

SUPPLEMENTAL / BID BULLETIN NO. 01

TITLE : Procurement of Managed Printing Services for Field Office CAR, Centers, Satellite and SWAD Offices for Calendar Year 2026

ITB NO. : 2025-DSWDCAR-EPA-06

DATE : 07 November 2025

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

Description	From	To
Technical Specifications (Terms and Conditions, item no. 01 – Scanning)	xxx 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 Print Resolution: ≥ 600 x 600 dpi Scanning Optical Resolution: up to 600 x 600 dpi glass, 300 x 300 dpi feeder <u>Scanner Type</u> CCI Sensor Bit Depth: ≥ 24 bit Scan Speed: ≥ 26 ipm (black), ≥ 13 ipm (color)	xxx 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 Print Resolution: ≥ 600 x 600 dpi Scanning Optical Resolution: up to 600 x 600 dpi glass, 300 x 300 dpi feeder <u>Scanner Type at least</u> <u>Contact Image Sensor</u> Bit Depth: ≥ 24 bit Scan Speed: ≥ 26 ipm (black), ≥ 13 ipm (color)

Description	From	To
	Pull Scan via USB and Network xxx	Pull Scan via USB and Network xxx

Please refer to the attached revised forms:

1. Technical Specification Form

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

Please be guided accordingly.

(signed)
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.

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 printer. Provision of at least Forty-Three (43) colored multifunction printers with additional Ten (10) units to serve as Spare Units	
	Qty	Unit	Specification	
	520	piece	Toner for Colored Printer, Black	

	137	piece	Toner for Colored Printer, Cyan	
	137	piece	Toner for Colored Printer, Magenta	
	137	piece	Toner for Colored Printer, Yellow	
	2. For monochrome printer. Provision of at least Ten (10) heavy duty monochrome printers with additional Five (5) units to serve as Spare Units			
	65	piece	Toner for Monochrome Printer, Black	
	Terms and Conditions:			
	Can comply with the Schedule of Requirements			
1	<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.</p> <p>Printer Specifications: Function: Print, Scan, Copy Technology: Colour Laser Beam Monthly Duty Cycle: $\geq 30,000$ impressions</p> <p>Copying Copy Speed: ≥ 15 ppm (color/black) Copy Resolution: 600 x 600 dpi</p> <p>Printing Print Speed: ≥ 15 ppm (color/black), ≥ 12 ppm (color/black) 2-sided Print Resolution: $\geq 600 \times 600$ dpi</p> <p>Scanning Optical Resolution: up to 600 x 600 dpi glass, 300 x 300 dpi feeder Scanner Type: at least Contact</p> <p>Image Sensor 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</p>			

	<p>Driver Compatibility: TWAIN, WIA Send via SMB, email, or FTP File Format Supported: PDF, TIFF, JPEG</p> <p>Document and Media Handling Document Feeder Sheet Capacity: \geq 50 Sheets for 80gsm Paper Tray Sheet Capacity: \geq 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)</p> <p>PC Connectivity Wired Connection: Hi-Speed USB 2.0; Ethernet 10/100/1000 Base-T Wireless Connection: 802.11b/g/n Access: LDAP</p> <p>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</p>	
2	<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 Monthly Duty Cycle: \geq 225,000 impressions</p> <p>Printing Print Speed: \geq 52 ppm Print Resolution: \geq 1200 x 1200 dpi</p> <p>Document and Media Handling Paper Tray Sheet Capacity: 500 sheets for 80gsm Paper Size: at least A4, A5, Letter, Legal Sizes Paper Weight: 50 to 200 gsm</p> <p>PC Connectivity 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 21watts or less Sleep 5.5 watt or less Power supply 220 - 240 VAC 50-60 Hz</p>	
3	<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>	
4	<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 C.</p>	
5	<p>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</p>	
6	<p>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)</p>	
7	<p>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.</p>	
8	<p>Empty toner cartridges for disposal will be pulled out by the supplier on next toner delivery or if possible can</p>	

	be pulled out by the visiting technician during maintenance.	
9	Printer units that reached the maximum duty/volume-cycle shall be replaced immediately with a new unit.	
10	Printers with recurring repair issues in a month shall be replaced with a new printer in good running condition.	
11	Printer Use and Maintenance Agreement shall be until December 31, 2026 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.	
12	If there is a need to balance the inventory of toners, the supplier should allow replacement of toners from one color to another with no changes to original bid offer.	
13	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 Supplies Section and coordinated to the supplier for replacement on next delivery.	

14	<p>As part of the Government’s Green Procurement Initiative, supplier 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 	
15	Delivery of toners will be done on a quarterly basis. See Delivery Schedule	
16	Payment Term: One-time payment upon complete delivery and installation of printer units.	

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