



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

NEDA BIDS AND AWARDS COMMITTEE
on GOODS AND INFRASTRUCTURE PROJECTS (GIP)

BID BULLETIN No. 02

**ONE JOB SUPPLY OF PHOTOCOPYING MACHINE SERVICES TO THE NEDA
CENTRAL OFFICE UNDER A THREE-YEAR SERVICE AGREEMENT**

TO : PROSPECTIVE BIDDERS


Following the Pre-Bid Conference held on 06 May 2019, hereunder are the clarifications and modifications on the above-cited procurement:

PARTICULARS	CLARIFICATIONS/AMENDMENTS/ REVISIONS										
<p>1. Item III (Scope of Work and Job Specifications) of Section IX (Terms of Reference) of the Bidding Documents, page 84</p>	<p>The Service Provider shall provide thirty (30) units digital photocopying machines with the following features:</p> <table border="1" data-bbox="719 1014 1422 1648"> <thead> <tr> <th>Features</th><th>Minimum Requirements</th></tr> </thead> <tbody> <tr> <td>Speed</td><td>55 ppm for all units</td></tr> <tr> <td>Color</td><td>Black (Mandatory)</td></tr> <tr> <td>Mechanical Features</td><td>Can sort at least thirty (30) sets Multiple Paper Tray should include but not limited to Short, A4, Legal & A3</td></tr> <tr> <td>IT Features</td><td>Local Area Network (LAN) connection module or with Network Interface Card (NIC) for network printing Password protection</td></tr> </tbody> </table>	Features	Minimum Requirements	Speed	55 ppm for all units	Color	Black (Mandatory)	Mechanical Features	Can sort at least thirty (30) sets Multiple Paper Tray should include but not limited to Short, A4, Legal & A3	IT Features	Local Area Network (LAN) connection module or with Network Interface Card (NIC) for network printing Password protection
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<p>2. Technical Components of Bid - Item 12.1(a)(ii) of Section III (Bid Data Sheet), page 39</p>	<p>1. The bidders should use the following forms attached to the bidding documents for the technical components of the bid:</p> <p>a. Annex "A" - for the Bidder's statement 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.</p>										

	<p>b. Annex “A-1” - for the bidder’s SLCC similar to the contract to be bid should have been completed within five (5) years prior to the deadline for the submission and receipt of bids.</p> <p>Any of the following documents should be submitted corresponding to listed contracts listed in Annex A-1:</p> <ul style="list-style-type: none"> i. Copy of End User’s Acceptance; ii. Official Receipts; and iii. Sales Invoice. 							
3. Item 17.3 of Section V (Special Conditions of Contract) of the Bidding Documents, page 60	Warranty not applicable.							
4. Performance Security - Item 33.2 of Section IV (General Conditions of Contract) of the Bidding Documents, page 35	<p>The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the Approved Budget for the Contract (ABC) of One Million Six Hundred Thousand Pesos (PhP1,600,000.00) in accordance with the following schedule:</p> <table border="1"> <thead> <tr> <th>Form of Performance Security</th><th>Amount of Performance Security (Not less than the Percentage of the ABC)</th></tr> </thead> <tbody> <tr> <td>(a) Cash or cashier’s/ manager’s check issued by a Universal or Commercial Bank.</td><td rowspan="2">Five percent (5%)</td></tr> <tr> <td>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td></tr> <tr> <td>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td><td>Thirty percent (30%)</td></tr> </tbody> </table> <p>The Performance Security shall be valid for the duration of the contract period.</p>	Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the ABC)	(a) Cash or cashier’s/ manager’s check issued by a Universal or Commercial Bank.	Five percent (5%)	(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
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5. Item II (Detailed Specifications Requirements) of Section VII (Technical Specifications) of the Bidding Documents, page 65	The Bidder should fill out Annex III (Detailed Technical Specifications) of the TOR, to be attached as part of the submission under this Section VII (Technical Specification) .							

6. Spoilage Fee	<p>The monthly total billing charge shall be computed as follows:</p> <p>Actual total number of copies reproduced multiplied by price per copy, then less one (1) percent for the spoilage.</p>
7. Reminders	<ul style="list-style-type: none"> • Bid Security shall be in any of the following: <ul style="list-style-type: none"> a. <u>Bid Securing Declaration</u> – should be notarized with government-issued ID (<i>Note: CTC is no longer accepted as a competent evidence of identity</i>); or b. <u>Cash, cashier's/manager's check, bank draft/guarantee/irrevocable letter of credit</u> – 2% of ABC; or c. <u>Surety Bond</u> – 5% of ABC • Use up to date forms (follow the format of the forms included in the bidding documents) and ensure that these are properly notarized (e.g., Omnibus Sworn Statement, Bid Securing Declaration) <ul style="list-style-type: none"> a. Person who sworn in the Omnibus Sworn Statement should be consistent with the authorized person in the Secretary's Certificate. b. All Bid Documents should be signed/executed by the person authorized in the Secretary's Certificate. c. In case the person authorized in the Secretary's Certificate delegates his/her authority, the same should be specified in the Secretary's Certificate. • Only Bidders who have paid the non-refundable participation fee not later than the deadline for submission of bids shall qualify to bid; and • Deadline for submission of bids – 21 May 2019, 10:00 A.M. Observe timeliness; 1 minute late is strictly considered LATE.

Issued on 14 May 2019.


CARLOS BERNARDO O. ABAD SANTOS
Assistant Secretary and
Chairperson, NBAC-GIP