

NO: \_\_\_\_\_

**SUPPLEMENTAL/BID BULLETIN NO. 1**

**TITLE** : SUBSCRIPTION TO A MANAGED PRINTING SERVICES FOR  
 DSWD CENTRAL OFFICE  
**ITB NO.** : GOP/21-DSWD-033  
**DATE** : 11 NOVEMBER 2021

This Supplemental/ Bid Bulletin is issued to all prospective bidders announcing changes and clarifications in the Bidding Documents, to wit:

**I. Section III. Bid Data Sheet**

Particulars	From	To
ITB Clause 20.1	4) Certification that the Service Provider have at least three (3) managed printing deployment with proof of satisfactory service certificates from clients; and	<b>4) Certification that the Service Provider have at least three (3) managed printing or supply and delivery of printers deployment with proof of satisfactory service certificates from clients; and</b>

**II. Section VI. Schedule of Requirements**
**FROM:**

Particulars	Quantity	Number of Toners/ Ribbons Allocated
Digital Multi-Function Printer (full-color/high-end)	8 units	40 black @ 25,000 pages 10 cyan @ 16,000 pages 10 magenta @ 16,000 pages 10 yellow @ 16,000 pages
Multi-Function Printer (full-color)	25 units	150 black @ 3,000 pages 70 cyan @ 3,000 pages 70 magenta @ 3,000 pages 70 yellow @ 3,000 pages
Multi-Function Printer (monochrome)	40 units	160 @ 25,000 pages
Single Function Printer (monochrome)	25 units	600 @ 4,000 pages
Impact Dot Matrix Printer	3 units	30 ribbons

**A. Timelines/ Schedule of Deliverables**

- Installation: 60 calendar days upon receipt of Notice to Proceed (NTP)
- Service Subscription and Support Coverage: Nine (9) months after acceptance

TASK	DURATION
Project Implementation (60 calendar days)	
Supply and Delivery of Printers	50 calendar days after NTP
Delivery of Toners	50 calendar days after NTP
User Acceptance	10 days after successful delivery of printers and toners
Subscription Duration	9 months after User Acceptance

Warranty and Support	
Technical Support	9 months
Software Warranty	9 months
Hardware Warranty	9 months

B. Delivery Conditions

- Printers and toners shall be delivered upfront within the sixty (60) calendar days' implementation period;
- All printers should be brand new or latest manufactured not later than year 2019 or not more than 200,000 copies made on meter reading;
- Positioning, installation, configuration and testing will be done by the supplier with assistance from ICTMS; and
- All hardware components are not owned by the Department and shall be returned after the contract.

**TO:**

Particulars	Quantity	Total Number of Pages
Digital Multi-Function Printer (full-color/high-end)	8 units	<b>Black @ 1,000,000 pages Cyan @ 160,000 pages Magenta @ 160,000 pages Yellow @ 160,000 pages</b>
Multi-Function Printer (full-color)	25 units	<b>Black @ 3,000 pages Cyan @ 3,000 pages Magenta @ 3,000 pages Yellow @ 3,000 pages</b>
Multi-Function Printer (monochrome)	40 units	<b>Black @ 4,000,000 pages</b>
Single Function Printer (monochrome)	25 units	<b>Black @ 4,000,000 pages</b>
Impact Dot Matrix Printer	3 units	30 ribbons

A. Timelines/ Schedule of Deliverables

- Installation: 60 calendar days upon receipt of Notice to Proceed (NTP)
- Service Subscription and Support Coverage: Nine (9) months after acceptance

TASK	DURATION
Project Implementation (60 calendar days)	
<b>Supply and Delivery of Printers and Toners</b>	50 calendar days after NTP
<b>Installation</b>	50 calendar days after NTP
User Acceptance	<b>10 calendar days after successful installation of printers</b>
Subscription Duration	9 months after User Acceptance
Warranty and Support	
Technical Support	9 months
Software Warranty	9 months
Hardware Warranty	9 months

B. Delivery Conditions

- Printers and toners shall be delivered upfront within the sixty (60) calendar days implementation period;
- **All printers should be brand new;**
- Positioning, installation, configuration and testing will be done by the supplier with assistance from ICTMS; and
- All hardware components are not owned by the Department and shall be returned after the contract.

**III. Section VII. Technical Specifications**

<b>Particulars</b>	<b>From</b>	<b>To</b>
I. PRINTER A	1.3. Resolution: 1200 x 2400 dpi	<b>1.3. Resolution: 1200 x 1200 dpi</b>
	1.6. Automatic document feeder (single-pass) up to 130 originals	<b>1.6. Automatic document feeder (single-pass) up to 100 originals</b>
	2. Set of Toners (all genuine)	<b>2. Set of Toners (all genuine) – Total Number of Pages</b>
	3.1. Cyan (C) – 16,000 pages	<b>2.1. Cyan (C) – 160,000 pages</b>
	2.2. Magenta (M) – 16,000 pages	<b>3.2. Magenta (M) – 160,000 pages</b>
	3.3. Yellow (Y) – 16,000 pages	<b>2.3. Yellow (Y) – 160,000 pages</b>
	2.4. Black (K) – 25,000 pages	<b>3.4. Black (K) – 1,000,000 pages</b>
II. PRINTER B	1.3. Resolution: 1200 x 2400 dpi	<b>1.3. Resolution: 1200 x 1200 dpi</b>
	2.1. Cyan (C) – 16,000 pages	<b>2.1. Cyan (C) – 210,000 pages</b>
	2.2. Magenta (M) – 16,000 pages	<b>2.2. Magenta (M) – 210,000 pages</b>
	2.3. Yellow (Y) – 16,000 pages	<b>2.3. Yellow (Y) – 210,000 pages</b>
	2.4. Black (K) – 25,000 pages	<b>2.4. Black (K) – 450,000 pages</b>
III. PRINTER C	1.5. Paper Handling: Tray 1 – 550 sheets / ByPass Tray – 150 sheets (A5-A4, Legal/minimum of 700 papers capacity)	<b>1.5. Paper Handling: Tray 1 – 550 sheets / ByPass Tray – 100 sheets (A5-A4, Legal/minimum of 700 papers capacity)</b>
	2. Toner, black – 25,000 pages	<b>2. Toner, black – 4,000,000 pages</b>
IV. PRINTER D	1.4. Duty Cycle: 100,000 pages/month	<b>1.4. Duty Cycle: 80,000 pages/month</b>
	1.6. Output Capacity: 150 sheets (face down); 10 sheets (face up)	<b>1.6. Output Capacity: 150 sheets (face down)</b>
	2. Toner, black – 25,000 pages	<b>2. Toner, black – 2,400,000 pages</b>
VI. SERVICE PROVISION	1.2. Toner cartridges to be served to DSWD at the last month of the contract period can be replaceable to drum cartridges in time that the printer prompts	<b>1.2. Provisioning of drum cartridges in exchange of toner cartridges is no longer needed since the drum cartridges, other consumables, and parts should</b>

	for replacement. Toner cartridges to be replaced by drum cartridges should be for the same model. Ration is 1:1;	<b>already be included in the Managed Print Services to be provided by the winning bidder;</b>
VII. QUALIFICATIONS OF THE SERVICE PROVIDER	2. The service provider must have at least three (3) managed printing deployments with certificates of satisfactory service from clients; and	<b>2. The service provider must have at least three (3) managed printing or supply and delivery of printers deployments with certificates of satisfactory service from clients; and</b>

Note: All other requests/issues raised by the prospective bidders during the Pre-Bid Conference and/or received thru email ([bacsec@dswd.gov.ph](mailto:bacsec@dswd.gov.ph)) are hereby not granted per End-user's assessment. Hence, all other specifications, terms and conditions in the Bidding Documents not stated above shall remain and no changes.

#### IV. Deadline for the Submission and Receipt of Bids

The schedule for the deadline for the submission and receipt of bids is moved from 17 November 2021 to **22 November 2021 at 09:00 AM**. Bids must be delivered to the BAC Secretariat Office, 2<sup>nd</sup> Floor, Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City. **Late Bids will not be accepted.**

The Bid Opening will immediately follow after the deadline of submission and receipt of bids, to be held at the Procurement Management Service Conference Room, 2<sup>nd</sup> Floor, Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City.

#### V. Issuance of Bidding Documents

The issuance of bidding documents is extended until **22 November 2021 at 08:00 AM**.

This Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

*(Original Signed)*  
**NOEL M. MACALALAD**  
*Assistant Secretary and*  
*Chairperson, Bids and Awards Committee*

Please accomplish the portion below and send it to facsimile no. (02) 951-7116 or email at [bacsec@dswd.gov.ph](mailto:bacsec@dswd.gov.ph).

RECEIVED BY : \_\_\_\_\_ DATE: \_\_\_\_\_  
(SIGNATURE OVER PRINTED NAME)

DESIGNATION : \_\_\_\_\_

COMPANY : \_\_\_\_\_