

Bids and Awards Committee

BID BULLETIN NO. 1

LEASE CONTRACT AGREEMENT OF THIRTY-THREE (33) UNITS COPIER MACHINE FOR SEC HEAD OFFICE AND ALL EXTENSION OFFICES FOR A PERIOD OF ONE (1) YEAR

All Prospective Bidders are hereby informed of the following amendments to the SEC Bidding Document:

CLARIFICATIONS:

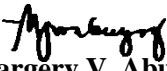
Item No.	Clarifications	End-Users Responses																								
SECTION VI. Schedule of Requirements :																										
<p>Schedule of Delivery Page 30</p> <table border="1" data-bbox="199 907 534 1041"> <thead> <tr> <th>Item No.</th> <th>Description</th> <th>Qty*</th> <th>Delivery Schedule*</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Lease Contract Agreement for Thirty-Three (33) Units Copier Machines for SEC Head Office and all Extension Offices for a period of One (1) Year</td> <td>33</td> <td>Within 60 days upon receipt of Notice to Proceed.</td> </tr> <tr> <td>a.</td> <td>Main Office</td> <td>23</td> <td></td> </tr> <tr> <td>b.</td> <td>Office Office</td> <td>1</td> <td></td> </tr> <tr> <td>c.</td> <td>Extension Offices</td> <td>9</td> <td></td> </tr> <tr> <td>2.</td> <td>Commissioning Schedule</td> <td></td> <td>Upon Delivery</td> </tr> </tbody> </table> <p>Note: **Delivery schedule may be adjusted by the end-user upon written notice to the supplier. I certify to comply and deliver the above requirements within 10 days upon receipt of the Notice to Proceed.</p>	Item No.	Description	Qty*	Delivery Schedule*	1.	Lease Contract Agreement for Thirty-Three (33) Units Copier Machines for SEC Head Office and all Extension Offices for a period of One (1) Year	33	Within 60 days upon receipt of Notice to Proceed.	a.	Main Office	23		b.	Office Office	1		c.	Extension Offices	9		2.	Commissioning Schedule		Upon Delivery	<p>Which among the two delivery schedules stated in the Schedule of Requirements found in page 31 shall rule, the 10 days upon receipt of NTP or Within 60 days upon receipt of NTP? Can we request to sustain the sixty (60) days upon receipt of Notice to Proceed?</p>	<p>Delivery of machines should be within 10 days from receipt of the Notice to Proceed. Non-compliance will be subjected to a penalty as prescribed in the bidding documents (1/10 of 1% of the total cost of the undelivered services for every day of delay)</p>
Item No.	Description	Qty*	Delivery Schedule*																							
1.	Lease Contract Agreement for Thirty-Three (33) Units Copier Machines for SEC Head Office and all Extension Offices for a period of One (1) Year	33	Within 60 days upon receipt of Notice to Proceed.																							
a.	Main Office	23																								
b.	Office Office	1																								
c.	Extension Offices	9																								
2.	Commissioning Schedule		Upon Delivery																							
<p>II. Requirements Page 33</p>																										
<p>B. One (1) In-house operator/technician</p>	<p>For the in-house technician/operator, will it be a technician to all extension offices?</p>	<p>No, the in-house technician/operator is for the Head Office only.</p>																								
<p>IV. Machine Specifications Page 33</p>																										
<p>Bidder should be capable of providing thirty-three (33) units, branded multi-function copying machines, not older than three (3) years old from the manufacturing date</p>	<p>We would like to request to include the manufacturing certificate to certify that all machines will be deploy in your offices are not older than three (3) years old from the manufacturing date.</p> <p>Age of Machine: We would like to request to relax the requirement from “xxx...not</p>	<p>Under the Technical Specifications, the bidder will certify that they will "comply" with the minimum specifications, hence, during the TWG evaluation process, the lowest calculated bidder is required to submit such proof of evidence (i.e. certification from the manufacturer, Official Receipt when it was purchased) that the machine to be deployed is not older than 3 years old from the manufacturing date.</p> <p>We will stick/adhere to the requirement of not more than 3 years from the manufacturing date.</p>																								

	more than 3 years old ...xxx (2019 models)” to “xxx..manufactured not earlier than 2018...xxx”. The justifications for our request are the following:	
SEC has the option to request for upgrade of the unit without an increase in cost provided it has exceeded the request for minimum copy volume for the last three months.	Does the average monthly volume of 255,000 copies found in the Technical Specifications, page 33 (also found in the Bid Price Schedule, page 53) is the same as the minimum volume referred to by the statement found in Technical Specifications, page 34.	Yes. Please see attached revised Bid Price Schedule referred to as “Annex A” of the Bid Bulletin.
V. Obligations and Responsibilities of Contractor –page 35		
No. 2 The Contractor shall provide one (1) On-call Customer Service Technician who shall respond within one (1) hour to service calls upon advice of end-user and perform regular maintenance services on the copiers.	In order to be qualified, what are the services demanded for extension offices? Do the bidder required to have office branches for the services?	Contractor shall provide one (1) On-call customer Service Technician who shall respond within twenty-four (24) hours to service calls upon advice of end-user and perform regular maintenance services on the copiers No, provider does not need branches in all extension offices. They will only provide trained technician either outsourced or company-owned technician that is on-call for any damages or maintenance of the copier.
No.6 The Contractor shall provide immediately a service unit with the same specifications in the event of a machine breakdown. Contractor shall be penalized at ₱ 500.00 per day for its failure to replace a defective unit or upon demand by SEC.	May we request clarification on time periods for No.6? When shall be the start of the counting to effect penalties? May we request 48 hours lead time in Metro Manila, and 7 days for satellite offices?	In consideration on when to effect the penalties in case of a replacement with the same specifications due to machine breakdown, the SEC will consider a 48 hours lead time for the Head Office and 7 calendar days for the Extension Offices as lead time upon receipt of a formal notice/demand from SEC, whether in the form of a verbal notice thru telephone or a written demand send thru email/physical delivery.
Others:		Amendment
(Notices to Observers) Deadline for the submission of any written request for clarification: December 29,2021, on or before 5:00p.m@bacsecretariat@sec.gov.ph		Deadline for the submission of any written request for clarification: December 21,2021, on or before 5:00p.m@bacsecretariat@sec.gov.ph

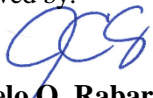
This Bid Bulletin No.1 shall form an integral part of the Bidding Document.

December 28, 2021

Prepared by:


Margery V. Abuyog
BAC Secretariat


Reviewed by:

for 
Marcelo Q. Rabara
End-User Representative

Noted by:


Norlan M. De Las Alas
BAC Secretariat

Approved by:


Armando A. Pan Jr
BAC Chairman

BID PRICE SCHEDULE

Date: _____

Lease Contract for 33 units of Digital Copier Machines for SEC Head Office and Extension Offices for a period of one (1) year

Item No.	Description	Quantity (estimated number of copies/months)	Cost per copy	Total
1	Cost per month	255,000	P _____	P _____
2	Total Project Cost for 12 months			P _____
3	VAT and other applicable taxes			P _____
TOTAL BID PRICE				P _____

Amount in Words: _____

Submitted By:

Company Name: _____

Authorized Representative: _____

(Signature over printed name)

Designation: _____

Date: _____