



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL/BID BULLETIN

ADDENDUM NO. 1

LEASE OF MULTI-FUNCTIONAL PHOTOCOPYING MACHINE

This Addendum No. 1 dated 03 December 2024 is issued to clarify, modify or amend items in the Bid Documents. This shall form an integral part of the Bid Documents.

ISSUES		CLARIFICATION/AMENDMENTS	
<u>Section I. Invitation to Bid</u>		<u>Section I. Invitation to Bid</u>	
9. The bid opening shall be conducted on December 10, 2024, 11:00 a.m. at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.		9. The bid opening shall be conducted on December 10, 2024, 10:00 a.m. at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.	
<u>Section III. Bid Data Sheet</u>		<u>Section III. Bid Data Sheet</u>	
ITB Clause		ITB Clause	
5.3	The bidder must have completed five (5) years prior to December 10, 2024, single contract that is similar to the project at hand and whose value must be at least fifty percent (50%) of the ABC to be bid. Bidders must include in their Bid a photocopy of Single Largest Completed Contract, Notice of Award (NOA), Notice to Proceed (NTP), Technical Inspection and Acceptance Committee (TIAC) Report or Certificate of Final Acceptance Report	5.3	The bidder must have completed five (5) years prior to December 10, 2024, single contract that is similar to the project at hand and whose value must be at least fifty percent (50%) of the ABC to be bid. Bidders must include in their Bid a photocopy of the following documents: 1. Single Largest Completed Contract 2. For government projects; a. Notice of Award (NOA)



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	<p>or equivalent in the Private Sector.</p> <p>Failure to submit a copy of Single Largest Completed Contract with proof of Completion or a failure against the veracity of such shall be a ground for disqualification of the bidder for award and forfeiture of the bid security.</p> <p>For this purpose, similar contract shall refer to “Rent/Lease of Photocopying Machines”</p>			<p>b. Notice to Proceed (NTP); and</p> <p>c. Technical Inspection and Acceptance Committee (TIAC) Report or Certificate of Final Acceptance Report.</p> <p>3. For projects with private sector, proof of completed contract such as but not limited to Purchase Order, Sales Invoice, Delivery Receipts or any other equivalent/relevant document.</p>
20.1	<p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder and/or authorized representative of the notice from the BAC that it submitted the Single/Lowest Calculated Bid, the Bidder shall submit the following documents:</p> <ol style="list-style-type: none"> 1. The Service Provider shall submit a certificate with at least a satisfactory performance rating from its existing and previous client; 2. Latest Income Tax Return and business Tax Return with proof of payment (filed and paid through BIR Electronic Filing and Payment System (eFS)); 3. VAT Returns (Form 2550M and 			<p>Failure to submit a copy of Single Largest Completed Contract with proof of Completion or a failure against the veracity of such shall be a ground for disqualification of the bidder for award and forfeiture of the bid security.</p> <p>For this purpose, similar contract shall refer to “Rent/Lease of Photocopying Machines”</p>
		20.1		<p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder and/or authorized representative of the notice from the BAC that it submitted the Single/Lowest Calculated Bid, the Bidder shall submit the following documents:</p> <ol style="list-style-type: none"> 1. The Service Provider shall submit a certificate with at least a



	<p>2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the last 2 quarters;</p> <p>4. Latest Audited Financial Statement duly received by Security and Exchange Commission (SEC); and</p> <p>5. Updated Mayor'/Business Permit, Tax Clearance and Department of Trade and Industry or SEC Registration.</p>		<p>satisfactory performance rating from latest completed project within the last two (2) years prior to the submission of bids from its existing and previous client;</p> <p>2. Latest Income Tax Return and business Tax Return with proof of payment (filed and paid through Bureau of Internal Revenue (BIR) Electronic Filing and Payment System (eFS));</p> <p>3. VAT Returns (Form 2550Q) with proof of payment covering the last 2 quarters prior to the submission of bid, or in case of Percentage Tax Returns (2551M) with proof of payment covering the last 6 months prior to the submission of bid;</p> <p>4. Latest Audited Financial Statement duly received by Security and Exchange Commission</p>
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		(SEC) and BIR , and 5. Updated Mayor'/Business Permit, Tax Clearance and Department of Trade and Industry or SEC Registration.
<u>Section VII. Technical Specification</u>	<u>Section VII. Technical Specification</u> Please see attached Revised Technical Specifications	
Bid Form	Bid Form Please see attached Revised Bid Form	

Reminders:

- Opening of bids will be on 10 December 2024, 8:45 AM.
- Bids must be properly sealed and signed.
- Late submission will not be accepted.

For guidance and information of all concerned.

for **ATTY. ERWIN T. MENDOZA**
Chairperson, BOC-BAC



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Section VII. Technical Specifications

STATEMENT OF COMPLIANCE TO TECHNICAL SPECIFICATIONS

A. INSTRUCTION:

The bidder must state in the last column opposite each parameter and required specifications either “Comply” or “Not Comply”. All pages shall be properly signed. 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 Clause above goods manufactured by us.

Item	Specifications	Statement of Compliance	Evidence of Compliance
General			
1	All units must have an automatic electronic sorter and feeder, back-to-back feature, with USB direct printing (walk-up USB interface), remote metering function, PIN or Password protection, reduction and magnification, and power surge protector.		
2	All units to be deployed must be of one brand only.		
4	The units to be supplied must be new or remanufactured by the brand manufacturer, or the Original Equipment Manufacturer, or any ISO 9001/2015 Certified Copier and Printer remanufacturing establishment with Certification. <i>Note: For remanufactured photocopying machines, the date of manufacture must not be earlier than CY 2022.</i>		



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5	Unit/s or machine/s for repair should be pulled out. (temporarily) and replaced by a service unit.		
6	One (1) On-site technician M-F, 8:00am – 5:00pm stationed at the Head Office.		
7	One (1) On-call back-up 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.		
8	Service Provider must be an Authorized Dealer and Authorized Service Provider of the brand to be offered		
9	Can be used as network printer and network scanner.		
10	Contract Duration: January 2025-December 2025		
11	The contract shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with the technical specifications.		
	The Contractor shall maintain a satisfactory level of performance throughout the contract period based on the following set of performance criteria: a. Conformity to Technical Requirements b. Timeliness in the Delivery of Services c. Behavior of Personnel (Courteous, Professional and Knowledgeable) d. Response to Complaints e. Compliance with set office policies for such services		
Multi-Function Laser Photocopier (A4/Letter/Legal Size)			
	Type: Monochrome Laser Network Multifunction Copier, Printer, Scanner		



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	With LCD display, user friendly and with capability to deliver clear high-quality copies		
	Engine Speed: at least 45ppm		
	Print Output Resolution: 600x600 dpi		
	Copier Output Resolution: at least 600x600 dpi		
	Scan Input Resolution: at least 600x600 dpi		
	Memory: At least 4GB RAM		
	Paper Tray: minimum of two (2) trays plus bypass		
	Paper Capacity: min. 500 sheets		
	Paper Sizes: A5, A4, Letter, Legal/Folio		
	OS Compatibility: Windows and MAC OS (latest)		
Multi-Function Monochrome Laser Photocopier (A4/Letter/Legal/A3 Size)			
	Type: Monochrome Laser Full Console Network Multifunction Copier, Printer, Scanner		
	With LCD display, user friendly and with capability to deliver clear high-quality copies		
	Engine Speed: at least 35ppm		
	Print Output Resolution: 1200x1200 dpi		
	Copier Output Resolution: at least 600x600 dpi		
	Scan Input Resolution: at least 600x600 dpi		
	Network Interface: Fast Ethernet, USB 2.0, Wi-Fi ready, or better		
	Memory: At least 2GB RAM, at least 250GB HDD or SSD		
	Paper Tray: minimum of four (4) trays plus bypass tray		
	Paper Capacity: min. 500 sheets		
	Paper Sizes: up to A3		
	OS Compatibility: Windows and Mac OS (latest)		
Multi-Function Monochrome and Color Laser Photocopier (A4/Letter/Legal/A3 Size)			
	Type: Color Laser Full Console Network Multifunction Copier, Printer, Scanner		



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	Engine Speed: at least 55ppm		
	Print Output Resolution: 1200dpi x 2400dpi or 2,400dpi x 1200dpi or higher		
	Scan Input Resolution: 600dpi x 600dpi		
	With LCD display, user friendly and with capability to deliver clear high-quality copies		
	Network Interface: Fast Ethernet, USB 2.0, Wi-Fi ready, or better		
	Memory: At least 4GB RAM, at least 250GB HDD or 120GB SSD		
	Paper Tray: minimum of four (4) trays plus bypass tray		
	Paper Capacity: min. 500 sheets		
	Paper Sizes: A3, A4, Folio, Legal		
	OS Compatibility: Windows and Mac OS (latest)		

I hereby commit to comply and deliver the above requirements.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date



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Bid Form

Date: _____
Invitation to Bid¹ N^o: _____

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to the BOC, our services for the project, “**Lease of Multi-Functional Photocopying Machine**” in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

Item	Particulars	No. of Copies (Estimated)	Cost per Copy (inclusive of VAT)	Total Cost (inclusive of VAT)
1	Monochrome Laser Photocopier (A4 to Legal Size)	5,500,000		
2	Monochrome Laser Photocopier (A4, Legal and A3 Size)	500,000		
3	Color Laser Photocopier (A4, Legal and A3 Size)	415,000		
Total amount in figures (inclusive of VAT):				
Total amount in words (inclusive of VAT):				

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

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

¹ If ADB, JICA and WB funded projects, use IFB.



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We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for **ITB** Clause 14 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:¹

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, 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 Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

¹ Applicable only if the Funding Source is the ADB, JICA or WB.

