



SUPPLEMENTAL/BID BULLETIN NO. 1

This Supplemental/Bid Bulletin is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents as discussed and agreed during the Pre-Bid Conference held on 01 July 2019 for the **Procurement of Network or Centralized Printing Services (DOT-BAC-IB No. 2019-015)**, as follows:

I. Under Section VII. Technical Specifications of the Bidding Documents:

| Old Provision | New Provision |
|---|--|
| <p>IV. Qualifications of Bidder</p> <p>4. The Bidder must be capable of providing the thirty-two (32) units of brand new black and white multi-function printer/photocopier, and twelve (12) units of brand new full-color multi-function printer/photocopier as to technical specification. Only new machines will be accepted at the start of the contract with an umbrella billing scheme.</p> | <p>IV. Qualifications of Bidder</p> <p>4. The Bidder must be capable of providing the thirty-two (32) units of brand new or refurbished black and white multi-function printer/photocopier, and twelve (12) units of brand new full-color multi-function printer/photocopier as to technical specifications. Only new machines will be accepted at the start of the contract with an umbrella billing scheme.</p> <p><u>Note that the requirement that the service provider must replace faulty units within two (2) working days upon receipt of an official request from DOT shall apply regardless whether the unit installed is brand new or refurbished.</u></p> |
| <p>V. Scope of Services</p> <p>1. The Service Provider shall supply, deliver and install/configure all Brand New (not earlier than 2018) units of multi-function printer/photocopier (MFP) to each user at no cost to the procuring office.</p> | <p>V. Scope of Services</p> <p>1. The Service Provider shall supply, deliver and install/configure all Brand New or Refurbished (not earlier than 2018) units of multi-function printer/photocopier (MFP) to each user at no cost to the procuring office.</p> |
| <p>V. Scope of Services</p> <p>3. The Service Provider may also provide additional new units of colored and/or black and white MFP/Photocopier upon request of</p> | <p>V. Scope of Services</p> <p>3. The Service Provider may also provide additional brand new or refurbished units of colored and/or black and white</p> |

| Old Provision | New Provision |
|--|--|
| the procuring office under the umbrella billing with no additional charges. | MFP/Photocopier upon request of the procuring office under the umbrella billing with no additional charges. |
| <p>V. Scope of Services</p> <p>4. The Service Provider shall submit to DOT the meter readings for all the copiers and verified by DOT at the end of every month.</p> | <p>V. Scope of Services</p> <p>4. The Service Provider shall submit to DOT the meter readings for all the copiers and verified by DOT at the end of every month.</p> <p><u>Additional Note:</u></p> <p><u>The following are the average print/copies of the procuring entity per month:</u></p> <p><u>Monochrome – 6,000 per unit</u></p> <p><u>Full Colour – 3,000 per unit</u></p> |


II. The following clarification is also provided for the prospective bidder(s) guidance and reference:

- Umbrella billing on all machines with the provision of a total of 192,000 copies/print for monochrome, and a total of 36,000 copies/print on full color.

Please be informed that due to the belated issuance of this bid bulletin, the **deadline of submission and receipt of bids** has been moved to **26 July 2019 at 9:00 a.m.** and the **opening of bids** shall follow at **10:00 a.m. on the same day.**

This Supplemental/Bid Bulletin shall form an integral part of the Bidding Documents.

For the guidance and information of all concerned.


ASEC. ROBERTO P. ALABADO III
 Chairperson, Bids and Awards Committee
 Department of Tourism

18 July 2019