

**SUPPLEMENTAL / BID BULLETIN NO. 03**

**TITLE :** Purchase and Delivery of Semi-expendable ICT Equipment to DSWD CAR Staff  
**ITB NO. :** ITB 2024-DSWD-CAR-03  
**DATE :** 21 February 2024

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

Description	From	To
<b>Invitation to Bid (Clause 5)</b>	A complete set of Bidding Documents may be acquired by interested Bidders on <u>06 February 2024 to 01:00 PM (PST) 27 February 2024</u> 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).	A complete set of Bidding Documents may be acquired by interested Bidders on <u>06 February 2024 to 01:00 PM (PST) 01 March 2024</u> 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).
<b>Invitation to Bid (Clause 7)</b>	Bids must be duly received by the BAC Secretariat at the office address indicated below on or before <u>01:00 PM (PST) 27 February 2024</u> . 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.	Bids must be duly received by the BAC Secretariat at the office address indicated below on or before <u>01:00 PM (PST) 01 March 2024</u> . 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.
<b>Invitation to Bid (Clause 7)</b>	Bid opening shall be on <u>01:30 PM (PST) 27 February 2024</u> at DSWD-CAR Premises and via Video Teleconference and via Google Meet with meeting ID/Link as <u>meet.google.com/nuh-cmnm-qjd</u> . Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.	Bid opening shall be on <u>01:30 PM (PST) 01 March 2024</u> at DSWD-CAR Premises and via Video Teleconference and via Google Meet with meeting ID/Link as <u>meet.google.com/nuh-cmnm-qjd</u> . Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.



Description	From	To
<b>Technical Specifications</b> (Item No. 1)	<b>Desktop Scanner</b> Scanner Type: Desktop Sheet-Fed Scanner Scanning Speed (A4 Portrait): ≥ 45 ppm Image Sensor Type: Contact Image Sensor Light Source: Light Emitting Diode Optical Resolution: up to 600 dpi Output Resolution (Color / Grayscale / Monochrome): up to 600 x 600 dpi Document Size: Width: 50.8 mm to 216 mm Length: 54 mm to 356 mm Paper Weight (Thickness): Weight: 27 - 209 g/m2 Thickness: 0.04 - 0.25 mm ADF Capacity: up to 60 sheets Expected Daily Volume: up to 4,000 scans <u>Interface: USB 3.2 Gen1, USB 2.0, LAN, Wi-Fi</u> Power Requirements: AC 100V - 240V 50/60 Hz Power Consumption Operating mode: 22.5 W or less Sleep mode: 3.4 W or less Auto Standby (Off) mode: 0.1 W or less Environmental Compliance: at least ENERGY STAR® and RoHS Supported Operating System: up to Windows 11 Price should not exceed PhP 40,000.00	<b>Desktop Scanner</b> Scanner Type: Desktop Sheet-Fed Scanner Scanning Speed (A4 Portrait): ≥ 45 ppm Image Sensor Type: Contact Image Sensor Light Source: Light Emitting Diode Optical Resolution: up to 600 dpi Output Resolution (Color / Grayscale / Monochrome): up to 600 x 600 dpi Document Size: Width: 50.8 mm to 216 mm Length: 54 mm to 356 mm Paper Weight (Thickness): Weight: 27 - 209 g/m2 Thickness: 0.04 - 0.25 mm ADF Capacity: up to 60 sheets Expected Daily Volume: up to 4,000 scans <b><u>Interface: USB should be 3.2 Gen1x1 / USB 2.0, LAN, Wi-Fi</u></b> Power Requirements: AC 100V - 240V 50/60 Hz Power Consumption Operating mode: 22.5 W or less Sleep mode: 3.4 W or less Auto Standby (Off) mode: 0.1 W or less Environmental Compliance: at least ENERGY STAR® and RoHS Supported Operating System: up to Windows 11 Price should not exceed PhP 40,000.00

Please refer to the attached revised form:

- **Technical Specifications**

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

Please be guided accordingly.

  
**RINA CLAIRE L. REYES**  
 Chairperson, Bids and Awards Committee

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## INVITATION TO BID FOR Purchase and Delivery of Semi-expendable ICT Equipment to DSWD CAR Staff ITB 2024-DSWD-CAR-03

1. The *Department of Social Welfare and Development – Cordillera Administrative Region*, through the **General Appropriations Act 2024** intends to apply the sum of **Three Million Four Hundred Seventy Six Thousand Five Hundred Pesos (PhP 3, 476, 500.00)** being the ABC to payments under the contract for the **Purchase and Delivery of Semi-expendable ICT Equipment to DSWD CAR Staff**.

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 within **Sixty (60) calendar days upon receipt of the 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 February 2024 to 01:00 PM (PST) 01 March 2024** 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 **02:30 PM (PST) 14 February 2024** at **DSWD-CAR Premises and via**

<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.



**Video Teleconference or Google Meet with meeting ID/Link as meet.google.com/ecm-stky-jku**, which shall be opened to prospective bidders.

The Procuring Entity allows payment of the bidding documents through Bank-to-Bank transaction. However, the Official Receipt shall only be issued by the Cash Section to the Bidder upon receipt of one (1) original copy of the deposit or other proof of payment<sup>2</sup> reflecting 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 **01:00 PM (PST) 01 March 2024**. 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 **01:30 PM (PST) 01 March 2024** at ***DSWD-CAR Premises and via Video Teleconference and via Google Meet with meeting ID/Link as meet.google.com/nuh-cmnm-qjd***. 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*  
*(074) 661-0430 Local 25025*  
*Mobile Number: Smart: 0969-572-9176*
12. You may visit the following website for downloading of Bidding Documents:  
***https://car.dswd.gov.ph/downloads/procurement/procurement-opportunities/***

**RINA CLAIRE L. REYES**  
BAC Chairperson



<sup>2</sup> Proof of payment includes screenshot of bank to bank fund transfer reflecting the accurate bidding documents fee paid, the correct details of DSWD Bank Account and Transaction Reference Number.

## ***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.

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## Technical Specifications

Item	Qty	Unit	Specification	Statement of Compliance
				<p>[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 (<b>including the prescribed terms and conditions</b>). 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.]</p>
1	14	unit	<b>Desktop Scanner</b> Scanner Type: Desktop Sheet-Fed Scanner Scanning Speed (A4 Portrait): ≥ 45 ppm Image Sensor Type: Contact Image Sensor Light Source: Light Emitting Diode	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>Optical Resolution: up to 600 dpi  Output Resolution (Color / Grayscale / Monochrome): up to 600 x 600 dpi  Document Size: Width: 50.8 mm to 216 mm  Length: 54 mm to 356 mm  Paper Weight (Thickness):  Weight: 27 - 209 g/m<sup>2</sup>  Thickness: 0.04 - 0.25 mm  ADF Capacity: up to 60 sheets  Expected Daily Volume: up to 4,000 scans  <b>Interface: USB should be 3.2 Gen1x1 / USB 2.0, LAN, Wi-Fi</b>  Power Requirements: AC 100V - 240V 50/60 Hz  Power Consumption  Operating mode: 22.5 W or less  Sleep mode: 3.4 W or less  Auto Standby (Off) mode: 0.1 W or less  Environmental Compliance: at least ENERGY STAR® and RoHS  Supported Operating System: up to Windows 11  Price should not exceed PhP 40,000.00</p>	
2	4	unit	<p><b>PROJECTOR</b></p> <p>LCD Projector, 3 LCD, 3-chip technology projection system, 1280 x 800 (WXGA) n. resolution, 4000 lumens brightness, <b>at least 2W Speaker</b>, HDMI   AV In-Out, 12,000-hr lamp life in ECO Mode.</p> <p>Price should not exceed PhP 40,000.00</p>	
3	84	unit	<p><b>Printer, all-in-One, auto-duplex</b>  Print, Scan, Copy, Fax with ADF  Print yield of up to 7,500 pages for black and up to 6,000 pages for colour</p>	



Item	Qty	Unit	Specification	Statement of Compliance
			<p>Print speeds up to 15ipm for black and 8.0ipm for colour            Compact integrated tank design            High yield ink bottles            Spill-free, error-free refilling            Wi-Fi, Wi-Fi Direct / Ethernet            Seamless setup            Borderless printing up to 4R</p> <p>Price should not exceed Php 20,000.00</p>	
4	4	unit	<p><b>Printer, all-in-One, auto-duplex for the DRMD Personnel</b></p> <p>Specifications:            Print, Scan, Copy, Fax with ADF            Print yield of up to 7,500 pages for black and up to 6,000 pages for colour            Print speeds up to 15 ipm for black and 8 ipm for colour            Compact integrated tank design            High yield ink bottles            Spill-free, error-free refilling            Wi-Fi, Wi-Fi Direct / Ethernet            Seamless setup            Borderless printing up to 4R</p> <p>Price should not exceed Php 18,750.00</p>	
5	25	unit	<p><b>MONOCHROME PRINTER</b>            PRINT (mono): 1200x1200 dpi max res; Paper sizes: A4, Letter, A5, A5 (Long Edge), A6, Executive, Legal, Folio, Mexico Legal, India Legal. SCAN (color and mono): A4 max size (ADF and bed); Up to 1200x1200 dpi (bed); Up to 600x600 dpi (ADF), Scan to external media. <b><u>COPY (mono): at least 210 mm copy width; up to 1200x 600 dpi resolution.</u></b>            TRAYS: up to Legal size; tray 1 - 250 sheets, Multi-purpose tray - 50 sheets. with TFT Colour Touchscreen LCD</p>	

Item	Qty	Unit	Specification	Statement of Compliance
			Price should not exceed PhP 40,000.00	
6	1	unit	<b>Wireless Presenter</b> Buttons: Esc, Page Down, Page Up, Black Battery Type: 1.5V AAA batteries x 2 <u><b>Wireless Operating Distance: up to 10 meters</b></u> Wireless Technology: 2.4 GHz Wireless Technology Price should not exceed PhP 1, 500.00	

**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
<b>Wireless Presenter</b> Buttons: Esc, Page Down, Page Up, Black Battery Type: 1.5V AAA batteries x 2 <u><b>Wireless Operating Distance: up to 10 meters</b></u> Wireless Technology: 2.4 GHz Wireless Technology Price should not exceed PhP 1, 500.00	Comply, brand x, photo or brochure of the offered item



**TERMS AND CONDITIONS**

		<b>Statement of Compliance</b>
1	<p>The bidder can comply with the Schedule of Requirements</p> <p><b>Note: <u>Schedule of Requirements shall be attached to support compliance to this specific terms and condition.</u></b></p>	
2	<p>For reported hardware replacement for printers, scanners and projector, the Service Provider shall be the one to pull out the unit and provide temporary service units.</p>	
3	<p>Proposed Brand for the <b><u>printers, projectors and scanners</u></b> must be capable of supporting Nationwide deployment and with at least 1 or more accredited Service Centers within CAR / Northern Luzon (Proof or List of Nationwide Service Center should be submitted during the post qualification stage).</p>	
4	<p>Warranty:</p> <ul style="list-style-type: none"> <li>• One (1) year warranty for the projector and printers.</li> <li>• Three (3) years warranty for the scanners.</li> </ul>	
5	<p>Manufacturer of the proposed brand for the printers, scanners and projector should at least be <b><u>ISO 9001:2015</u></b> certified (<b>proof shall be presented during the post qualification stage</b>).</p>	
6	<p>Proposed <b>BRAND</b> for the <b>scanners</b> should be Energy Star and RoHS compliant (<b>proof shall be presented during the post qualification stage</b>).</p>	
7	<p>Further, <b><u>the brand for projectors, scanners and printers should be sold</u></b> and marketed continuously in the Philippines for the last ten (10) years.</p>	
8	<p>The procuring entity reserves the right to cancel the contract or reduce the quantity of the goods for any justifiable reasons or for any</p>	

		<b>Statement of Compliance</b>
	circumstance beyond the procuring entity's control, i.e. force majeure, fortuitous events, etc.	
9	Payment Term: Payment will be processed upon complete delivery of items, submission of complete supporting documents and based on availability of Cash allotment.	

**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>
The bidder can comply with the Schedule of Requirements	<b>Comply</b>