



Republic of the Philippines
Department of Education



PROCUREMENT MANAGEMENT SERVICE

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Bids and Awards Committee V

SUBJECT : Bid Bulletin No. 2

PROJECT No. : 2020-AdmS2(008)-BV-CB-001

PROJECT : Lease Agreement of Photocopying Machines

DATE : February 24, 2020

This Bid Bulletin is hereby issued for the information and guidance of all prospective bidders. It shall form an integral part of the bidding documents issued earlier relative to above project.

I. Section V. Special Conditions of the Contract

Details	Original Provision	Provision, as amended/clarified
GCC Clause 10.3, page 87	<p>Payment</p> <p>Schedule of Payment:</p> <p>Progress Payments - Supplier may submit a request for payment based on the monthly Progress Reports. The Progress Reports shall be attached to the progress billing and should include the following: (i) cumulative quantities of items delivered based on the schedule of deliveries and other relevant terms and conditions of the contract; and (ii) Inspection and acceptance reports, including certification by supplier, as approved by duly authorized DepEd rep-resentative, that the items have been delivered on/or properly installed and commissioned in accordance with the contract.</p>	<p>Payment</p> <p>The method and conditions of payment to be made to the Supplier through the Government disbursement procedure within sixty (60) days after the date of acceptance of Goods at the Project Site and upon submission of documents under this contract shall be as follows:</p> <p>Contract Price shall be paid on a monthly basis to the Supplier upon Delivery of the Goods/ Services at Project Site and upon submission of the documents (i) to (viii) specified in SCC for GCC Clause 6.2 and other documents required in accounting and auditing rules</p>

Details	Original Provision	Provision, as amended/clarified
	<p>(NOTE: The Supplier must furnish copy of the above-mentioned documents to DepEd Accounting and the End-user (AS-AMD) and the Contract Management Division of the Procurement Service, Central Office.)</p> <p>Payments shall be subject to the “Warranty” provision in the form of either retention money in an amount equivalent to at least 3% of every progress payment, or a special bank guarantee in the amount equal to at least 3% of the Contract Price as required under Section 62 of RA 9184 and its IRR.</p> <p>The method and conditions of payment to be made to the Supplier through the Government disbursement procedure within sixty (60) days after the date of acceptance of Goods at the Project Site and upon submission of documents under this contract shall be as follows:</p> <p>For the initial progress payment, a minimum of 25% of the Contract Price of the lot shall be paid to the Supplier upon a minimum of 25% delivery of the requirement of the lot and duly accepted by the Deped’s representatives.</p> <p>Final payment shall constitute release of the retention money in case of expiry of the warranty period, or whatever is left of it, after it has been called for use under the warranty provision.</p> <p>Payment shall be made within sixty (60) calendar days after the date of acceptance of the goods at the Project Site and upon submission of the documents (i) to (viii) specified in SCC Clause</p>	<p>and regulations.</p> <p>(NOTE: The Supplier must furnish copy of the above-mentioned documents to DepEd Accounting and the End-user (AS-AMD) and the Contract Management Division of the Procurement Service, Central Office.)</p> <p>Additional Provision:</p> <p><i>Monthly rental/billing charge is computed by multiplying the actual number of copies reproduced less 2% spoilage and test copies, by the cost per copy as stipulated in the contract. As payment is based on the cost of the actual number of copies reproduced, total payment may be slightly lower than the amount of the contract award.</i></p> <p>Payments shall be subject to the “Warranty” provision in the form of either retention money in an amount equivalent to at least 3% of every progress payment, or a special bank guarantee in the amount equal to at least 3% of the Contract Price as required under Section 62 of RA 9184 and its IRR.</p> <p>Final payment shall constitute release of the retention money in case of expiry of the warranty period, or whatever is left of it, after it has been called for use under the warranty provision.</p> <p><i>Omit paragraph for the following provisions:</i></p> <p>Progress Payments Supplier may submit a</p>

Details	Original Provision	Provision, as amended/clarified
	6.2 and other documents required in accounting and auditing rules and regulations.	<p>request for payment based on the monthly Progress Reports. The Progress Reports shall be attached to the progress billing and should include the following: (i) cumulative quantities of items delivered based on the schedule of deliveries and other relevant terms and conditions of the contract; and (ii) Inspection and acceptance reports, including certification by supplier, as approved by duly authorized DepEd representative, that the items have been delivered on/or properly installed and commissioned in accordance with the contract.</p> <p>For the initial progress payment, a minimum of 25% of the Contract Price of the lot shall be paid to the Supplier upon a minimum of 25% delivery of the requirement of the lot and duly accepted by the Deped's representatives.</p>

II. Section VII. Technical Specifications

Details	Original Provision	Provision, as amended/clarified
D. Terms and Conditions, Item No. 3, page 98	The supplier shall provide all consumables (toner cartridges, spare parts, other auxilliary). There should be at least one (1) toner and one (1) spare drum on stock at all times for each unit of copying machine, and three (3) unit fusers/imaging unit for the whole lot.	The supplier shall provide all consumables (toner cartridges, spare parts, other auxilliary). There should be at least one (1) toner stock for each unit of copying machine and five (5) spare drum and three (3) unit fusers/imaging unit for the whole lot, to be kept at AMD Stockroom.

Details	Original Provision	Provision, as amended/clarified
E. Other Requirement, Item No. 5, page 98	Replacement of Toners, drums, fusers/imaging unit can be easily done by the end-user without technical intervention, if necessary.	Replacement of Toners, drums, fusers/imaging unit can be easily done by the trained/ authorized DepEd Personnel without technical intervention, if necessary.
E. Other Requirement, Item No. 9, page 98	Winning bidder shall be determined based on the computed cost per copy (but not to exceed .90 cents per copy) for a total volume of 4.5 million copies.	Winning bidder shall be determined based on the computed cost per copy (but not to exceed .88 cents per copy) for a total ABC of P3.7 Million .
E. Other Requirement, Item No. 10, page 98	Prospective Bidder shall fill up the following: 4,500,000 copies @_____ (cost per copy) = PhP_____	Additional Provision: Guaranteed Volume of 2.3 Million Copies for one (1) year (combined reading for printing and copying of all machines) Prospective Bidder shall fill up the following: 4,200,000 copies @_____ (cost per copy) = PhP_____

All other provisions not herein modified shall remain in full force and effect.

For your information and guidance.

FOR THE BIDS AND AWARDS COMMITTEE V

(SGD)

RAMON FIEL G. ABCEDE

Assistant Secretary for Finance
and Chairperson