



BIDS AND AWARDS COMMITTEE

Bidding for Rental of Four (4) Units Full Color Multifunction Copiers and Nineteen (19) Units Monochrome (Black) Copiers for OWWA Central Office

SUPPLEMENTAL BID BULLETIN NO. 01

21 March 2023

This Supplemental Bid Bulletin No. 01 is issued to address the issues and concerns in the Bidding Documents. This shall form an integral part of the Bid Documents:

Section VII. Technical Specifications

Amended Technical Specifications (please see attached)

For guidance and information of all concerned.

Atty. EDELYN A. DUNGAN-CLAUSTRO
BAC Chairperson

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[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 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.]</i></p>
TERMS OF REFERENCE		
<p>I. RATIONALE</p>	<p>The Overseas Workers Welfare Administration (OWWA) commits to the promotion and protection of the welfare and interest of the OFWs and their families through the continual improvement of its programs and services, systems, and procedure and to ensure the viability of its fund.</p> <p>To be able to efficiently deliver its services, the OWWA requires a Service Provider who can provide copier services for the central office located at the OWWA Center Building in Pasay City.</p>	

**II.
TECHNICAL
PARAMETERS
FOR COPIERS**

The Service Provider is required to lease Twenty-three (23) copier units as follows:

A. Digital Full Color Multifunctional Copiers		No. of units
1.	EGSD, 3 rd flr., OWWA Center Bldg.	1
2.	PPMD, 3 rd flr., OWWA Center Bldg.	1
3.	Board Sec., 4 th flr., OWWA Center Bldg.	1
4.	Budget Division, 4 th flr., OWWA Center Bldg.	1
Total no. of full-color copiers		4
B. Digital Multifunctional Copiers (black copy only)		
1.	Legal Staff, 1st flr., OWWA Center Bldg.	1
2.	RAD, 2nd flr., OWWA Center Bldg.	1
3.	HRMDD, 3 rd flr., OWWA Center Bldg.	1
4.	Reproduction, 3 rd flr., OWWA Center Bldg.	1
5.	Internal Audit Division, 5 th flr., OWWA Center Bldg.	1
6.	Accounting Division, 5 th flr., OWWA Center Bldg.	1
7.	Task Force, 5 th flr., OWWA Center Bldg.	1
8.	Office of the Admin. 4 th flr., OWWA Center Bldg.	1
9.	Operations Center, 4 th flr., OWWA Center Bldg.	1
10.	DA for Admin., 5 th flr., OWWA Center Bldg.	1
11.	Resident COA, 5 th flr., OWWA Center Bldg.	1
12.	ROCS/MISD, 6 th flr., OWWA Center Bldg.	1
13.	ASMD, 6 th flr., OWWA Center Bldg.	1
14.	PPDO, 6 th flr., OWWA Center Bldg.	1
15.	MPC, 7 th flr., OWWA Center Bldg.	1
16.	OOCs, 8 th Flr., OWWA Center Bldg.	1
17.	DA for Operations, 8 th flr., OWWA Center Bldg.	1
18.	Cash Division, 4 th Flr. OWWA Center Bldg.	1
19.	Team Hotel, 7 th flr. OWWA Center Bldg.	1
Total no. black only copiers		19

Minimum Technical Specifications for Multifunction copiers

Type	Desktop
Copy speed	Black & White - 35-40 ppm Coloured - 35-40 ppm

	Control Panel	Color, LCD touchscreen	
	Paper Size	A4 Foolscap/Folio (8.5" x 13") Maximum A3 (12" x 18") Minimum A5 (5-1/2" x 8-1/2")	
	Paper capacity	2 trays, Minimum 500 sheets per tray	
	Paperweight	60 gsm to 220 gsm at a tray 55 gsm to 300 gsm at the bypass tray	
	Warm-up time	20 sec.	
	Power consumption	Max. 1.45 kw (220V to 240V)	
	Continuous copy	9,999 copies	
	Resolution	Scan (color): 600 x 600 dpi Scan (Black): 600 x 600 dpi Print : 600 x 600 dpi	
	Zoom range	25% to 400% in 1% increments	
	Network scanner	Push scan/pull scan, scan to e-mail, network folder, USB drive Colour & B/W - Max. 60 originals/min. Push Scan - 100, 150, 200, 300, 400, 600 dpi Pull Scan - 75, 100, 150, 200, 300, 400, 600 dpi 50 dpi to 9,600 dpi via user setting	
	Network printer	1,200 x 600, 600 x 600 dpi, USB 2.0 Windows compatible Supported OS - Windows 7, 8, 10, 11	
	Network protocol	TCP/IP (IPv4, IPv6)	
	Printing protocol	LPR, Raw TCP, POP3, HTTP, FTP	
	PDL emulation	Standard PCL 6/5c	
	memory	Minimum 4 GB , HDD 80 GB	
III. RENTAL SERVICE CHARGE	<p>The OWWA obligates and binds to pay the OWNER rental service charges as follows:</p> <p style="text-align: center;">Approximate Total Number Copies per Month; B/W Copies: 110,000 copies Color Copies: 2,000 copies</p> <p>No Minimum Copy Volume Requirement per month for the Nineteen (19) heavy-duty monochrome photocopying units and Four (4) heavy-duty color photocopying units.</p> <p>The OWNER shall supply Nineteen (19) heavy-duty monochrome photocopying units and Four (4) heavy-duty color photocopying units.</p>		
IV. CALCULATION OF CHARGES	<p>a. Rental services Charges are computed from the date of Installation and acceptance of the copier machine/s as evidenced by the Delivery Receipt Form signed by the OWWA upon installation and acceptance with all the necessary consumables and accessories.</p>		

	<ul style="list-style-type: none"> b. The OWWA's and OWNER's representatives shall in each month on the date of closing shown on the meter reading card, enter the meter reading for the month in the card and certify thereunto. c. Unit Copy Charge is based on the number of net copies reported monthly on the meter reading card. d. OWWA will be allowed copy spoilage of <u>1%</u> percent of gross copies per month. 	
V. PAYMENT OF ACCOUNT	All accounts shall be payable monthly to the OWNER, within 15 days from the OWWA's receipt of the invoice as indicated therein. Acknowledgment of the receipt of consumables by the OWWA's authorized representative is sufficient to establish OWNER's claim in place of the OWWA's Purchase Order.	
VI. UNPAID OBLIGATION	Upon termination of this RENTAL SERVICE AGREEMENT, all unpaid obligations of the OWWA to the OWNER shall thereupon become immediately due and demandable. It is expressly agreed herein that all actions arising out of this agreement or in connection with the chattel made subject thereof may, at the option of the OWNER, be brought in and submitted to the jurisdiction of the proper courts in the City of Pasay.	
VII. INCLUSION	<p>The copier machine/s including all its accessories shall remain the property of the OWNER and OWWA undertakes not to claim ownership thereof or title thereto.</p> <p>The OWWA shall not make any alterations to the machine/s, nor sell, dispose of, transfer, rent, pledge or mortgage, execute or otherwise deal with the copier machine in any way which may be prejudicial to the right of the OWNER. In case of any violation by the third party of the property rights of the OWNER, the copier machine/s remains the property of the OWNER, regardless of any reason thereof, such as execution, provisional attachment, and provisional disposition of the copier/s in that event, the OWWA shall immediately inform the OWNER and OWWA shall then be subject to the instructions of the OWNER.</p>	
VIII. MAINTENANCE SERVICES	<ul style="list-style-type: none"> a. The OWNER will make inspections and adjustments as required keeping the copier machine/s in good working order. b. Replacement parts for the copier machine/s shall be supplied and repairs effected by the OWNER without charge. c. Servicing shall be done from 7:00 am to 7:00 pm, Mondays to Fridays, and 7:00 am to 5:00 pm on Saturdays and Sundays. d. There will be three (3) reserved black toners for the 19 units of monochrome machines and two (2) reserved black toners for the 4 units of color copy machines. e. OWNER will train the OWWA's personnel who will be assigned to operate the copier machine/s free of charge. 	

<p>IX. INSTALLATION</p>	<p>The copier machines shall be installed at a place approved by the OWNER and the OWWA, and when relocating the copier machine, OWWA shall communicate beforehand with the OWNER who shall carry out the relocation; all expenses for such relocation shall be borne out and paid for by OWWA. Should OWWA opt to transport the machine themselves, it is understood that OWWA shall be liable for the damage or loss of the machine including the parts, consumables, and accessories therein.</p> <p>OWWA shall take care of the copier machine/s and shall not allow unauthorized persons to operate it.</p> <p>The OWNER shall assist in the networking (LAN) connections of the machines as may be required by OWWA.</p> <p>This agreement shall commence upon installation of said equipment at the location set forth by the USER, and shall be for the term of Ten (10) months from receipt of the Notice to Proceed. Any renewal or extension shall be by mutual consent of the parties.</p>	
<p>X. TERMINATION</p>	<p>Any of the PARTIES may terminate this Agreement upon thirty (30) days prior notice for any violations of the provisions.</p> <p>Upon termination of this RENTAL SERVICE AGREEMENT as herein provided, the USER shall allow the return of the copier machine/s and its accessories to the OWNER immediately without the need of demand from the OWNER.</p>	
<p>XI. TAXES</p>	<p>The OWNER shall pay taxes in full and on time and that failure to do so will entitle OWWA to suspend payments due to the OWNER.</p> <p>If any condition or provision of this agreement is held invalid or declared to be contrary to law, the validity of the other conditions or provisions shall not be affected thereby.</p> <p>OWNER reserves the right to assign and/or discount with any financial institution its receivables under this contract without prejudice to the right of the OWWA.</p>	
<p>XII. APPROVED BUDGET FOR THE CONTRACT</p>	<p>An approved budget for the contract (ABC) in the amount equal to One Million Twenty Thousand Pesos (Php 1,020,000.00) for Ten (10) months shall be allocated for the contract, subject to the provisions of R.A. 9184.</p>	