

# **PHILIPPINE BIDDING DOCUMENTS**

## **Procurement for the Lease of Multi- Function and Energy-Efficient Network Printers and Copying Machines**

**Project Identification Number: DOT-BAC IB 2021-001**

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## ***Section I. Invitation to Bid***



## ***Invitation to Bid for the Procurement for the Lease of multi-Function and Energy-Efficient Network Printers and Copying Machines***

1. The *Department of Tourism (DOT)*, through the *General Appropriation Act 2021* intends to apply the sum of *Three Million Fifty-Five Thousand Six Hundred Thirty-Five pesos (PhP3,055,635.00)* being the ABC to payments under the contract for *“Procurement for the Lease of multi-Function and Energy-Efficient Network Printers and Copying Machines” (Project Identification No. DOT-BAC IB 2021-001)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DOT* now invites bids for the above Procurement Project. Delivery of the Goods is required by *fourteen (14) calendar days upon receipt of Notice to Proceed*. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary *“pass/fail”* criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from *DOT-BAC Secretariat* through the contact details given below during *8:00 a.m. to 5:00 p.m. Monday to Friday Excluding holidays* and inspect the Bidding Documents as posted on the websites of the *DOT* and the *Philippine Government Electronic Procurement System (PhilGEPS)*.
5. A complete set of Bidding Documents may be acquired by interested Bidders from *January 28 to February 17, 2021 (8:00 a.m to 5:00 p.m.)* and *February 18, 2021 (until 9:00 a.m.)* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Philippine Pesos (PhP5,000.00) OR deposited to:*

Account Name	Department of Tourism-Regular Trust
Account Number	00-0-05002-407-4
Beneficiary's Bank	Development Bank of the Philippines (DBP)
Bank Branch	F. Zobel Branch
Address	809 J.P Rizal corner F. Zobel St., Makati City, Philippines

(Note: Pls. send copy of the Transaction report or any proof of payment at the email addresses [yccervantes@tourism.gov.ph](mailto:yccervantes@tourism.gov.ph) and [dot.bac@tourism.gov.ph](mailto:dot.bac@tourism.gov.ph)

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of DOT, provided that bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

6. The **DOT** will hold a virtual Pre-Bid Conference on **February 05, 2021 at 10:00 a.m.** using the MS Teams platform. The prospective bidders are advised to send their email address to the DOT-BAC Secretariat official email at [dot.bac@tourism.gov.ph](mailto:dot.bac@tourism.gov.ph)/[jpvillamin@tourism.gov.ph](mailto:jpvillamin@tourism.gov.ph) not later than 5:00 p.m. on **February 04, 2021**.
7. Bids must be duly received by the BAC Secretariat through manual submission **on or before February 18, 2021 at 9:00 a.m. only** at the office address indicated below. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **February 18, 2021 at 10:00 a.m** at the given address below

***The Opening of Bids will be conducted through video conference using the MS Teams platform on February 18, 2021 at 10:00 a.m.***

***Prospective bidders who are interested in joining the opening of bids must send the following details to the BAC Secretariat via e-mail at [dot.bac@tourism.gov.ph](mailto:dot.bac@tourism.gov.ph) not later than 5:00 p.m. of February 17, 2021.***

- ***Name of Representative(s) - Maximum of two (2)***
- ***Company Name:***
- ***Email Address:***
- ***Contact No.***

10. All documents shall be current and updated and any missing document in the checklist is a ground for outright rejection of the bid. Bidder shall submit **one (1) original and five (5) photocopies** of the first and second components of its bid in sealed envelope.

To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.

11. The **DOT** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6



and 41 of 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

***Mr. GODOFREDO R. MALDONADO, JR.***  
***Head, DOT-BAC Secretariat***  
***Procurement Management Division***  
***4th Floor, DOT Bldg.***  
***351 Sen. Gil Puyat Ave., Makati City***  
***Telephone Nos. 8459-5200 to 30 Loc. 425***  
***Email Address: grmaldonado@tourism.gov.ph***  
***Facsimile No.: 8459-5200 to 30 Loc. 425***  
***Website Address: www.tourism.gov.ph***

12. You may visit the following websites:

For downloading of Bidding Documents: [www.tourism.gov.ph](http://www.tourism.gov.ph) /[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

*(Original Signed)*  
**OIC-USEC. ROBERTO P. ALABADO III**  
DOT-BAC Chairperson

*January 29, 2021*

## ***Section II. Instructions to Bidders***

## 1. Scope of Bid

1. The Procuring Entity, **Department of Tourism**, wishes to receive Bids for the **Procurement for the Lease of multi-Function and Energy-Efficient Network Printers and Copying Machines** with Project Identification Number **DOT-BAC IB 2021-001**.

The Procurement Project (referred to herein as “Project”) is composed of **one (1) lot**, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for **General Appropriation Act 2021** in the amount of **Three Million Fifty-Five Thousand Six Hundred Thirty-Five pesos (PhP3,055,635.00)**
- 2.2. The source of funding is the General Appropriations Act.

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## **7. Subcontracts**

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a virtual pre-bid conference for this Project on **February 05, 2021 at 10:00 a.m.** using the MS Teams platform as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **three (3) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the

appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### **13. Bid and Payment Currencies**

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in Philippine Pesos.

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **June 17, 2021**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid as indicated in **paragraph 10 of the IB**. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

### **16. Deadline for Submission of Bids**

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

### **17. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its **latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)** and other appropriate licenses and permits required by law and stated in the BDS.

## **21. Signing of the Contract**

The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.



## ***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <i>Refer to lease multi-function, energy-efficient, high volume colour and black and white network printer/photocopying machine</i></p> <p>b. completed within <i>three (3)</i> years prior to the deadline for the submission and receipt of bids.</p>
7.1	<i>Subcontracting is not allowed.</i>
12	<i>Not applicable</i>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <b><i>PhP 61,112.70</i></b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <b><i>PhP 152,781.75</i></b> if bid security is in Surety Bond.</p>
19.3	<i>No further instructions</i>
20	<i>No further instructions</i>
21	<i>No further instructions</i>

## ***Section IV. General Conditions of Contract***

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***Section V. Special Conditions of Contract***

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:  <i>Mr. Rolando A. Bautista</i>  <i>Chief, General Services Division</i>  <i>rabautista@tourism.gov.ph</i></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ol> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p>

	<ol style="list-style-type: none"> <li>1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ol> </li> </ol> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [<i>indicate here the time period specified. If not used indicate a time period of three times the warranty period</i>].</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within [<i>insert appropriate time period</i>] months of placing the order.</p> <p>Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p>



	<p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>Partial payment is not allowed.</i>
4	<i>The deliverables shall be subject to the inspection and acceptance of the Project Officer.</i>

## ***Section VI. Schedule of Requirements***

## Schedule of Requirements

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
	<b>Procurement for the Lease of Multi-Function and Energy-Efficient Network Printers and Copying Machines</b>			
	Supply, delivery, installation and deployment of brand new or refurbished units with model years not earlier than 2019 of multi-function printer/photocopier (MFP)	1 lot	PhP3,055,635.00	Two-weeks or fourteen (14) calendar days upon receipt of Notice to Proceed.  To be leased from April 01-December 31, 2021
	Black and White MFP/Photocopier	33		
	Full-Color MFP/Photocopier	11		

Conforme:

\_\_\_\_\_  
Name of Bidder's/Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ***Section VII. Technical Specifications***

# 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]</i></p>

		<p><i>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>
<p><b>I.</b></p>	<p><b>Scope of Services</b></p> <ol style="list-style-type: none"> <li>1. The Service Provider shall supply, deliver and install/configure brand new or refurbished units with model years not earlier than 2019 of multi-function printer/copier (MFP) to each user office identified by the DOT.</li> <li>2. The Service Provider must complete the installation of all the required units within two (2) weeks upon receipt of Notice to Proceed (NTP).</li> <li>3. In case of service breakdown, the Service Provider, at its expense, shall send a qualified technician to repair the equipment within (2) hours from receipt of notification from the General Services Division (GSD).</li> <li>4. In the event of faulty equipment or when the equipment needs repair, the Service Provider must pull-out and provide a replacement or service unit within the next business day from receipt of an official request thru telephone, fax or eMail. The replacement unit or the service</li> </ol>	

	<p>unit must have the same specifications or higher than the original unit.</p> <ol style="list-style-type: none"> <li>5. The service provider shall conduct meter readings for all the copiers at the end of every month.</li> <li>6. The Service Provider shall submit to DOT the meter readings for all the copiers after five (5) working days, subject to DOT verification. The said meter readings shall support the billing statements. Billing shall be based on the total usage of the thirty-one (33) units of monochrome and ten (11) units of colored multi-function printer. However, no billing shall commence unless the installation and training with user-acceptance, are completed.</li> <li>7. The Service Provider shall provide the name and contacts of at least two (2) personnel who shall act as a focal point persons for official communication pertaining to the services to ensure that there is sufficient back up at all times in case the other person goes on leave or is unavailable. The focal person shall be available at all times during official working hours.</li> <li>8. The Service Provider shall 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.</li> <li>9. The Service Provider shall deliver the consumables, such as toner, drum, developer, roller, etc. at no cost within 24 hours upon official request by the GSD, thru telephone, fax or eMail at no additional cost. All consumables shall be branded parts and brand new (not refills).</li> <li>10. The Service Provider shall provide at least ten (10) sets of consumables for Black and White MFP/Photocopier and five (5) sets of consumables for colored MFP/Photocopier upon execution of the contract and replenish the same upon reaching the 30% of remaining stocks/supply.</li> </ol>	
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	<p>11. The Service Provider must conduct training for the end-users of the DOT.</p> <p>12. The Service Provider shall provide well-trained and knowledgeable personnel who will train the IT, GSD, and other users on how to operate the machine and conduct basic onsite troubleshooting.</p> <p>13. The Service Provider shall provide for each copier/printer a quick reference guide/training module to help on basic troubleshooting issues.</p> <p>14. Any offer for added feature, material and/or service shall be at no additional cost to procuring office.</p>							
II.	<p><b>Eligibility Requirements</b></p> <ol style="list-style-type: none"> <li>1. The Bidder must be PHILGEPS registered.</li> <li>2. The Bidder must have at least three (3) years of satisfactory performance from past clients for the past three (3) years and must secure at least 3 certificate of satisfactory performance in supply, delivery, installation, testing, and commissioning of network equipment.</li> <li>3. The bidder must be an authorized distributor of the brand being carried or it offers to be provided.</li> <li>4. The Bidder must be capable of providing the thirty-one (33) units of black and white multifunction printer/copier, and ten (11) units of full-color multi-function printer/copier as to technical specification. The required machines will be accepted at the start of the contract with an umbrella billing scheme.</li> </ol>							
III	<p><b>Specifications:</b></p> <p><b>1. Black and White MFP/Photocopier</b></p> <table border="1" data-bbox="352 1760 1074 2029"> <thead> <tr> <th data-bbox="352 1760 448 1800">Qty</th> <th data-bbox="448 1760 1074 1800">Descriptions</th> </tr> </thead> <tbody> <tr> <td data-bbox="352 1800 448 1912" rowspan="3">33 units</td> <td data-bbox="448 1800 1074 1912">Brand New or Refurbished Black and White Multi-Function Printer/Photocopier; model year should not be earlier than 2019</td> </tr> <tr> <td data-bbox="448 1912 1074 1953">Easy User Interface</td> </tr> <tr> <td data-bbox="448 1953 1074 2029">Must Support Active Directory and Single Sign-On</td> </tr> </tbody> </table>	Qty	Descriptions	33 units	Brand New or Refurbished Black and White Multi-Function Printer/Photocopier; model year should not be earlier than 2019	Easy User Interface	Must Support Active Directory and Single Sign-On	
Qty	Descriptions							
33 units	Brand New or Refurbished Black and White Multi-Function Printer/Photocopier; model year should not be earlier than 2019							
	Easy User Interface							
	Must Support Active Directory and Single Sign-On							



		Must support Document and Data Protection	
		Atleast 7-inch color LCD touchscreen	
		Paper size: Short, A4, Legal, Foolscap (8.5"x13"), A6 to A3, A3 max on bypass	
		Paper Capacity: 100 sheet bypass tray, 500 sheet tray 1 to 4	
		Paper weight: 55 g/m <sup>2</sup> to 200 g/m <sup>2</sup>	
		Reversing single pass feeder/Duplex Module	
		Automatic document feeder (ADF)	
		With paper tray and bypass	
		Resolution of at least 600 x 600 dpi	
		Atleast Memory capacity: 2 GB	
		Atleast HDD Capacity: 250 GB	
		With electronic sorting	
		Continuous Copy: up to 999 copies	
		Gradation: equivalent to 256 levels	
		Zoom range: 25% to 400%	
		Print per minute (ppm): min 30 ppm – max 35 ppm	
		Copy per minute (cpm): min 30 cpm – max 35 cpm	
		Able to store up to 1000 users	
		Network colour scanner:	
		Push Scan	
		Pull Scan	
		Scan Speed Maximum 30 Spm	
		Desktop Application Scanner Utility	
		Mobile Application Scanner Utility	
		Able to save the file to different types	
		Support Ethernet connection (wifi and LAN) through DOT wireless router	
		Interface port: USB 2.0, 10 Base-T 100Base-TX/100Base-T	
		Built-in Network printing/scanning	
		Has scanner utility	
		Scan Destinations: Scan to e-mail/desktop/FTP server/network folder(SMB)/USB Memory	
		Supported OS: Windows Server 2008, Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, Windows Server 2016, Windows 7, Windows 8.1, Windows 10 Mac OS 10.6, 10.7, 10.8, 10.9, 10.10, 10.11, 10.12, 10.13	
		Network protocols: TCP/IP (Ipv4. Ipv6), IPX/SPX (Netware), Ethertalk (Appletalk)	
		Fax Function capacity	

**2. Full-Color MFP/Photocopier**

Qty	Descriptions
11 units	Brand New or Refurbished Color Multi-Function Printer/Photocopier; model year should not be earlier than 2019
	Easy User Interface
	Must Support Active Directory and Single Sign-On
	Capable of remote device management
	Atleast 10.1-inch color LCD touchscreen
	Paper size: Short, A4, Legal, Foolscap (8.5"x13"), A6 to A3, A3 max on bypass
	Paper Capacity: 100 sheet bypass tray, 500 sheet tray 1 to 4
	Paper weight: 60 g/m <sup>2</sup> to 300 g/m <sup>2</sup>
	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
	Atleast Memory capacity: 5 GB
	Atleast HDD Capacity: 500 GB
	CPU Processor: 1.8 Ghz
	With electronic sorting
	Continuous Copy: up to 999 copies
	Gradation: equivalent to 256 levels
	Zoom range: 25% to 400%
	Print per minute (ppm): min 30 ppm – max 35 ppm
	Copy per minute (cpm): min 30 cpm – max 35 cpm
	Able to store up to 1000 users
	Network colour scanner:
	Push Scan
	Pull Scan
	Scan Speed Maximum 80 Spm
	Desktop Application Scanner Utility
	Mobile Application Scanner Utility
	Able to save the file to different types
	Support Ethernet connection (wifi and LAN) through DOT wireless router
	Interface port: USB 2.0, 10 Base-T 100Base-TX/100Base-T
	Built-in Network printing/scanning
	Has scanner utility

	<table border="1"> <tr> <td>Scan Destinations: Scan to e-mail/desktop/FTP folder(SMB)/USB Memory</td> <td>Scan to e-mail/desktop/FTP server/network folder(SMB)/USB Memory</td> </tr> <tr> <td>Supported OS: Windows Server 2008, Windows Server 2008 R2, Windows Server 2012, Windows Server 2012 R2, Windows Server 2016, Windows 7, Windows 8.1, Windows 10 Mac OS 10.6, 10.7, 10.8, 10.9, 10.10, 10.11, 10.12, 10.13</td> <td></td> </tr> <tr> <td>Network protocols: TCP/IP (Ipv4, Ipv6), IPX/SPX (Netware), Ethertalk (Appletalk)</td> <td></td> </tr> <tr> <td>Fax Function capacity</td> <td></td> </tr> </table>	Scan Destinations: Scan to e-mail/desktop/FTP folder(SMB)/USB Memory	Scan to e-mail/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 7, Windows 8.1, Windows 10 Mac OS 10.6, 10.7, 10.8, 10.9, 10.10, 10.11, 10.12, 10.13		Network protocols: TCP/IP (Ipv4, Ipv6), IPX/SPX (Netware), Ethertalk (Appletalk)		Fax Function capacity		
Scan Destinations: Scan to e-mail/desktop/FTP folder(SMB)/USB Memory	Scan to e-mail/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 7, Windows 8.1, Windows 10 Mac OS 10.6, 10.7, 10.8, 10.9, 10.10, 10.11, 10.12, 10.13										
Network protocols: TCP/IP (Ipv4, Ipv6), IPX/SPX (Netware), Ethertalk (Appletalk)										
Fax Function capacity										
IV	<b>Period of Implementation</b>  April 01, 2021 to December 31, 2021									

Conforme:

\_\_\_\_\_  
Name of Bidder's/Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Section VIII. Checklist of Technical and  
Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

**or**

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class “B” Documents***

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

**or**

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

- (m) Original of duly signed and accomplished Financial Bid Form; **and**
- (n) Original of duly signed and accomplished Price Schedule(s).

**Other documentary requirements under RA No. 9184 (as applicable)**

- (o) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

