

BIDS AND AWARDS COMMITTEE
BID BULLETIN No. 2

PROCUREMENT OF PHOTOCOPYING MACHINE RENTAL SERVICES
(PGC-BAC-2022-006G)

This is to inform all prospective bidders of the following questions, clarifications and amendments in the Bidding Documents:

I. ON THE TECHNICAL SPECIFICATION

Minimum Technical Specifications:

1. *"Photocopying Machine & Multifunction Photocopying Machine with Archiving Capability (Warm-up Time)"*

Q. If the Warm-up Time can be relaxed to less than 24 seconds instead of less than 20 seconds.

A. No. This requirement was based on the photocopying machines PHILGUARANTEE is currently using with a warm-up time of less than 20 seconds.

2. *"Photocopying Machine & Multifunction Photocopying Machine with Archiving Capability (Copy Speed)"*

Q. If the copy speed be fixed instead of having a range of 31 to 35 copies per minute.

A. No. PHILGUARANTEE will stick with the required copy speed of 31 to 35 copies per minute as indicated in the Terms of Reference.

3. *"Multifunction Photocopying Machine with Archiving Capability (With archiving system server built-in at least 2TB HDD/8GB RAM)"*

Q. If the server of the archiving system is a separate computer server.

A. Yes. The archiving system may be a separate computer server.

Additional Documentary Requirements:

4. “Authority of the provider to distribute or sell the unit/product”

Q. If a Certificate of Authorize Exclusive Distributorship signed by the provider be submitted instead.

A. Yes. Certificate of Exclusive Distributorship will suffice.

5. “Undertaking to provide a service unit in case of unit breakdown”,

Q. If the format of the required undertaking will come from PHILGUARANTEE or is it the supplier who will provide the format?

A. The undertaking should be provided by the supplier.

II. OTHERS

6.

Q. Can we request for the declared volume in terms of number of copies as basis for our bid?

A. The average volume is ninety-two thousand (92,200) copies per month.

7.

Q. If we are required to submit a copy of the contracts, Notice of Award, and Notice to Proceed for our ongoing contracts.

A. No. Only the 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 is required.

For the Statement of the bidder’s Single Largest Completed Contract, the bidder shall submit copies of the contract, Notice of Award, Notice to Proceed and proof of completion and/or acceptance.


MELINDA M. ADRIANO

Chairperson, Bids and Awards Committee