

SUPPLEMENTAL / BID BULLETIN NO. 01

TITLE : Purchase and Delivery of Toners with Complimentary Use and Maintenance of Heavy Duty Printers
ITB NO. : ITB 2025-DSWD-CAR-07
DATE : 15 May 2025

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

Description	From	To
Invitation to Bid Item 6	xxx 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 receipt of the original deposit slip by the Cash Section with the following bank details: xxx	xxx <u>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 reflecting the following bank details:</u> xxx
Technical Specifications Terms and Conditions Item 4	1. Willing to provide at least Forty Three (43) colored multifunction printers with additional ten (10) units to serve as SPARE UNITS in the event of printer malfunction. Function: Print, Scan, Copy Technology: Colour Laser Beam Monthly Duty Cycle: ≥ 30,000 impressions Copying Copy Speed: ≥ 15 ppm (color/black) Copy Resolution: 600 x 600 dpi Printing Print Speed: ≥ 15 ppm (color/black), ≥12 ppm (color/black) 2-sided	1. Willing to provide at least Forty Three (43) colored multifunction printers with additional ten (10) units to serve as SPARE UNITS in the event of printer malfunction. Function: Print, Scan, Copy Technology: Colour Laser Beam Monthly Duty Cycle: ≥ 30,000 impressions Copying Copy Speed: ≥ 15 ppm (color/black) Copy Resolution: 600 x 600 dpi Printing Print Speed: ≥ 15 ppm (color/black), ≥12 ppm (color/black) 2-sided

Description	From	To
	Print Resolution: $\geq 600 \times 600$ dpi Scanning Optical Resolution: up to 600×600 dpi glass, 300×300 dpi feeder <u>Scanner Type</u> CCI Sensor Bit Depth: ≥ 24 bit Scan Speed: ≥ 26 ipm (black), ≥ 13 ipm (color) Pull Scan via USB and Network	Print Resolution: $\geq 600 \times 600$ dpi Scanning Optical Resolution: up to 600×600 dpi glass, 300×300 dpi feeder <u>Scanner Type at least Contact Image Sensor</u> Bit Depth: ≥ 24 bit Scan Speed: ≥ 26 ipm (black), ≥ 13 ipm (color) Pull Scan via USB and Network
Terms and Conditions Item # 4	Payment Term: Payment shall be based on the actual delivered items per delivery schedule subject to the submission and/or completion of the required documents for payments	<u>Payment will be made every after complete delivery based on Scheduled delivery. For the 1st payment, it will be made after delivery of required quantity and full installation of printers.</u>
Statement of all On-going government and private contracts Form	xxx <u>Note: This statement shall be supported with the following:</u> 1. <u>Notice of Award and/or Contract/Purchase Order</u> 2. <u>Notice to Proceed (for government transactions only under Public Bidding)</u> xxx	<u>Please see attached Revised Form</u>
Net Financial Contracting Capacity (NFCC) Form	A. Summary of the Applicant Supplier's/Distributor's/ Manufacturer's assets and liabilities on the basis of the income tax return and audited financial statement for <u>FY2002 or FY2023</u> , stamped "RECEIVED" by the Bureau of Internal Revenue or BIR	A. Summary of the Applicant Supplier's/Distributor's/ Manufacturer's assets and liabilities on the basis of the income tax return and audited financial statement for <u>FY2003 or FY2024</u> , stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent.

Description	From	To
	<p>authorized collecting agent.</p> <p>I hereby certify that the computation of the above is based on the income tax return and audited financial statement for <u>FY 2022 or FY 2023</u> stamped "RECEIVED" by the BIR or BIR authorized collecting agent.</p>	<p>I hereby certify that the computation of the above is based on the income tax return and audited financial statement for <u>FY 2023 or FY 2024</u> stamped "RECEIVED" by the BIR or BIR authorized collecting agent.</p>
<p>Statement of Single Largest Similar Completed Contract (SLCC)</p>	<p>xxx</p> <p>Note:</p> <ul style="list-style-type: none"> This statement shall be supported with End-user's Acceptance or Official Receipts or Sales Invoice In case a Collection Receipt is available in lieu of Official Receipt, such should be supported with the necessary invoice receipt like Charge Invoice. <p>xxx</p>	<p><u>Please see attached Revised Form</u></p>

Please refer to the attached revised forms:

1. Technical Specification Form
2. Terms and Conditions Form
3. Statement of all On-going Government and Private contracts, including contracts awarded but not yet started, whether similar or not similar in nature
4. Net Financial Contracting Capacity Form
5. Statement of Single Largest Similar Completed Contract Form

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

Please be guided accordingly.

ENGR. ENRIQUE H. GASCON JR.
BAC Chairperson

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.

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.

Technical Specifications

Item	Qty	Unit	Specifications	Statement of Compliance
1				<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 (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.]</p>
	A. For colored printers. Provision of at least Forty-Three (43) colored multifunction printers with additional Ten (10) units to serve as Spare Units			
	Qty	Unit	Specification	
	520	packs	Toner for Colored Printer, Black	
	137	packs	Toner for Colored Printer, Cyan	
	137	packs	Toner for Colored Printer, Magenta	

	137	packs	Toner for Colored Printer, Yellow	
	2.For a monochrome printer. Provision of at least Ten (10) heavy duty monochrome printers with additional Five (5) units to serve as Spare Units			
	65	packs	Toner for Monochrome Printer, Black	
Terms and Conditions:				
1	The bidder can comply with the attached Schedule of Requirements			
2	The bidder can comply with the attached Terms of Reference			
3	The procuring entity reserves the right to cancel the contract or reduce the quantity of the goods for any justifiable reasons or for any circumstance beyond the procuring entity's control, i.e. force majeure, fortuitous events, etc.			
4	<p>1. Willing to provide at least Forty Three (43) colored multifunction printers with additional ten (10) units to serve as SPARE UNITS in the event of printer malfunction. Function: Print, Scan, Copy Technology: Colour Laser Beam Monthly Duty Cycle: \geq 30,000 impressions Copying Copy Speed: \geq 15 ppm (color/black) Copy Resolution: 600 x 600 dpi Printing Print Speed: \geq 15 ppm (color/black), ≥ 12 ppm (color/black) 2-sided Print Resolution: \geq 600 x 600 dpi Scanning Optical Resolution: up to 600 x 600 dpi glass, 300 x 300 dpi feeder Scanner Type at least Contact Image Sensor</p>			

Bit Depth:	≥ 24 bit	
Scan Speed:	≥ 26	
ipm (black), ≥ 13		
ipm (color)		
Pull Scan	via	
USB and Network		
Push Scan	via	
USB and Network		
Scan to USB	yes	
Driver Compatibility		
TWAIN, WIA		
Send	via	
SMB, email, or		
FTP		
File Format Supported:	PDF,	
TIFF, JPEG		
Document and Media Handling		
Document Feeder Sheet Capacity:		
≥ 50 Sheets for		
80gsm		
Paper Tray Sheet Capacity:		
≥ 250 sheets for 80gsm		
Paper Size:		
at least A4, A5, Letter,		
Legal Sizes		
Paper Weight:		
50 to 105 gsm (ADF),		
60 to 200 gsm (Tray)		
PC Connectivity		
Wired Connection:		
Hi-Speed USB 2.0; Ethernet		
10/100/1000 Base-T		
Wireless Connection:		
802.11b/g/n		
Access:		
LDAP		
Other Requirements		
Machine Memory		
at least 1 GB		
Power consumption		
Maximum		
850 watts or less		
Copy 370 watts or less		
Standby	11	
watts or less		
Sleep 1 watt or less		
Power supply		
220 - 240 VAC 50-60		
Hz		

5	<p>2. Willing to provide at least Ten (10) heavy duty monochrome printers with additional Five (5) units to serve as SPARE UNITS in the event of printer malfunction.</p> <p>Function: Print Technology: Colour Laser Beam</p> <p>Monthly Duty Cycle: \geq 225,000 impressions</p> <p>Printing</p> <p>Print Speed: \geq 52 ppm</p> <p>Print Resolution: \geq 1200 x 1200 dpi</p> <p>Document and Media Handling</p> <p>Paper Tray Sheet Capacity: 500 sheets for 80gsm</p> <p>Paper Size: at least A4, A5, Letter, Legal Sizes</p> <p>Paper Weight: 50 to 200 gsm</p> <p>PC Connectivity</p> <p>Wired Connection: Hi-Speed USB 2.0; Ethernet 10/100/1000 Base-T</p> <p>Other Requirements</p> <p>Power consumption Maximum 850 watts or less Standby 21 watts or less Sleep 5.5 watt or less Power supply 220 - 240 VAC 50-60 Hz</p>	
6	<p>Toner yield; Colored: up to 1,400 (black) and 1,300 (colored) based on 5% coverage (ISO/IEC 24712:2006); Monochrome: up to 10,000 based on 5% coverage (ISO/IEC 24712:2006)</p>	
7	<p>Delivery, installation and set-up of all equipment and toners to the indicated sites (Field Office and extension offices, SWAD Offices and Centers) shall be completed within thirty (30) calendar days upon receipt of the Notice to Proceed. See Annexes A and B.</p>	

8	Repair, spare parts replacement, maintenance and other consumables of the machines caused by normal wear and tear shall be the responsibility of the service provider throughout the duration of the contract	
9	Service provider should have a dedicated technician to conduct preventive maintenance of deployed printers in the field office, training Center and Baguio-Benguet centers every second week of the month and quarterly for all other offices including SWAD Offices. On-site technical support for the main, extension and center offices (Including SWAD Benguet) should be within 24 hours and within 4 days at SWAD Offices (Abra, Apayao, Ifugao, Kalinga, Mountain Province)	
10	Training on machine management and administration including basic troubleshooting should be facilitated by the service provider to all staff of the installation sites. See Annex A.	
11	Empty toner cartridges for disposal will be pulled out by the supplier on next toner delivery or if possible can be pulled out by the visiting technician during maintenance.	
12	Printer units that reached the maximum duty/volume-cycle shall be replaced immediately with a new unit.	
13	Printers with recurring repair issues in a month shall be replaced with a new printer in good running condition.	
14	Printer Use and Maintenance Agreement shall be until December 31, 2025 or until full utilization of the delivered toners. In case the toners are still available, the agreement shall be automatically until the full consumption of toners.	
15	If there is a need to balance the inventory of toners, the supplier	

	should allow replacement of toners from one color to another	
16	Defective toners should be replaced free of charge. Defective toners are toners that are found and inspected to be defective right after installation to the printer. Defective toners should be returned to the box and marked "Defective for replacement" to be returned to the Supplies Section and coordinated to the supplier for replacement on next delivery.	
17	<p>Suppliers should be able to comply with environmental compliances on hazardous materials. Proof of the following certificates should be presented with the Bid Documents and verified during post qualification:</p> <ul style="list-style-type: none"> a. DENR Certificate of Compliance to PD1586 (The Philippine Environmental Impact Statement System), RA 6969 (Toxic Substances and Hazardous Wastes Act), RA 8749 (Clean Air Act), RA 9003 (Ecological Solid Waste Management Act), RA 9275 (Clean Water Act) b. DENR Hazardous Waste Treatment, Storage, and Disposal (TSD) Facility Registration Certificate c. DENR Hazardous Waste Transport Registration Certificate d. DENR Permit to Operate Air Pollution Source and Control Installations e. DENR Hazardous Waste Generator Registration Certificate f. DENR Environmental Compliance Certificate 	

18	Delivery of toners will be based on the Delivery Schedule set forth in Annex B.	
19	Payment will be made every after complete delivery based on Scheduled delivery. For the 1 st payment, it will be made after delivery of required quantity and full installation of printers.	

NOTE: 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.

Example:

Terms and Conditions:	Statement of Compliance
The bidder can comply with the attached Schedule of Requirements	Comply

TERMS AND CONDITIONS

		Statement of Compliance
1	The bidder can comply <u>with the attached Schedule of Requirements.</u>	
2	The bidder can comply <u>with the attached Terms of Reference.</u>	
3	The procuring entity reserves the right to cancel the contract or reduce the quantity of the goods for any justifiable reasons or for any circumstance beyond the procuring entity's control, i.e. force majeure, fortuitous events, etc.	
4	Payment will be made every after complete delivery based on Scheduled delivery. For the 1 st payment, it will be made after delivery of required quantity and full installation of printers.	

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, the 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
The bidder can comply <u>with the attached Schedule of Requirements.</u>	Comply

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the income tax return and audited financial statement for FY2023 or FY2024, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

NFCC = P _____

or

Commitment from a licensed bank to extend to it a credit line if awarded the contract or a cash deposit certificate in the amount of at least 10% of the proposed project to bid.

Name of Bank: _____ Amount: _____

I hereby certify that the computation of the above is based on the income tax return and audited financial statement for FY 2023 or FY 2024 stamped "RECEIVED" by the BIR or BIR authorized collecting agent.

Submitted by:

Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative

Date : _____

NOTE:

- i. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

**STATEMENT OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING
CONTRACTS AWARDED BUT NOT YET STARTED, WHETHER SIMILAR OR NOT SIMILAR IN
NATURE**

Name of Contract/ Title of the Project:	a. Owner's Name b. Address c. Telephone Nos.	Date of the Contract	Contract Duration	Kinds/Nature of Goods or Services	Amount of Contract	Value of Outstanding Contracts/ Undelivered Portion	Date of Completion/ Delivery
Government Contracts							
i. On-going							
ii. Awarded but not yet started							
Private Contracts							
i. On-going							
ii. Awarded but not yet started							
Total Cost							

Submitted by : _____
(Printed Name & Signature)
Designation : _____
Date : _____

STATEMENT OF SINGLE LARGEST SIMILAR COMPLETED CONTRACT

Business Name: _____
Business Address : _____

Name of Contract/ Title of the Project	a. b. c. Owner's Name Address Telephone Nos.	Date of the Contract	Contract Duration	Kind/Nature of Goods or Services	Amount of Completed Contract	Date of Completion/ Delivery
Government Contracts						
Private Contracts						
Total Cost						

Submitted by _____ :
(Printed Name & Signature)

Designation _____ :

Date _____ :
