



BIDS AND AWARDS COMMITTEE

Supplemental/Bid Bulletin No.1

**PROCUREMENT OF ONE (1) YEAR MANAGED PRINTING SERVICES FOR THE
 DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)
 IB No. DENR-CO-2019-023**

This **Supplemental/Bid Bulletin No.1** is being issued to revise provisions/specifications in the Bidding Documents and to address queries/clarifications raised by bidders during the pre-bid conference conducted on 28 November 2019 for the aforesaid project:

A. Revision to provisions/specifications in the Bidding Documents:

FROM	TO																																																				
Section III. Bid Data Sheet																																																					
5.4 For the procurement of Non-Expendable Supplies: The Bidder must have completed a single contract of similar nature within the last five (5) years equivalent to at least fifty percent (50%) of the ABC. Similar in nature shall mean "Internet Services"	5.4 For the procurement of Non-Expendable Supplies: The Bidder must have completed a single contract of similar nature within the last five (5) years equivalent to at least fifty percent (50%) of the ABC. Similar in nature shall mean " <u>Managed Printing Services</u> "																																																				
	-additional- 29.2 Post Qualification 3.c) <u>Brochure</u> (original or internet download/Technical Data Sheet or equivalent) of the brand being offered showing compliance to the technical specifications. (If not in English please refer to Clause 11 of the Instruction to Bidder)																																																				
Section VI. Schedule of Requirements																																																					
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SECTION VII. TECHNICAL SPECIFICATIONS

PROJECT REQUIREMENTS		PROJECT REQUIREMENTS	
MULTI-FUNCTION COLOR PRINTER SPECIFICATION:		MULTI-FUNCTION COLOR PRINTER SPECIFICATION	
Functions	Print, copy, scan and send	Functions	Print, copy and scan
Print Speed	Minimum 50 ppm (Mono/Color)	Print Speed	Minimum 30 ppm (Mono/Color)
Memory	Minimum 1GB	Memory	Minimum 768MB
MULTI-FUNCTION COLOR PRINTER SPECIFICATION WITH A3:		MULTI-FUNCTION COLOR PRINTER SPECIFICATION WITH A3:	
Functions	Print, copy, scan and send	Functions	Print, copy and scan
Print Speed	Minimum 40 ppm (Mono/Color)	Print Speed	Minimum 30 ppm (Mono/Color)
Memory	Minimum 1GB	Memory	Minimum 768MB
MONOCHROME		MONOCHROME	
Functions	Print, copy, scan and send	Functions	Print, copy and scan
Print Speed	Minimum 45 ppm	Print Speed	Minimum 30 ppm
Memory	Minimum 1GB	Memory	Minimum 768MB

B. Replies to queries sent by bidder/s:	
...XXX...	
1. Memory Capacity of your Colored A4 Printer from 1GB to Color 700MB	Memory capacity is adjusted from 1GB to 768MB as reflected in the Revised TOR as attached in the Supplemental/Bid Bulletin No. 1.
2. In excess of the guaranteed print volume as specified in the Bidding documents. Whatever will be in excess of the guaranteed print volume must be chargeable to the agency? (DENR)	In case DENR-CO requests for additional units of printers or print volume, service provider will submit proposal for costing subject to funds availability, accounting and auditing rules and regulations

Bidders are advised to use the following attached forms and submit together with all the other required documents for the submission of bids on **12 December 2019, 10:30AM:**

- 1. Section VI. Schedule of Requirements (Terms of Reference as of 29 November 2019); and**
- 2. Section VII. Revised Technical Specifications**

Also please use the **Revised Checklist of Requirements** as a guide/reference.

This Supplemental/Bid Bulletin No. 1 shall form part of the Bidding Documents. Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Issued this 5th day of December 2019 in Quezon City.

Approved by:

EVELYN G. NILLOSAN
 Chief, Management Division &
 Alternate Vice-Chairperson, Bids and Awards Committee

Received by:	
_____ (SIGNATURE OVER PRINTED NAME & DATE)	_____ NAME OF COMPANY
(PLEASE RETURN OR FAX THIS PAGE ONLY TO THE DENR BAC OFFICE @ 926-2675)	

Section VI. Schedule of Requirements

Instruction to Bidders: *Please fill up the form accordingly and sign the Bidder's Undertaking. Failure to conform will result in a rating of "FAILED".*

I. TERMS OF REFERENCE as of 29 November 2019

**Provision of Managed Printing Services
Department of Environment and Natural Resources – Central Office**

I. RATIONALE

DENR seeks to procure a managed printing service to effectively monitor and control its printing in order to save money and boost productivity. In using the service, DENR also wishes to improve environmental sustainability and document security.

DENR shall require the Service provider to provide a printing and scanning services and supply of genuine and original equipment manufacturer (OEM) consumables and will charge to DENR on a monthly basis for the duration of the contract.

II. APPROVED BUDGET OF THE CONTRACT

The total ABC for the project is **14,995,000.00** inclusive of all applicable government taxes and service charges.

III. SERVICE PROVIDER'S QUALIFICATION REQUIREMENTS

- A. Service providers must be a reseller, dealer or distributor of the brand being offered for a period of at least five (5) years.
- B. Service providers must be an authorized Service Center of the brand being offered for the last five (5) years up to the present. A current and valid certification as to its being an Authorized Service Provider of the manufacturer shall be submitted as part of the technical component of its bid proposal. The said certification must be issued by the manufacturer directly in favor of the service provider participating in the bidding.

IV. SCOPE OF SERVICE REQUIRED

The project involves the following:

- A. Supply and installation of eighty-nine (89) brand new multifunctional units that will provide free use of printing and scanning service.
- B. Supply, delivery and installation of genuine and OEM printing consumables (toners, drum kits, etc., and not refilled or refurbished);
- C. Proactive print management software capable to link to Active Directory that can manage the entire network printer in a single user interface, monitor print queues, track ink and paper use;
- D. Provide one (1) in-house technician who will report in DENR-CO for the duration of the contract and shall perform the following:
 - I. Report to DENR-CO Network Infrastructure Management Division (NIMD) eight (8) hours a day during weekdays and will serve as a first line of escalation for on-site/end-user support;

2. Monitor and check the status of machines and consumables including replenishment of stocks and will provide the report submitted on a monthly basis;
3. Maintain all equipment in proper working order;
4. Responsible for providing monthly meter readings report/print statistics;
5. Assign a substitute or an additional technician if the need arises.

E. A Service Engineer to conduct quarterly health check, diagnose and repair of units if needed.

V. PROJECT REQUIREMENTS

A. Guaranteed Print Volume:

Mono Pages: 2,000,000

Color Pages: 1,800,000

B. Specification

MULTI-FUNCTION COLOR PRINTER SPECIFICATION:	
Functions	Print, copy and scan
Print Speed	Minimum 30 ppm (Mono/Color)
Resolution	Minimum 1200 x 1200 dpi
Memory	Minimum 768MB
Connectivity	USB, Gigabit Ethernet, Wireless LAN (IEEE 802.11 b/g/n)
Duty Cycle	Minimum 80,000 pages per month
Automatic Document Feeder input capacity	Minimum 50 sheets
Duplex	Automatic Printing and Scanning
Original/Output Size	A5, A4, Letter (8.5" x 11"), Legal (8.5" x 14")
Cartridge	High Yield
Page Yield	Minimum 10,000
Security	Firewall functionality/network Integrity check Firmware Code Integrity Check Bios Bootup Integrity Check
Scanning Specifications:	
Scan Resolution	Minimum 600 dpi
Scan Method	Scan to USB, Email/SMTP, SMB FTP
Scan Size	Minimum Flatbed: 8.5 x 14 in.

MULTI-FUNCTION COLOR PRINTER SPECIFICATION WITH A3:	
Functions	Print, copy and scan
Print Speed	Minimum 30 ppm (Mono/Color)
Resolution	Minimum 1200 x 1200 dpi
Memory	Minimum 768MB
Connectivity	USB, Gigabit Ethernet, Wireless LAN (IEEE 802.11 b/g/n)
Duty Cycle	Minimum 150,000 pages per month
Automatic Document Feeder input capacity	Minimum 50 sheets
Duplex	Automatic Printing and Scanning
Original/Output Size	A5, A4, A3, Letter (8.5" x 11"), Legal (8.5" x 14"), 8.5 x 17"
Cartridge	High Yield
Security	Firewall functionality/network Integrity check Firmware Code Integrity Check Bios Bootup Integrity Check
Scanning Specifications:	
Scan Resolution	Minimum 600 dpi
Scan Method	Scan to USB, Email/SMTP, SMB FTP
Scan Size	Minimum Flatbed: 8.5 x 14 in



MONOCHROME PRINTER SPECIFICATION:	
Functions	Print, copy and scan
Print Speed	Minimum 30 ppm
Resolution	Minimum 1200 x 1200 dpi
Memory	Minimum 768MB
Connectivity	USB, Gigabit Ethernet, Wireless LAN (IEEE 802.11 b/g/n)
Duty Cycle	Minimum 150,000 pages per month
Automatic Document Feeder input capacity	Minimum 50 sheets
Duplex	Automatic Printing and Scanning
Original/Output Size	A5, A4, Letter(8.5" x 11"), Legal (8.5" x 14")
Cartridge	High Yield
Security	Firewall functionality/network Integrity check Firmware Code Integrity Check Bios Bootup Integrity Check
Scanning Specifications:	
Scan Resolution	Minimum 600 dpi
Scan Method	Scan to USB, Email/SMTP, SMB FTP
Scan Size	Minimum Flatbed: 8.5 x 14 in.

VI. OTHER PROJECT REQUIREMENTS

A. Pre-Installation

Provide detailed work plan specifying installation design, detailed activities, and network diagram showing connectivity from end user's printer services, print server, and Active Directory server within ten (10) calendar days from the receipt of Notice to Proceed (NTP).

B. Actual Installation

1. Deliver and install the hardware in each office indicated in the distribution list (see **Annex A**).
2. Supply of genuine and OEM printing supplies (toners, drum kits, not refilled or refurbished) installed on each machine upon delivery of the printers.
3. Complete the delivery, installation and configuration within forty-five (45) calendar days from the receipt of the NTP. Otherwise, the service provider shall pay the corresponding penalties/liquidated damages in the amount of one tenth of one percent (1/10 of 1%) of the total contract price for every calendar day of delay.
4. Provision of a print management software with the following features and functionalities:
 - a. Use of a single universal driver for all printer models.
 - b. Compatible with 32 and 64 bit Windows Client and Server Architecture.
 - c. PIN Printing Feature – To secure confidential documents with a feature that requires PIN at the device to retrieve printing job.

C. Configuration

1. Configure one (1) print server.
2. Configure connectivity to Active Directory Services.
3. Establish fleet administration rules and end-user rules such as access to color printing.

D. Testing Period

1. The service provider shall notify the DENR-CO in writing seven (7) calendar days prior to the required inspection/testing of the managed print services.
2. The acceptance test procedure shall be in accordance with the following:

- i. The acceptance testing will be undertaken for a period of one (1) calendar day.
- ii. No offline printers or printers with errors during the agreed test period.
- iii. Print server should be in place.
- iv. One (1) print test page and scanned document on each Multi-Function Printer (MFP).

If any of the foregoing conditions are not met, the count of the testing period shall be restarted until all of these conditions have been duly satisfied continuously for one (1) calendar day.

Start of the service provider's billing shall be based on the date of issuance of "Certificate of Acceptance" by the end-user.

During the testing period, the service provider shall not be held liable for performance degradation/interruptions that are beyond its control such as power outages, fluctuations or failure or malfunction of DENR-CO own network equipment.

E. Implementation

1. Managed Printing Services covering the period of twelve (12) months shall commence from the issuance of DENR-CO Certificate of Acceptance by the end-user.
2. The service provider shall be able to render the following services:
 - i. 8 hours x 5 days customer service support
 - ii. One (1) in-house technician stationed at the DENR-CO reporting eight (8) hours a day during weekdays;
3. Provide an escalation list and procedure in reporting fault and outages.

F. Service Level Agreements and Rebates

1. Four (4) hours response time for reported concerns.
2. Resolution and repair time shall be addressed within forty-eight (48) hours.
3. If the reported concern was not addressed within the resolution and repair time of forty-eight (48) hours, a service unit of equal or greater capacity must be provided within eight (8) hours from the end of the 48-hour resolution time.
4. In the event that the service provider failed to provide replacement/service unit/s after the additional eight (8) hour, a corresponding "Performance Credit" or rebate in favor of DENR-CO shall be applied to the next billing month.

Credit for interruptions to service for each printer will be allowed as follows:

LENGTH OF INTERRUPTION	CREDIT
1-3 calendar days	1% of the total monthly bill for every day of delay
3-5 calendar days	3% of the total monthly bill for every day of delay
6-19 calendar days	5% of the total monthly bill for every day of delay
20+ calendar days	7% of the total monthly bill for every day of delay



G. Maintenance

1. The in-house technician will be responsible for providing monthly meter readings report/print statistics, status of consumables including replenishment of stocks. The meter reading shall be counterchecked by duly authorized NIMD staff.
2. The service provider must have one (1) standby equipment with equal or greater capacity available in DENR-CO at all times to replace immediately the existing equipment found defective.
3. Timely and adequate delivery of OEM printing supplies (toners, drum kits, etc., and not refilled or refurbished);
4. A manual containing operating and service instructions for the equipment shall be delivered for each model. Necessary warnings and safety precautions should be included.
5. Service provider shall collect the disposal of devices and consumables at end of life on the same day of delivery of replenishment stocks every first week of the month.

H. Training

Provide Print management Software Administration Training Course for at least three (3) NIMD staff. All training expenses shall be for the account of the service provider.

VII. DUTIES AND RESPONSIBILITIES OF THE DENR-CO

- A. Provide server hardware where the print server will be used according to service provider's server specifications.
- B. Grant the service provider's authorized representative access to its premises, equipment and facilities located therein to perform its obligations, provided that such representative shall be accompanied by the duly authorized NIMD staff;
- C. Responsible for the safe custody and use of the equipment installed by the service provider.

VIII. ADDITIONAL EQUIPMENT/SERVICE

In case DENR-CO requests for additional units of printers or print volume, service provider will submit proposal for costing subject to funds availability, accounting and auditing rules and regulations.

IX. TERMS OF PAYMENT

Payment shall be made on a monthly basis for twelve (12) months subject to submission of billing statement and other supporting documents by the service provider.

Prepared by:



ELIZAR S. CANTUBA
Information Technology Officer III
Chief, Network Infrastructure Management Division
Knowledge and Information Systems Service
Department of Environment and Natural Resources

II. OTHER REQUIREMENTS

1. Bidder has no overdue deliveries or unperformed services intended for DENR.
2. Bidder did not participate as a consultant in the preparation of the design or technical specification of the GOODS/SERVICES subject of the bid.

BIDDER'S UNDERTAKING

I/We, the undersigned bidder, having examined the Bidding Documents including Bid Bulletins, as applicable, hereby BID to (supply/deliver/perform/comply) the above Terms of Reference

I/We undertake, if our bid is accepted, to deliver the goods/services in accordance with the terms and conditions contained in the bid documents, including the posting of the required performance security within ten (10) calendar days from receipt of the Notice of Award.

Until a formal contract/order confirmation is prepared and signed, this Bid is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date

ANNEX A (Department distribution of equipment)

**Assigned offices may subject to change please coordinate with KISS-NIMD for an updated list during project implementation.*

OFFICES	Mono	Multi-function Color	Multi-function Color with A3
OSEC		1	
OHEA		1	
USEC and Chief of Staff		2	
USEC for Admin, Finance, Human Resource, Information Systems, Legal, Legislative Affairs and Anti-Corruption		1	
USEC for Climate Change Service, Mining Concerns and Attached Agencies		1	
USEC for Policy, Planning and International Affairs		1	
USEC for Field Operations Supervising Undersecretary for MBCO		1	
USEC for Solid Waste Management, Local Government Units Concerns		1	
USEC for Attached Agencies and		1	
USEC for Enforcement and Special Project		1	
ASEC for Anti-Corruption		1	
ASEC for Policy and Planning Service		1	
ASEC for Field Ops - Northern Luzon		1	
ASEC for Field Ops – Southern Luzon		1	
ASEC for Field Ops – Visayas		1	
ASEC for Field Ops – Eastern Mindanao		1	
ASEC for Field Ops – Western Mindanao		1	
ASEC for Legal Affairs		1	
ASEC for HRD and Legislative Affairs		1	
ASEC for Administration		1	
ASEC for FMIS		1	
ASEC for Staff Bureaus		1	
SCIS			
Office of the Director		1	
DCD		2	
PID		1	
SAEPD		1	
SMCRD		1	
Legal Service			
Office of the Director		1	
IAD		1	
CCD		1	
InAD		1	
LAPD		1	
LROD		1	
LCPMD		1	
Administrative Service			

F

PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER

(page 7 of 8)

OFFICES	Mono	Multi-function Color	Multi-function Color with A3
Office of the Director		1	
RMD	1	1	
GSD	1	1	
Cashier		1	
Telecom	1		
PSMD	1	1	1
Stockroom	1		
HRDS			
Office of the Director		1	
Personnel	2	1	1
TDD		1	
CDD		1	
IAS			
Office of the Director		1	
OAD		1	
MAD		1	
FMS			
Office of the Director		1	
Accounting	1	1	1
Budget	1	1	1
Management		1	
Policy and Planning			
Office of the Director		1	
PPD		1	
PSD		1	
PMED		1	
FASPO			
Office of the Director			1
PAMD		1	
PMED		1	
PMD		1	
PPD		1	
KISS			
Office of the Director		1	1
ISD		1	
NIMD	1	1	
SDRMD		1	
RBCO		1	
MBCO		1	
COA		1	
CSC		1	
Task Force DEMM		1	
Library		1	
CARP		1	

⑦

OFFICES	Mono	Multi-function Color	Multi-function Color with A3
Tayo ang Kalikasan Action Center		1	
Daycare		1	
*Standby unit			1
TOTAL	10	73	7



Section VII. Revised Technical Specifications

Instruction to Bidders: *Please fill up the form accordingly and sign the Bidder’s Undertaking. DO NOT LEAVE ANY BLANK. A “Yes” or “No” entry will not be accepted. Failure to conform will result in a rating of “FAILED”.*

PROJECT REQUIREMENTS		Bidder’s Statement of Compliance*
MULTI-FUNCTION COLOR PRINTER		
Functions	Print, copy and scan	
Print Speed	Minimum 30 ppm (Mono/Color)	
Resolution	Minimum 1200 x 1200 dpi	
Memory	Minimum 768MB	
Connectivity	USB, Gigabit Ethernet, Wireless LAN (IEEE 802.11 b/g/n)	
Duty Cycle	Minimum 80,000 pages per month	
Automatic Document Feeder input capacity	Minimum 50 sheets	
Duplex	Automatic Printing and Scanning	
Original/Output Size	A5, A4, Letter (8.5” x 11”), Legal (8.5” x 14”)	
Cartridge	High Yield	
Page Yield	Minimum 10,000	
Security	Firewall functionality/network Integrity check Firmware Code Integrity Check BIOS Boot-up Integrity Check	
Scanning Specifications:		
Scan Resolution	Minimum 600 dpi	
Scan Method	Scan to USB, Email/SMTP, SMB FTP	
Scan Size	Minimum Flatbed: 8.5 x 14 in.	

PLEASE INDICATE BRAND AND MODEL NO. BEING OFFERED IN THE SPACE PROVIDED:

I hereby certify to comply with the above Technical Specifications.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date

*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. 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 Bidders 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 provisions of ITB a(ii) and/or GCC Clause (iii).

PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER

(page 2 of 3)

Instruction to Bidders: *Please fill up the form accordingly and sign the Bidder’s Undertaking. DO NOT LEAVE ANY BLANK. A “Yes” or “No” entry will not be accepted. Failure to conform will result in a rating of “FAILED”.*

PROJECT REQUIREMENTS		Bidder’s Statement of Compliance*
MULTI-FUNCTION COLOR PRINTER SPECIFICATION WITH A3:		
Functions	Print, copy and scan	
Print Speed	Minimum 30 ppm (Mono/Color)	
Resolution	Minimum 1200 x 1200 dpi	
Memory	Minimum 768MB	
Connectivity	USB, Gigabit Ethernet, Wireless LAN (IEEE 802.11 b/g/n)	
Duty Cycle	Minimum 150,000 pages per month	
Automatic Document Feeder input capacity	Minimum 50 sheets	
Duplex	Automatic Printing and Scanning	
Original/Output Size	A5, A4, A3, Letter (8.5” x 11”), Legal (8.5” x 14”), 8.5 x 17”	
Cartridge	High Yield	
Security	Firewall functionality/network Integrity check Firmware Code Integrity Check BIOS Boot-up Integrity Check	
Scanning Specifications:		
Scan Resolution	Minimum 600 dpi	
Scan Method	Scan to USB, Email/SMTP, SMB FTP	
Scan Size	Minimum Flatbed: 8.5 x 14 in	

PLEASE INDICATE BRAND AND MODEL NO. BEING OFFERED IN THE SPACE PROVIDED:

I hereby certify to comply with the above Technical Specifications.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date

*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. 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 Bidders 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 provisions of ITB a(ii) and/or GCC Clause (iii).

Instruction to Bidders: *Please fill up the form accordingly and sign the Bidder’s Undertaking. DO NOT LEAVE ANY BLANK. A “Yes” or “No” entry will not be accepted. Failure to conform will result in a rating of “FAILED”.*

PROJECT REQUIREMENTS		Bidder’s Statement of Compliance*
MONOCHROME PRINTER SPECIFICATION:		
Functions	Print, copy and scan	
Print Speed	Minimum 30 ppm	
Resolution	Minimum 1200 x 1200 dpi	
Memory	Minimum 768MB	
Connectivity	USB, Gigabit Ethernet, Wireless LAN (IEEE 802.11 b/g/n)	
Duty Cycle	Minimum 150,000 pages per month	
Automatic Document Feeder input capacity	Minimum 50 sheets	
Duplex	Automatic Printing and Scanning	
Original/Output Size	A5, A4, Letter(8.5” x 11”), Legal (8.5” x 14”)	
Cartridge	High Yield	
Security	Firewall functionality/network Integrity check Firmware Code Integrity Check BIOS Boot-up Integrity Check	
Scanning Specifications:		
Scan Resolution	Minimum 600 dpi	
Scan Method	Scan to USB, Email/SMTP, SMB FTP	
Scan Size	Minimum Flatbed: 8.5 x 14 in.	

PLEASE INDICATE BRAND AND MODEL NO. BEING OFFERED IN THE SPACE PROVIDED:

I hereby certify to comply with the above Technical Specifications.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date

*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. 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 Bidders 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 provisions of ITB a(ii) and/or GCC Clause (iii).

DENR BIDS AND AWARDS COMMITTEE
REVISED CHECKLIST OF REQUIREMENTS FOR BIDDERS

Name of Company: _____
PROCUREMENT OF ONE (1) YEAR MANAGED PRINTING SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)

Project: _____

Bid Ref. No. **IB No. DENR-CO-2019-023**

APPROVED BUDGET FOR THE CONTRACT: P14,995,000.00

Ref. No.	Particulars	
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ENVELOPE 1: ELIGIBILITY AND TECHNICAL DOCUMENTS

In accordance with Clause 19.4 of the Instructions to Bidders, the bid, except for the unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.

12.1	(a) ELIGIBILITY DOCUMENTS	
(a)	CLASS "A" DOCUMENTS	
	<u>(a.1.) LEGAL DOCUMENTS</u>	

(i)	<p>Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form attached as Annex I with attached <u>Proof of Authority of the bidder's authorized representative/s:</u></p> <ol style="list-style-type: none"> i. FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE): Duly notarized Special Power of Attorney ii. FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE: Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s. <p><i>Note: Should there be more than one (1) appointed authorized representatives, use the word <u>"any of the following"</u> or <u>"OR"</u>, otherwise, all authorized representatives must sign/initial the bid submission.</i></p> <p>IN THE CASE OF UNINCORPORATED JOINT VENTURE: Each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p>	
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(ii)	<p>Valid and current Certificate of PhilGEPS Registration (Platinum Membership) issued to bidder;</p> <p><i>[Note: The valid and current Certificate of Registration (Platinum Membership) shall reflect the updated eligibility documents. Should the Annex A of said Certificate reflects not updated documents, the bidder shall submit, together with the certificate certified true copies of the updated documents]</i></p> <p><u>OR</u></p> <p>The following Class "A" eligibility documents:</p> <ol style="list-style-type: none"> a) Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives; b) Business/Mayor's permit for CY 2019 issued to bidder by the city or municipality where the principal place of business of the bidder is located or the equivalent document for Exclusive Economic Zones or Areas c) Current and valid Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); d) Audited Financial Statements (AFS) for CY 2018 with stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2019; 	
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<u>(a.2.) TECHNICAL DOCUMENTS</u>	
(iii)	Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (per Annex II);
(iv)	Statement of the Bidder's Single Largest Completed Contract (SLCC) of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC (per Annex II-A) <u>Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex II-A:</u> (a) Copy of End User's Acceptance; or (b) Copy of Official Receipt/s or Sales Invoice or Collection Receipt/s
<u>(a.3.) FINANCIAL DOCUMENTS</u>	
(v)	Net Financial Contracting Capacity (NFCC) computation, in accordance with ITB Clause 5.5, (per Annex III). The NFCC computation must be equal to the ABC of this project. The detailed computation using the required formula must be provided. OR Original copy of Committed Line of Credit (CLC) per Annex III-A issued by a Local Universal or Local Commercial Bank at least equal to ten percent (10%) of the ABC of this project. <u>In case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and the Latest Audited Financial Statements.</u>
Class "B" Document: (For Joint Venture)	
<u>Class "B" Document: (For Joint Venture if applicable)</u> <i>The participating entities entering a Joint Venture Agreement (JVA) are to be treated as a single entity and shall be jointly and severally responsible or liable for the obligations and liabilities incurred by any partner to the JV pertinent to the project requirements.</i> <i>Hence, any Blacklisting Order and/or overdue deliveries intended for end-user or DENR shall apply to the JVA as the JV is deemed as one bidder.</i> For Joint Ventures, Bidder to submit either: (i) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or (ii) Copy of Protocol/Undertaking of Agreement to Enter into Joint Venture (Annex IV) signed by all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful and must be in accordance with Section 23.1 (b) of the IRR In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i)] <u>The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (per Annex IV) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.</u>	

(b) TECHNICAL DOCUMENTS

(i) Original Bid Security must be issued in favor of the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)** (must be valid for at least 120 calendar days from the date of bid opening); any one of the following forms:

Project ABC (₱)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (₱)	Bid Security: Surety Bond (5%) (₱)	Bid Securing Declaration
14,995,000.00	299,900.00	749,750.00	No required Amount

1. Bid Securing Declaration per **Annex V**;
2. The Cashier's/Manager's Check shall be issued by a Local, Universal or Commercial Bank
3. The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Commercial Bank; or
4. Should bidder opt to submit a Surety Bond as Bid Security, the surety bond must be callable on demand and must be issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond. Together with the surety bond, a certification from Insurance Commission must be submitted by the bidder which must state that the surety or insurance company is specifically authorized to issue surety bonds.
5. For submission of Bank Draft/Guarantee or Irrevocable Letter of Credit or Surety Bond, the following must be stated/specified in the Bid Security pursuant to Section III, ITB Clause 18.5, to wit:

The following are the grounds for forfeiture of Bid Security

- **IF A BIDDER:**
 - a) Withdraws its bid during the period of bid validity.
 - b) Does not accept the correction of errors pursuant to Section 32.2.1 of the IRR of RA 9184.
 - c) Fails to submit the Post Qualification requirements within the prescribed period or a finding against their veracity thereof.
 - d) Submission of eligibility requirements containing false information or falsified documents.
 - e) Submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding.
 - f) Allowing the use of one's name, or using the name of another for purposes of public bidding.
 - g) Withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid.
 - h) Refusal or failure to post the required performance security within the prescribed time.
 - i) Refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification.
 - j) Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favor.
 - k) Failure of the potential joint venture partners to enter into the joint venture after the bid is declared as successful.
 - l) All other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- **IF THE SUCCESSFUL BIDDER:**
 - (i) fails to sign the contract in accordance with Section 40 of the Revised IRR of RA 9184; or
 - (ii) fails to furnish performance security in accordance with Section 40 of the Revised IRR of RA 9184.

	(ii)	Conformity with Section VI. Schedule of Requirements (Revised Terms of Reference as of 29 November 2019) and Section VII. Revised Technical Specifications , as attached in the Supplemental/Bid Bulletin No. 1	
ENVELOPE 2: FINANCIAL DOCUMENTS			
13.1		Completed and signed Financial Bid Form. Bidder must use, accomplish and submit Bid Form (Annex VI). The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.	