



REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF FINANCE  
 BUREAU OF CUSTOMS  
 Port Area, Manila  
 Bids and Awards Committee  
**SUPPLEMENTAL/BID BULLETIN**  
 ADDENDUM NO. 1

LEASE OF PHOTOCOPYING MACHINES WITH MULTI-FUNCTIONAL DEVICE  
 FOR CY 2014 to 2015

This Addendum No. 1 dated August 19, 2014 is issued to clarify, modify or amend items in the Invitation for Negotiated Procurement for the above project. This shall form an integral part of the Bid Documents.


ISSUE	CLARIFICATION/AMENDMENTS
<p>A. The following eligibility and technical documents, as well as the Financial Proposal Form (Annex A), shall be submitted on August 26, 2014, 1:30 p.m. at the GSD Conference Room, OCOM Building, South Harbor, Port Area, Manila:</p> <ul style="list-style-type: none"> <li>(a) CY 2014 Mayor's Permit;</li> <li>(b) Statement of all Ongoing Government and Private Contracts within two (2) years prior to July 30, 2014 (Annex B);</li> <li>(d) Audited financial statements for the preceding calendar year stamped received by the Bureau of Internal Revenue;</li> <li>(e) Compliance with the Schedule of Requirements (Annex C) and Technical Specifications (Annex D);</li> <li>(f) Omnibus Sworn Statement (Annex E); and</li> <li>(g) Authority of the Signatory.</li> </ul> <p>The supplier whose submission will be determined as the best and final offer will be required to submit the following documents:</p>	<p>➤ A. The following eligibility and technical documents, as well as the Financial Proposal Form (Annex A), shall be submitted on August 26, 2014, 1:30 p.m. at the GSD Conference Room, OCOM Building, South Harbor, Port Area, Manila:</p> <ul style="list-style-type: none"> <li>(a) CY 2014 Mayor's Permit;</li> <li>(b) Statement of all On-going Government and Private Contracts within two (2) years prior to July 30, 2014 (Annex B);</li> <li>(c) <b>Statement of all Completed Government and Private Contracts within two (2) years prior to July 30, 2014 (Annex C). Submit photocopy of the single largest completed contract.</b></li> <li>(d) Audited financial statements for the preceding calendar year stamped received by the Bureau of Internal Revenue;</li> <li>(e) Compliance with the Schedule of Requirements (Annex D) and Technical Specifications (Annex E);</li> <li>(f) Omnibus Sworn Statement (Annex F); and</li> <li>(g) Tax Clearance Certificate; and</li> <li>(h) Authority of the Signatory.</li> </ul> <p>The supplier whose submission will be determined as the best and final offer will be required to submit the following documents:</p>

<p>(a) CY 2013 Income Tax Returns and January to June 2014 Business Tax Returns filed and paid thru the Electronic Filing and Payment System;</p> <p>(b) Tax Clearance issued by the Collection Enforcement Division of the Bureau of Internal Revenue (BIR) National Office; and</p> <p>(c) PhilGEPS Registration Certificate.</p> <p>B. Tax Clearance Certificate</p> <p>C. Financial Proposal Form</p> <p>D. Section VI. Schedule of Requirements</p> <p>E. Section VII. Technical Specifications</p>	<p>(a) CY 2013 Income Tax Returns and January to June 2014 Business Tax Returns filed and paid thru the Electronic Filing and Payment System;</p> <p>(b) PhilGEPS Registration Certificate.</p> <p>➤ Submit the Tax Clearance Certificate as part of the Technical Documents</p> <p>➤ See attached revised Financial Proposal Form (Annex A)</p> <p>➤ See attached Schedule of Requirements (Annex D), to be submitted as part of the Technical Requirements</p> <p>➤ See attached Technical Specifications (Annex E)</p>
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**Reminders:**

- Submission of bids will be on or before August 26, 2014 at 1:30 P.M.
- Late bids shall not be accepted.

For guidance and information of all concerned.

  
**ARTURO M. LACHICA, CESO II**  
 Deputy Commissioner, IAG  
 Chairperson, BOC-BAC *el*

## Financial Proposal Form

Date: \_\_\_\_\_

***The Chairperson***

Bureau of Customs  
Bids and Awards Committee  
Port Area, Manila

Gentlemen and/or Ladies:

We, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the technical specifications and schedule of requirements for the sum of *[total Bid amount in words and figures]*.

Unit	Particulars	Cost
71	Average of 500,000 copies per month	
	Cost per Copy (inclusive of 12% VAT)	
	<b>Grand Total Cost for 16 months</b>	
<b>Total Amount in Words:</b>		

We undertake, if our Offer is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Offer is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Implementing Rules and Regulations of Republic Act No. 9184.

We agree to abide by this Offer for one hundred twenty (120) calendar days and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Offer, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Offer you may receive.

We certify/confirm that we comply with the eligibility requirements as stated in the Invitation for Negotiated Procurement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

List of all Ongoing Government and Private Contracts including  
Contracts awarded but not yet started

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Contract	Date of the Contract	Kinds of Goods	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>				
<u>Private</u>				

Submitted by : \_\_\_\_\_

(Printed Name & Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Instructions:

- i. State all ongoing contracts including those awarded but not yet started within two (2) years (government and private contracts) prior to July 30, 2014.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

List of all Completed Government and Private Contracts including  
Contracts awarded but not yet started

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Contract	Date of the Contract	Kinds of Goods	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>				
<u>Private</u>				

Submitted by : \_\_\_\_\_

(Printed Name & Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Instructions:

- iii. State all ongoing contracts including those awarded but not yet started within two (2) years (government and private contracts) prior to July 30, 2014.
- iv. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

## Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Qty.	Total	Delivery Date
1	<p>Photocopying Machines to be installed at the following BOC Buildings located at Gate 3, Port Area, Manila, North Harbor, Manila and Terminal 2, NAIA, Parañaque City.</p> <p>(i) OCOM Building</p> <ul style="list-style-type: none"> <li>• Tax Exempt Div.</li> <li>• CRMD</li> <li>• Off. of the Commissioner</li> <li>• HRMD</li> <li>• Depcom. RCMG</li> <li>• Depcom. IG</li> <li>• Appellate Division (LS)</li> <li>• Director Office, Legal Service</li> <li>• External Affairs</li> <li>• Budget Division/FMO</li> <li>• PIAD</li> <li>• Dir. Ofc., CIIS</li> <li>• IPO</li> <li>• ESS</li> <li>• Accounting Div.</li> <li>• Depcom. EG</li> <li>• Depcom. IAG</li> <li>• ITDD</li> <li>• Depcom. AOCG</li> <li>• Collection Services</li> <li>• Administration Office</li> <li>• Dir., POS</li> <li>• COA</li> <li>• Depcom. MISTG</li> <li>• TMS (MISTG)</li> <li>• CIIS Admin.</li> <li>• RAD</li> <li>• PMC / PSDS</li> <li>• GSD</li> <li>• IAS-VCD</li> <li>• X-ray</li> <li>• AMO</li> <li>• Legal Service</li> </ul> <p>(ii) POM Building</p> <ul style="list-style-type: none"> <li>• District Coll. Ofc.</li> <li>• Depcoll for Operations</li> <li>• Depcoll for Admin.</li> <li>• Cash Div.</li> <li>• WDRD</li> <li>• Admin. Div.</li> <li>• Law Div.</li> </ul>	34 units	34 units	Fifteen (15) calendar days from receipt of Notice to Proceed
		14 units	14 units	

	<ul style="list-style-type: none"> <li>• COA-POM</li> <li>• Garments</li> <li>• Depcoll. for Assessment</li> <li>• IED</li> <li>• LBD</li> <li>• WCD</li> </ul> <p>(iii) MICP Building</p> <ul style="list-style-type: none"> <li>• District Collector's Office</li> <li>• FED</li> <li>• IED</li> <li>• Admin. Div.</li> <li>• LBD</li> <li>• Bonds Div.</li> <li>• North Harbour</li> <li>• COA</li> <li>• Law Div.</li> </ul> <p>(iv) NAIA Building</p> <ul style="list-style-type: none"> <li>• District Collector's Office</li> <li>• AOD</li> <li>• Admin. Div.</li> <li>• Bonded</li> <li>• Export</li> <li>• Disbursement</li> <li>• Arrival</li> <li>• IED / FED</li> <li>• Law Div.</li> <li>• Dutyfree</li> <li>• DepColl. for Operations</li> <li>• LBD</li> <li>• Collection Div.</li> <li>• COA</li> </ul>	9 units	9 units	
		14 units	14 units	
2	On-call technician to repair defective machines. Response time shall be within four (4) hours from verbal or written notification. Machines that cannot be repaired within 24 hours shall be replaced with a new unit, otherwise penalty will be imposed at 1/10% of one percent of the applicable billing month for every day of delay.			
3	On-site training of BOC's personnel on how to use the machine.			

I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Representative

\_\_\_\_\_  
Date

## Section VII. Technical Specifications

Item	Specification	Statement of Compliance (either "comply" or "not comply")
<b>General:</b>		
1	<b>Rental of remanufactured or brand new (year 2009 onwards) paper copier with Multi-functional device (configuration) (Copier, Printer and Scanner) Digital Type, automatic electronic sorter and feeder and back to back feature</b>	
2	Model (with LCD display, user friendly and with capability to deliver clear high quality copies)	
3	Warm up time is 2 minutes	
4	Fixing: heated roller fixing	
5	Density Control: Automatic and Manual	
6	Paper Supply and Tray: 500 sheets/tray, minimum of 2 trays plus 1 by-pass tray	
7	Memory Capacity: 1 GB	
8	Indicate the locking mechanism of the units to be supplied i.e. manual key lock, coding pin lock, etc.	
9	<b>The units to be supplied should be in existence for only five (5) years or less from the manufacturing date as of the date of submission/opening of bids. The maximum number of meter reading is 600,000 per unit. (repair/replacement must be done within 24 hours - subject to penalty)</b>	
<b>Copier Specifications:</b>		
1	<b>Copy speed 30 and up copies/minute</b>	
2	Continuous copying – 1-999 copies	
3	Copy paper size: A3-A5R and 11" x 17"	
4	Maximum original size: A3	
5	Reduction/Enlargement: 25% to 400%	
6	Copy paper: regular or special paper (transparencies)	
<b>Scanner Specifications:</b>		
1	Interface: 10 base-T/100 Base-TX/1000 Base-T	
2	Driver: TWAIN Driver, HDD TWAIN Driver	
3	Protocol: TCP/IP (FTP, SMB, SMT P)	
4	Speed: Black – 50/50 opm (300dpi)	
5	Size: Max. A3	
6	<b>Output Format: - Black and White - TIFF, PDF Output Format: - Colored - TIFF, PDF, compact PDF, JPEG (5 ocom, 3 for the ports)</b>	
7	<b>Resolution: Push-200 to 600dpi; Pull-200 to 600 dpi</b>	
<b>Printer Specifications:</b>		
1	<b>HDD: 60 GB (shared with the Copier)</b>	
2	<b>Print Resolution: 1,200 dpi x 600 dpi or equivalent</b>	
3	PDL: PCL5e/c, PCL XL, PostScript 3	
4	Protocol: TCP/IP, IPX/SPX (NDS support), SMB (Net BEU), LPD, IPP1.1, SNMP, HTTP	
5	OS Support: Windows 7, XP, 32, 64 bit (upgradable to windows 8)	



6	Fonts: Manufacturer's Standard	
7	Interface: 10 BASE -T/100 BASE-TX/1000 BASE-T	
<b>Others:</b>		
1	On-call technician to repair defective machines. Response time shall be within four (4) hours from verbal or written notification. Machines that cannot be repaired within 24 hours shall be replaced with a new unit, otherwise penalty will be imposed at 1/10% of one percent of the applicable billing month for every day of delay.	
2	Total billing charges is computed by multiplying the actual total number of copies reproduced less 2% spoilage and test copies by the rental rate.	

**I hereby certify to comply and deliver all the above requirements.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Representative

\_\_\_\_\_  
Date

## Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

## AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the other:*

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. *Select one, delete the other:*

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the rest:*

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Supplier's Representative/Authorized Signatory

SUBSCRIBED AND SWORN TO BEFORE ME, this \_\_\_ day of \_\_\_, 2014 in the City of \_\_\_\_\_ . Affiant exhibiting to me his/her Valid Identification \_\_\_\_\_, Number \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Doc. No.:  
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