



SUPPLEMENTAL/BID BULLETIN NO. 1

PROCUREMENT OF NETWORK PRINTING SERVICES FOR CY 2025 (DOT-BAC-IB NO. 2024-035 EPA)

This **Supplemental/Bid Bulletin No. 1** is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents, as discussed and agreed during the Pre-Bid Conference held on 25 November 2024 and request for clarification received from prospective bidders, for the aforementioned project. This shall form part of the Bidding Documents.

I. REVISIONS ON THE BIDDING DOCUMENTS

A. SECTION VI. SCHEDULE OF REQUIREMENTS

Item Number	Description	Quantity	Delivered, Weeks/Months
	Network Printing Services	1 lot	Contract Duration: <u>Twelve (12) Months upon receipt of the Notice to Proceed</u>
1	Black and White / Monochrome	35 units	Complete installation must be within Forty-Five (45) calendar days upon receipt of the Notice to Proceed
2	Colored	18 units	Location: DOT-Central Office, 351 Sen. Gil Puyat Avenue, Makati City

*More detailed service requirements and technical specifications are found under **Section VII. Technical Specifications**.

B. SECTION VII. TECHNICAL SPECIFICATIONS

DESCRIPTION	Statement of Compliance
<p>SCOPE OF SERVICES</p> <p>1. The Service Provider shall Supply, Deliver, and Install/Configure Brand New or Refurbished units with <u>remanufacturing year/refurbishing year</u> not earlier than 2023 of Multi-Function Printer/Photocopier (MFP) to each user office identified by the DOT. <u>For remanufacturing/refurbishing year, a certification from the authorized entity or organization responsible for refurbishing the units will be required to validate compliance with the bidding documents.</u></p> <p>2. The Service Provider must complete the installation of all the required units within Forty-five (45) calendar days upon receipt of the Notice to Proceed (NTP).</p>	



3. In case of service breakdown, the Service Provider, at its expense, shall provide a qualified technician to repair the equipment within four (4) hours from receipt of notification from the General Services Division (GSD).
4. In the event of faulty equipment or when the equipment needs repair, the Service Provider must pull-out and provide a replacement and/or a service unit within forty-eight (48) hours from the receipt of an official request through telephone, fax, or email from the GSD. The replacement/service must have the same specifications or higher than the original unit.
5. The service provider shall conduct regular monthly meter readings of all the MFP, which shall be the basis of the monthly billings.
6. The service provider shall submit to the DOT the complete meter readings and the Billing Statement on or before 5th day of the succeeding month and will subject to DOT verification. No billing shall commence unless the installation and training with user-acceptance, are completed.
7. The service provider shall provide the name and contacts of at least two (2) personnel who shall act as a focal point persons to ensure twenty-four (24)-hours a day and 7-days a week (24/7) immediate response to DOT pertaining to the services being provided.
8. The service provider shall also assign a specific person who will be responsible for regular monthly maintenance of the equipment both in terms of service as well as supply and replacement of consumables and spare parts, when required.
9. The service provider shall provide at least ten (10) sets of consumables for Black and White MFP/Photocopier, and at least five (5) sets of consumables for colored MFP/Photocopier upon execution of the contract (delivery and installation). And shall continuously deliver the consumables, such as toner, drum, developer, roller, etc. at no cost to within 24-hours upon receipt of the official request from the DOT-GSD, and/or upon reaching the 30% of remaining stocks/supply.
10. All consumables should be new and branded parts (not refills).
11. The service provider shall provide a well-trained and knowledgeable personnel who will train the Information Technology Division (ITD), and at least 2-GSD-Maintenance Section personnel on basic onsite troubleshooting.
12. The service provider must conduct training on how to operate the machine for the end-users of the DOT, subject to the schedule to be agreed upon during contract implementation.
13. The service provider shall provide each of the MFP/Photocopier a quick reference guide/training module (reference manual) to help on basic troubleshooting issues.
14. Any offer for added feature, material and/or service shall be at No additional cost to the DOT.

15. The DOT may request for additional units equivalent to at least 10% of the total number of units per type of machine at No additional cost.

MINIMUM TECHNICAL SPECIFICATION

A. Black and White MFP/Photocopier (35 units)

- Brand New/Refurbished Black and White Multi-Function Printer/Photocopier
- Remanufacturing year: Not earlier than 2023
- Easy User Interface
- Must Support Active Directory and Single Sign-on
- Must support Document and Data Protection
- Capable of Remote Device Management to monitor the status of toner and machine – With at **least 7-inch to 10.1 inch** color LCD touchscreen
- Warmup time: not more than 20 sec.
- First copy time: not more than 4.0 sec
- Paper sizes: Short/Letter, A4, Legal, Foolscap (8.5" x 13"), A6 to A3, A3 max on bypass
- Paper Capacity: at least 100 sheet bypass tray, 500 sheet tray 1 to 4
- Paper Weight: **at least 60gsm to 300gsm**
- Reversing single pass feeder/Duplex Module
- Automatic Document Feeder (ADF)
- With paper tray and bypass
- Resolution of at least 600 x 600 dpi
- Memory capacity: At least 2GB
- HDD capacity: at least 250GB
- With Electronic sorting
- Continues copy: up to 999 copies
- Gradation: equivalent to 256 levels
- Zoom range: 25% - 400%
- Print per minute (ppm): min 30 cpm - max 35 ppm
- Copy per minute (cpm): min 30 cpm - max 35 ppm
- Can store up to 1,000 users

Network Colour Scanner:

- Push scan
- Pull scan
- Desktop Application Scanner Utility
- Mobile Application Scanner Utility
- Can save the file to different types
- Support Ethernet connection (WIFI and LAN) through DOT wireless router)
- Interface port: USB 2.0, 10Base-T/ 100Base-TX/ 1000base-T
- Built-in Network printing/scanning
- Has scanner utility
- Scan Destination: Scan to email/desktop/FTP Server/Network Folder (SMB)/USB Memory
- Supported OS: Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, Windows Server 2016, Windows Server 2019, Windows Server 2022, Windows 7, Windows 8.1, Windows 10, Windows 11, Mac OS 10.6, 10.7, 10.8, 10.9, 10.10, 10.11, 10.12, 10.13, 10.14, 10.15, 11, 12 and 13
- Network protocols: TCP/IP (Ipv4, Ipv6), IPX/SPX (Netware), Ethertalk (Appletalk)

B. Full Color (18 units)

- Brand New/Refurbished Full Color Multi-Function Printer/Photocopier
- Remanufacturing year: Not earlier than 2023
- Easy User Interface
- Must Support Active Directory and Single Sign-on
- Must support Document and Data Protection
- Capable of Remote Device Management to monitor the status of toner and machine
- With **at least 7-inch to 10.1-inch** color LCD touchscreen
- Warmup time: not more than 10 sec.
- First copy time: not more than 4.7 sec
- Paper sizes: Short/Letter, A4, Legal, Foolscap (8.5"×13"), A6 to A3, A3 max on bypass
- Paper Capacity: at least 100 sheet bypass tray, 500 sheet tray 1 to 4
- Paper Weight: at least 60gsm to 300gsm
- Reversing single pass feeder/Duplex Module
- Automatic Back to Back copy/print
- Automatic Document Feeder (ADF)
- With paper tray and bypass
- Resolution of at least 600 x 600 dpi
- Memory capacity: At least 4GB
- HDD capacity: at least 250GB
- CPU Processor: at least 1.4Ghz
- With Electronic sorting
- Continues copy: up to 999 copies
- Gradation: equivalent to 256 levels
- Zoom range: 25% - 400%
- Print per minute (ppm): min 30 cpm - max 35 ppm
- Copy per minute (cpm): min 30 cpm - max 35 ppm
- Can store up to 1,000 users

Network Colour scanner:

- Push scan
- Pull scan
- Desktop Application Scanner Utility
- Mobile Application Scanner Utility
- Can save the file to different types
- Support Ethernet connection (wifi and LAN) through DOT wireless router
- Interface port: USB 2.0, 10Base-T/100Base-TX/1000base-T
- Built-in Network printing/scanning
- Has scanner utility
- Scan Destination: Scan to email/desktop/FTP Server/Network Folder (SMB)/USB Memory
- Supported OS: Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, Windows Server 2016, Windows Server 2019, Windows Server 2022, Windows 7, Windows 8.1, Windows 10, Windows 11, Mac OS 10.6, 10.7, 10.8, 10.9, 10.10, 10.11, 10.12, 10.13, 10.14, 10.15, 11, 12 and 13
- Network protocols: TCP/IP (Ipv4, Ipv6), IPX/SPX (Netware), Ethertalk (Appletalk)

II. Response to Other Inquiries Received from Bidders

Concerns	Response
A. Black and White MFP / Photocopier	
To adjust the print per minute (ppm) to min 25 cpm-max 35 ppm	To retain the print per minute (ppm): Min 30-cpm max 35 ppm. However, the allowance of + - 10% is acceptable
To adjust copy per minute (cpm): Min 30 cpm-max 35 ppm	To retain the copy per minute (cpm): Min 30 cpm – max 35 ppm. However, the allowance of + - 10% is acceptable
B. Full Color	
To adjust the print per minute (ppm) to min 25 cpm-max 35 ppm	To retain the print per minute (ppm): Min 30-cpm max 35 ppm. However, the allowance of + - 10% is acceptable
To adjust copy per minute (cpm): Min 30 cpm-max 35 ppm	To retain the copy per minute (cpm): Min 30 cpm – max 35 ppm. However, the allowance of + - 10% is acceptable

Due to delayed release of this bid bulletin, the deadline for the submission of bids has been moved to **December 11, 2024 at 9:00 AM, with the opening of bids scheduled at 10:00 AM on the same day.**

All unamended portions of the Bidding Documents shall remain the same.

For the guidance and information of all concerned.

04 December 2024


USEC. FERDINAND C. JUMAPAO
 BAC Chairperson