules and Regulations of the Republic Act 9184, otherwise known as the “Government Procurement Reform Act”, the **Department of Social Welfare and Development - Cordillera Administrative Region (DSWD-CAR)**, through its **Bids and Awards Committee (BAC)** now invites PhilGEPS registered and interested suppliers to participate in the negotiation for the procurement of the project, **Purchase and Delivery of Toners with Free Use of Colored and Monochrome Multi-Purpose Printers (NP-DSWD-CAR-2023-01)**. The Approved Budget for the Contract (ABC) is *One Million Fifty Five Thousand Two Hundred Pesos (PhP 1, 055, 200.00)*. For more details of this project, please refer to the following:

- **Schedule of Requirements (Annex A)**
- **Technical Specifications (Annex B)**

1. The schedule of procurement activities:

<i>Activities</i>	<i>Date and Time</i>
Posting and availability of the Invitation for Negotiated Procurement- Two Failed Biddings	10 May 2023 to 12:00 PM of 19 May 2023
Negotiation Conference at DSWD premises and through video conferencing or Google Meet with meeting ID/Link as meet.google.com/yqr-zhod-pxa	11:00 am of 15 May 2023
Issuance of Amendments / Clarifications / Addendum, if any	15 May 2023
Deadline for Submission of Bids	12:00 PM of 19 May 2023
Opening of Bids and <u>Evaluation of Bids to be held at</u> DSWD premises and through Google Meet with meeting ID/Link: meet.google.com/oay-baea-kqg	01:30 PM of 19 May 2023

The Eligibility and Technical Documents will be composed of the following:

- i. Valid PhilGEPS Registration Certificate (Platinum Membership), **ALL** pages in accordance with Section 8.5.2 of the IRR;
- ii. Schedule of Requirements (**Annex A**)
- iii. Technical Specifications (**Annex B**)



- iv. The statement of all ongoing government and private contracts, including the contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (**Annex C**);
- v. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid (**Annex D**);
- vi. **Net Financial Contracting Capacity (NFCC)** or A Committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation (**Annex E**);
- vii. Joint Venture Agreement, if applicable;
- viii. Original duly signed Omnibus Sworn Statement (**Annex F**);
- ix. Bid Securing Declaration (**Annex G**)

Note: Other eligibility/Legal documents will be validated during the post-qualification stage.

The Financial Proposal:

- i. Price Proposal Form (**Annex H**)
 - ii. Bid Form (**Annex I**)
2. The **Department of Social Welfare and Development - Cordillera Administrative Region (DSWD-CAR)** 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
3. For further information, please refer to the following:

DSWD-CAR Bids and Awards Committee
c/o THE BAC SECRETARIAT
DSWD-CAR, 40 North Drive, Baguio City
E-Mail: bacsec.car@dswd.gov.ph
Tel. No. (074) 661-0430 local 25025


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

Annex A

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	Purchase of Toners with Free Use of Colored and Monochrome Multi-Function Printer			
	<i>A. For colored printer, with provision of at least <u>twenty (20)</u> multi-function heavy duty printers</i>			
	Black, 500g	86 packs	40 North Drive, Baguio City	Within ten (10) Calendar Days upon receipt of Notice to Proceed including printers
	Cyan, 500g	14 packs		
	<i>B. For monochrome printer, with provision of at least <u>thirteen (13)</u> multi-function heavy duty printers</i>			
Black, 500g	39 packs	40 North Drive, Baguio City	Within ten (10) Calendar Days upon receipt of Notice to Proceed including printers	

Distribution List of Machines/Equipment

Delivery Sites	Location	Colored Printers	Monochrome Printers
Field Office & Extension Offices	Baguio City and La Trinidad, Benguet	17	6
Centers	Baguio City, La Trinidad, and Sablan	3	1
SWAD Offices			
▪ Abra SWAD Office	Bangued, Abra		1
▪ Apayao SWAD Office	Luna, Apayao		1
▪ Mt. Province SWAD Office	Bontoc, Mt. Province		1
▪ Ifugao SWAD Office	Lagawe, Ifugao		1
▪ Kalinga SWAD Office	Bulanao, Kalinga		1
▪ Benguet SWAD Office	Baguio City		1

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

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>
<p><i>A. For colored printer with provision of at least <u>twenty (20)</u> multi-function heavy duty printers</i></p>				
1	86	packs	Black, 500g	
2	14	packs	Cyan, 500g	
<p><i>B. For monochrome printer with provision of at least <u>thirteen (13)</u> multi-function heavy duty printers</i></p>				
3	39	packs	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 86 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 twenty (20) colored multi-function heavy duty printers:</p> <ul style="list-style-type: none"> ● Machine Memory – at least 2 GB ● Hard Drive – at least 250 GB ● Automatic duplex print, scan and copy ● Can print at least 28 page and copy per minute ● Can produce at least 6,000 page per toner (cyan, magenta, yellow, black) ● With at least 60,000 monthly duty/volume cycle ● Capable of USB and Ethernet/LAN Connectivity, network printing and color scanning ● Maximum paper output size – A3 wide ● Large capacity feeder ● With automatic document feeder ● Role-based access 	
3	<p>Willing to provide at least thirteen (13) monochrome multi-function heavy duty printers:</p> <ul style="list-style-type: none"> ● Machine Memory – at least 2 GB ● Hard Drive – at least 250 GB ● Automatic duplex print, scan and copy ● Can print at least 35 page and copy per minute ● Can produce at least 10,000 pages ● With at least 80,000 monthly duty/volume cycle ● Capable of USB and Ethernet/LAN Connectivity, network printing and color scanning ● Maximum paper output size – A3 wide ● Large capacity feeder ● With automatic document feeder ● Role-based access 	
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 <u>new printer in good running condition</u>	
11	Delivery of toners shall be at the Supply Unit and any pull-out of equipment will be coordinated with ICT personnel	
12	Contract <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>	
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:

Terms and Conditions:	Statement of Compliance
Can comply with the Schedule of Requirements.	Comply