

**SUPPLEMENTAL BID BULLETIN NO. 1**

11 February 2025

Attention: **All prospective bidders for the project****BID REFERENCE NO. G-2025-01: PROCUREMENT OF MANAGED PRINT SERVICES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES**

(ABC: PhP 19,111,321.32 for three (3) years or PhP6,370,440.44 per year inclusive of all applicable taxes)

1. **Please be informed that the bid activities for the above-cited project shall proceed as follows:**

ACTIVITY	DATE AND TIME	VENUE
Submission of Eligibility, Technical, and Financial Proposals*	19 February 2025 (Wednesday) <u>ON OR BEFORE 8:30 AM</u>	6/F BAC Secretariat, DBP Head Office, Makati City
Opening of Eligibility, Technical, and Financial Proposals	19 February 2025 (Wednesday) 9:00 AM	12/F Suite 5, DBP Head Office, Makati City

***Late submissions shall not be accepted**

2. **Response to the Queries/Request for Clarifications**

Queries	Response
On Technical Specifications: Consider revision of the following: From: Print Specification: <u>35 Pages per Minute (PPM)</u> To: Print Specification: <u>28 Pages per Minute (PPM)</u>	After evaluation, this requirement/specification is retained.
On Technical Specifications: Consider revision of the following: From: Copying Specification: <u>35 Copies per Minute (CPM)</u> To: Copying Specification: <u>28 Copies per Minute (CPM)</u>	After evaluation, this requirement/specification is retained.



Documentary Requirements for Bid Opening Maintain the provision as follows: Certificate from the manufacturer for the brand being offered stating that the bidder is an authorized service provider of the brand being offered or of the manufacturing company	The requirement is retained.
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3. **Revisions made on the Technical Specifications (Please refer to the [Revised Technical Specification](#) per [Revised FORM 9](#) as attached in this Supplemental Bid Bulletin No. 1 dated 11 February 2025)**

FROM	TO
Technical Specifications, Under Section III. Scope of Services The bidder shall provide Managed Print Services for a period of three (3) years.	Technical Specifications, Under Section III. Scope of Services The bidder shall provide Managed Print Services for a period of three (3) years or until the contract price of the winning bidder is fully consumed, whichever comes first.
Technical Specifications, Under Section V. Delivery and Installation The units must be delivered and installed at the DBP Head Office, Makati Ave. cor. Sen. Gil Puyat Makati City within the prescribed delivery period of sixty (60) calendar days after the receipt of Notice to Proceed (NTP). The distribution list will be provided upon issuance of the Notice of Award (NOA).	Technical Specifications, Under Section V. Delivery and Installation The units must be delivered and installed at the DBP Head Office, Makati Ave. cor. Sen. Gil Puyat Makati City within the prescribed delivery period of Seventy-five (75) calendar days after the receipt of Notice to Proceed (NTP). The distribution list will be provided upon issuance of the Notice of Award (NOA).

4. **Revisions made on the Bidding Forms**

FROM	TO
FORM 9 – Technical Specifications	REVISED FORM 9 – Revised Technical Specifications (Please refer to the Revised Technical Specification per Revised FORM 9 as attached in this Supplemental Bid Bulletin No. 1 dated 11 February 2025)
FORM 10 – Financial Proposal Form	REVISED FORM 10 – Revised Financial Proposal Form (Please refer to the Revised Financial Bid Form per Revised FORM 10 as attached in this Supplemental Bid Bulletin No. 1 dated 11 February 2025)

5. Revision on the Checklist of Requirements (*Please see the [Revised Checklist of Requirements](#) as attached in this Supplemental Bid Bulletin No. 1 dated 11 February 2025*)

FROM	TO
FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)	
TAB 10 Accomplished/conformed Scope of Service/Terms of Reference per FORM 9 , duly signed by the bidder's authorized representative. <u>Bidders must state either "Comply" or "Not Comply" on each page of the Technical Specifications AND sign on each page as conformance.</u>	TAB 10 Accomplished/conformed <i>Revised Scope of Service/Terms of Reference per REVISED FORM 9 (as attached in the Supplemental Bid Bulletin No. 1 dated 11 February 2025)</i> , duly signed by the bidder's authorized representative. <u>Bidders must state either "Comply" or "Not Comply" on each page of the Technical Specifications AND sign on each page as conformance.</u>
SECOND ENVELOPE: FINANCIAL PROPOSAL (DULY SEALED AND MARKED)	
TAB 1 Duly accomplished Financial Proposal Form (<i>Template per FORM 10</i>), duly signed by the bidder's authorized representative. Note: Total bid shall not exceed the ABC of PhP 19,111,321.32 for 3 years or PhP6,370,440.44 per year at Php 1.24 per print	TAB 1 Duly accomplished <i>Revised Financial Proposal Form (Template per REVISED FORM 10 as attached in the Supplemental Bid Bulletin No. 1 dated 11 February 2025)</i> , duly signed by the bidder's authorized representative. Note: Total bid shall not exceed the ABC of PhP 19,111,321.32 for 3 years or PhP6,370,440.44 per year at Php 1.24 per print

6. Please refer to Section III. Bid Data Sheet (BDS) of the Philippine Bidding Documents for the detailed procedure and options for the payment of bidding documents and the submission of bids. As indicated in the Invitation to Bid, bidders must settle the required payment for the bidding documents before the deadline of the submission and receipt of bids.

Additionally, bidders are encouraged to submit their bid proposals at least one day prior to the deadline to avoid late submissions. Bidders may attend the bid opening through Zoom Meeting App.

7. Bidders are reminded to use as guide/reference in preparing their Bidding Documents the following revised forms/documents as attached in this Supplemental Bid Bulletin No. 1 dated 11 February 2025.
- [Revised Technical Specifications per Revised FORM 9](#)
 - [Revised Financial Bid Offer per Revised FORM 10](#)
 - [Revised Checklist of Requirements](#)

8. **The Eligibility, Technical Documents and Financial Proposals must be properly tabbed for easy reference and must be submitted in sequence/order per [Revised Checklist of Requirements](#).**
9. The BAC shall no longer entertain any question/request for clarification after the issuance of this Bid Bulletin.
10. Please be advised that bids submitted after the deadline shall only be marked for recording purposes, shall not be included in the opening of bids, and shall be returned to the bidder unopened.

For the guidance and information of all concerned.

(SIGNED)
The DBP Bids and Awards Committee

REVISED FORM 9 (page 1 of 7)

TECHNICAL SPECIFICATIONS/REQUIREMENT

Bidder's Statement of Compliance
Bidders must state here either "Comply" or "Not Comply"

TECHNICAL SPECIFICATIONS PROCUREMENT OF MANAGED PRINT SERVICES

I. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) for three (3) years is ₱ 19,111,321.32 or equivalent to ₱ 6,370,440.44 per year or ₱1.24/per print VAT Inclusive for the DBP Head Office.

II. MINIMUM SPECIFICATIONS

Hardware Component:
Main Unit
A. Mono Laser Multi-Function Printers (MFP)
1. Device Type: Brand New Mono Laser Multi-Function Printers (MFP) capable of Print, Copy and Scan.
2. Monthly Duty Cycle of at least 35,000 pages
3. Processor: at least 600 MHZ
4. Memory: at least 1GB
5. Display: Touch Screen at least 7.0 inch
6. Use of Pin Code/Password for user's login
7. Provision of pedestal/ table for the unit.
Print Specifications:
1. At least 35 Pages Per Minute (PPM)
2. Must be able to Print one or two sided document automatically
3. Resolution: At least 600 dpi x 600 dpi
4. Able to do Job Handling/Hold On printing capability
5. Shall have secure Print Release/Pull Printing feature that enables users to release required documents for printing after entering their password to the chosen MFP.
6. Account Control at a minimum of 200 users
Copying Specifications:
1. Speed: At least 35 Copies Per Minute (CPM)
2. Resolution: At least 600 dpi to 600 dpi
3. Must be able to Copy one- or two-sided document automatically
4. Capable of Automatic and Manual enlarger/reducer
5. Capable of Electronic Sorting
6. Account Control at a minimum of 200 users
7. Copies/single job: at least 800 copies
Scanning Specifications:
1. Must have a scanning output file format of TIFF, JPEG, PDF & PDF COMPACT
2. Scanner Type: Flatbed and Automatic Document Feeder (ADF) which can support at least A3, Letter, Legal, and Folio sizes
3. Resolution: At least 150 dpi to 600 dpi
4. Speed: At least 50 images/output per minute
5. Must be able to Scan one- or two-sided document automatically

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

MENTAL BID BULLETIN NO. 1
OF MANAGED PRINT SERVICES FOR THE DEVELOPMENT BANK OF THE
e (3) years or PhP6,370,440.44 per year inclusive of all applicable taxes)

REVISED FORM 9 (page 2 of 7)

TECHNICAL SPECIFICATIONS/REQUIREMENT

Bidder's Statement of Compliance
Bidders must state here either "Comply" or "Not Comply"

PROCUREMENT OF MANAGED PRINT SERVICES Technical Specifications

Paper Handling:
1. Number of Paper Tray: at least two (2) calibrated up to A3 size and one (1) Bypass Tray
2. Paper Capacity: at least 500 sheets/tray and 80 sheets for the Bypass Tray
Connectivity:
Built-in network capability

III. SCOPE OF SERVICES:

1. The bidder shall provide Managed Print Services for a period of three (3) years or until the contract price of the winning Bidder has fully consumed, whichever comes first.
2. The bidder shall provide Sixty (60) units of Multi-Function Printers (MFP) to be distributed in the DBP Head Office.
3. The bidder shall provide the MFP with a complete set of toner/s and other consumables for each unit together with one (1) spare set of toner/s.
4. The bidder shall provide the MFP with sticker/tag indicating the bidder's name/company and contact numbers to identify the owner of the equipment.
5. The bidder shall supply only genuine parts, consumables and toners necessary for the operation of the MFP.
6. The bidder shall provide a monthly reportorial requirement for print/copy/scan transactions per user/unit/department/group/sector including paper size, date and time.
7. The bidder shall assist in the installation/configuration of the MFP for all desktop/laptops units.
8. The bidder shall provide **Print Management Software** such as but not limited to the following functionalities:
 - Able to implement print policies for different set of user/unit /department/ group/ sector
 - Can determine the number of print/copy/scan transactions per user/ unit/department/group/sector including paper size, date and time of transactions.
 - Capable to send a generated report via email.
 - Support Active Directory (AD) to synchronize user profiles.
9. The bidder shall provide one (1) in-house technician who will report to DBP for the duration of the contract and shall perform the following:
 - Report to DBP Technical Support Services Department (TSSD) for eight (8) hours a day (8:00 AM to 5:00 PM, Monday to Friday).

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

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REVISED FORM 9 (page 3 of 7)

TECHNICAL SPECIFICATIONS/REQUIREMENT

**Bidder's
Statement of
Compliance**
*Bidders must
state here
either
"Comply" or
"Not Comply"*

PROCUREMENT OF MANAGED PRINT SERVICES Technical Specifications

- Monitor and check the status of machines and consumables including replenishment of stocks and provide monthly report.
- Maintain all equipment in proper working order.
- Assign a substitute or an additional technician if the need arises.

IV. SERVICE LEVEL REQUIREMENT

- Response Time within one (1) hour from reported concerns
- Resolution Time within 24 hours
- If the defect is not addressed within the resolution time, a service unit of equal or greater capacity must be deployed within three (3) hours.
- If the bidder failed to provide the above-mentioned conditions, a corresponding rebate in favor of DBP shall be applied. Credit for interruptions to service will be applied as follows:

LENGTH OF INTERRUPTION	CREDIT
1-10 calendar days	1% of the Annual Performance Security
11-20 calendar days	2% of the Annual Performance Security
21 + calendar days	3% of the Annual Performance Security

Should the Performance Security be completely depleted due to rebates, the corresponding rebate will be deducted from the progress billing statement.

V. DELIVERY AND INSTALLATION

The units must be delivered and installed at the DBP Head Office Building, Makati Avenue corner Sen. Gil Puyat Avenue Makati City within the prescribed delivery period of Seventy-Five (75) calendar days after the receipt of Notice to Proceed (NTP). The distribution list will be provided upon issuance of Notice of Award (NOA).

VI. TRAINING

- The winning bidder must provide an actual demonstration of the features and operation of the units for the end-users after the installation of the units.
- The winning bidder must provide user training for at least six (6) DBP engineers at DBP Head Office after the complete installation of the units.

VII. ACCEPTANCE

The Certificate of Acceptance will be issued upon completion the following:

- Installation and testing of the 60 MFP units.
- Implementation of the Print Management Software.
- Configuration of the MFP for all desktop/laptops units in the Head Office.
- One (1) day training for the basic operations and troubleshooting of MFP.

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

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REVISED FORM 9 (page 4 of 7)

TECHNICAL SPECIFICATIONS/REQUIREMENT	Bidder's Statement of Compliance <i>Bidders must state here either "Comply" or "Not Comply"</i>
<p>PROCUREMENT OF MANAGED PRINT SERVICES Technical Specifications</p> <hr/> <p>VIII. PAYMENT</p> <ol style="list-style-type: none"> 1. The winning bidder must open and maintain an account (Savings or Current) with DBP for payment purposes and shall be credited within Fifteen (15) calendar days from receipt of the Sales Invoice and DBP issuance of the Certificate of Acceptance. 2. The winning bidder shall be paid monthly based on the actual number of pages printed during the billing period. The amount to be paid shall be equivalent to the total number of pages printed (net of 2% spoilage allowance) multiplied by the cost per print and will be validated in the managed print software by the authorized DBP personnel. <p>IX. DOCUMENTARY REQUIREMENTS FOR THE BID OPENING</p> <ol style="list-style-type: none"> 1. Must have completed a single contract of similar nature within the last five (5) years, equivalent to at least fifty percent (50%) of the ABC of this project. "Similar contract for Managed Print Services or Lease of Multi-Function Printer (MFP) or Supply and/or Delivery of Printers. 2. Technical data sheet/brochure of the brand /model being offered. 3. Certificate from the manufacturer for the brand being offered stating that the bidder is an authorized service provider of the brand being offered or of the manufacturing company. 4. The bidder shall submit the summary of technical specifications of the brand and model being offered as cross-referenced against the DBP minimum technical specifications per attached ANNEX A. <p>X. POST QUALIFICATION REQUIREMENT</p> <p>The bidder is required to provide a prototype demo unit within FIVE (5) calendar days from the notification from BAC that the bidder's bid is the Lowest Calculated Bid (LCB) to test if the equipment is compliant to the Bank's required specifications including the Print Management Software.</p>	

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

REVISED FORM 9 (page 5 of 7)

TECHNICAL SPECIFICATIONS/REQUIREMENT

Bidder's Statement of Compliance
Bidders must state here either "Comply" or "Not Comply"

PROCUREMENT OF MANAGED PRINT SERVICES Technical Specifications

XI. PERFORMANCE SECURITY

The bidder is required to submit a performance security in any of the following forms and percentages:

Form of Performance Security	Minimum % of the Total Contract Price
Cash, cashier's/manager's check issued by a Universal or Commercial Bank	Five percent (5%)
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	
Surety Bond callable upon demand issued by a surety or insurance company together with certificate issued by Insurance Commission certifying the surety or insurance company is authorized to issue such surety bond	Thirty percent (30%)

The Performance Security will correspond to the agreed total contract price and shall be effective and in full force and effect until the duration of the period coverage.

The said amount shall only be released after the issuance after the lapse of the contract period, provided that DBP has no claims filed against the supplier/vendor and that all the conditions imposed under the contract have been fully met.

The winning bidder shall extend the validity of the Performance Security in the event of extension of the contract.

XII. NON-DISCLOSURE CONDITION

The bidder shall strictly adhere to the confidentiality agreement with the Bank. Information about DBP and its operation in this document is considered proprietary and confidential and must be treated as such by the recipients of the Technical Specification. In the same manner, the responses to the Technical Specifications which shall be specified as confidential shall not be disclosed to any third party.

- Each party agrees to hold and maintain confidential all materials and information which shall come into its possession or knowledge in connection with the project or its performance, and not to make use hereof other than for the purpose of this project.
- After completion of the project, all materials, data, proprietary information and other related documents provided to the winning bidder, and which are hereby deemed owned by DBP, shall be returned to DBP.

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

SUPPLEMENTAL BID BULLETIN NO. 1

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REVISED FORM 9 (page 6 of 7)

<p align="center">TECHNICAL SPECIFICATIONS/REQUIREMENT</p>	<p>Bidder's Statement of Compliance <i>Bidders must state here either "Comply" or "Not Comply"</i></p>
<p>PROCUREMENT OF MANAGED PRINT SERVICES Technical Specifications</p> <hr/> <p>3. The winning bidder undertakes that it shall make appropriate instructions to its employees who need to have access to such information and materials to satisfy and comply with its confidential obligation as set forth in this Section.</p> <p>4. This confidentiality obligation shall survive even after the termination of the contract.</p> <p>5. The winning bidder shall, likewise, oblige the provider to be bound by this confidentiality contract.</p> <p>6. The winning bidder's breach of this confidentiality provision shall entitle DBP to legal and other equitable remedies including but not limited to the immediate cancellation of the contract and shall entitle DBP to a claim for damages and injunctive relief under the circumstances. DBP may also elect to terminate further access by the winning bidder to any data and information.</p> <p>7. A Non-Disclosure Agreement between DBP and the winning bidder will form part of the contract that outlines confidential material, knowledge, or information that both parties wish to share with one another for certain purposes but wish to restrict access for or by third parties.</p> <p>XIII. LIQUIDATED DAMAGES</p> <p>In case the Vendor is unable to comply with the terms and conditions of this Agreement or fails to satisfactorily deliver the Subscription on time inclusive of duly granted time extensions, if any, DBP shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance.</p> <p>Such amount shall be deducted from the warranty security, or which may become due to the vendor, or collected from any securities or warranties posted by the bidder, whichever is convenient to DBP.</p> <p>In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, DBP may rescind or terminate the Agreement, without prejudice to other courses of action and remedies open to it.</p>	
<div style="border: 1px solid black; padding: 10px;"> <p align="center">Conforme:</p> <hr/> <p align="center">Bidder's Company Name</p> <hr/> <p align="center">Name & Signature of Authorized Representative</p> <hr/> <p align="center">Designation</p> <hr/> <p align="center">Date</p> </div>	

SUPPLEMENTAL BID BULLETIN NO. 1

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REVISED FORM 9 (page 7 of 7)

TECHNICAL SPECIFICATIONS/REQUIREMENT	Bidder's Statement of Compliance <i>Bidders must state here either "Comply" or "Not Comply"</i>
<p>PROCUREMENT OF MANAGED PRINT SERVICES Technical Specifications</p> <hr style="border: 0.5px solid black;"/> <p>XIV. OGCC REVIEW</p> <p>The Contract shall be subject to the review of the Office of the Government Corporate Counsel.</p> <p>XV. SIGNING OF THE CONTRACT</p> <p>The documents required in 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 1984 shall form part of the Contract. Other terms of these Technical Specifications are indicated in the draft Contract, a copy of which is hereto attached as Annex A (draft Contract). The winning bidder is understood to have voluntarily accepted the Terms and Conditions of the said draft Contract and this Technical Specifications document.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px; width: fit-content;"> <p style="text-align: center;">Conforme:</p> <div style="text-align: center; margin-bottom: 5px;"> <hr style="width: 80%; border: 0.5px solid black;"/> <p>Bidder's Company Name</p> </div> <div style="text-align: center; margin-bottom: 5px;"> <hr style="width: 80%; border: 0.5px solid black;"/> <p>Name & Signature of Authorized Representative</p> </div> <div style="text-align: center; margin-bottom: 5px;"> <hr style="width: 80%; border: 0.5px solid black;"/> <p>Designation</p> </div> <div style="text-align: center;"> <hr style="width: 80%; border: 0.5px solid black;"/> <p>Date</p> </div> </div>	

ANNEX A (page 1 of 2)

PROCUREMENT OF MANAGED PRINT SERVICES Technical Specifications

ANNEX A

CHECKLIST FOR THE TECHNICAL SPECIFICATIONS

Hardware Component	Bidder's Specifications	Reference Document/s
Mono Laser Multi-Function Printers (MFP)		
1. Device Type: Brand New Mono Laser Multi-Function Printers (MFP) capable of Print, Copy and Scan.		
2. Monthly Duty Cycle of at least 35,000 pages		
3. Processor: at least 600 MHZ		
4. Memory: at least 1GB		
5. Display: Touch Screen at least 7.0 inch		
6. Use of Pin Code/Password for user's login		
7. Provision of pedestal/ table for the unit.		
Print Specifications:		
1. At least 35 Pages Per Minute (PPM)		
2. Must be able to Print one- or two-sided document automatically		
3. Resolution: At least 600 dpi x 600 dpi		
4. Able to do Job Handling/Hold On printing capability		
5. Shall have secure Print Release/Pull Printing feature that enables users to release required documents for printing after entering their password to the chosen MFP.		
6. Account Control at a minimum of 200 users		

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

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ANNEX A (page 2 of 2)

PROCUREMENT OF MANAGED PRINT SERVICES

Technical Specifications

Copying Specifications:		
1. Speed: At least 35 Copies Per Minute (CPM)		
2. Resolution: At least 600 dpi to 600 dpi		
3. Must be able to Copy one- or two-sided document automatically		
4. Capable of Automatic and Manual enlarger/reducer		
5. Capable of Electronic Sorting		
6. Account Control at a minimum of 200 users		
7. Copies/single job: at least 800 copies		
Scanning Specifications:		
1. Must have a scanning output file format of TIFF, JPEG, PDF & PDF COMPACT		
2. Scanner Type: Flatbed and Automatic Document Feeder (ADF) which can support at least A3, Letter, Legal, and Folio sizes		
3. Resolution: At least 150 dpi to 600 dpi		
4. Speed: At least 50 images/output per minute		
5. Must be able to Scan one- or two-sided document automatically		
Paper Handling:		
1. Number of Paper Tray: at least two (2) calibrated up to A3 size and one (1) Bypass Tray		
2. Paper Capacity: at least 500 sheets/tray and 80 sheets for the Bypass Tray		
Connectivity:		
Built-in network capability		

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

SUPPLEMENTAL BID BULLETIN NO. 1

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REVISED FORM 10 (page 1 of 2)

(use Bidder's Official Letterhead)

PROCUREMENT OF MANAGED PRINT SERVICES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES

Bid Reference No. G-2025-01

BID FORM

Date : _____

Bid Reference No. : _____

To: DEVELOPMENT BANK OF THE PHILIPPINES

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] [description of the Goods] in conformity with the said PBDs and with following financial bid details:

<i>Approved Budget of the Contract Per Print (in PhP), inclusive of taxes</i>	<i>Financial Bid Per Print (in PhP), inclusive of taxes per</i>
₱1.24	
<i>Note: The Managed Print Services shall be for a period of three (3) years or until the contract price of the winning bidder is fully consumed, whichever comes first.</i>	

Our bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized in the detailed financial bid:

If our Bid is accepted, we undertake:

- to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

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FORM 10 (page 2 of 2)

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

**PROCUREMENT OF MANAGED PRINT SERVICES FOR THE
DEVELOPMENT BANK OF THE PHILIPPINES
Bid Reference No. G-2025-01**

TRANSMITTAL FORM

REVISED CHECKLIST OF REQUIREMENTS FOR BIDDERS

Note: Please fill-out this form and submit directly to the BAC Secretariat outside of the sealed envelopes.

FOR MACHINE STAMP (OFFICIAL TIME) BY THE DBP BAC SECRETARIAT

Received:

Name of Bidder: _____

Complete Address: _____

Submitted by: _____

Landline: _____ Email: _____

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
LEGAL ELIGIBILITY DOCUMENTS	
TAB 1	<p>If the bidder is a joint venture (JV):</p> <p>a. <u>If bidding as a formed JV:</u> Submit the existing valid, duly accomplished, signed and notarized JV Agreement (JVA). The JVA must specifically indicate among others, the following: the partner company that will represent the JV, the shareholdings of each partner company in the JV (to determine which partner company and its nationality has the controlling majority share), and the share of each partner company in the JV.</p> <p>Moreover, please likewise note:</p> <p>1) <u>If the JV is incorporated or registered with the relevant government agency</u>, all documents listed in this checklist must be under the JV's name and shall submit the PhilGEPS Certificate of Registration under Platinum Category also under the JV's name.</p> <p>2) <u>If the JV is unincorporated</u>, the PhilGEPS Certificate of Registration under Platinum Membership shall be submitted by each of the JV partners, while submission of the technical and financial eligibility documents (Tab 4 onwards) by any one of the JV partners constitutes collective compliance.</p> <p>b. <u>If bidding as a JV that is yet to be formed:</u> Submit duly notarized Agreement to Enter into Joint Venture (<i>Template per FORM 1</i>). Please likewise note:</p> <p>PhilGEPS Certificate of Registration under Platinum Membership shall be submitted by each of the JV partners, while submission of the technical and financial documents (Tab 4 onwards) by any one of the JV partners constitutes collective compliance.</p> <p>Please refer to FORM 1-A and FORM 1-B for the sample Secretary's Certificate for each of the JV Partners.</p>

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Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
	<p><i>Each JV partner must submit its duly notarized Special Power of Attorney or Secretary's Certificate, whichever is applicable, indicating therein the following:</i></p> <ol style="list-style-type: none"> <i>1. The designated /authorized representative who will sign the Joint Venture Agreement (JVA) or the Protocol to Enter into a JVA;</i> <i>2. That they are duly authorized to participate in the bidding as a JV;</i> <i>3. The authorized Lead Company to represent the JV;</i> <i>4. The person designated as the duly authorized representative of the JV to participate in the bidding, sign the bid proposals/bidding documents and sign the ensuing contract with DBP.</i> <p><i>In case a JV partner is sole proprietorship and the proprietor opts to designate a representative, FORM 2-A shall be customized to include provisions such as the authority to sign the Protocol/Undertaking to Enter a JVA.</i></p>
TAB 2	<p>Proof of appointment/authority of bidder's representative:</p> <p>a. Duly notarized Special Power of Attorney (if the bidder is a sole proprietorship and opts to designate a representative) - Template per FORM 2-A</p> <p>OR</p> <p>b. Duly notarized Secretary's Certificate (if the bidder is a corporation, partnership, cooperative or joint venture), if the bidder is a corporation - Template per FORM 2-B</p> <p>In case there are more than one appointed/designated representatives, bidders must tick ONE of the checkboxes provided in the form to identify if acting ANY ONE OF THE SIGNATORIES, ALL OF THE SIGNATORIES, or ANY (NUMBER) OF THE SIGNATORIES.</p> <p><u>FAILURE TO TICK A CHECKBOX SHALL MEAN THAT ALL AUTHORIZED REPRESENTATIVES MUST SIGN THE BIDDING FORMS.</u></p>
TAB 3	<p>Valid and current Certificate of PhilGEPS Registration (Platinum Membership), in three (3) pages, including Annex "A" or the List of Class "A" Eligibility Documents required to be uploaded and maintained current and updated in PhilGEPS in accordance with section 8.5.2. of the IRR of RA 9184.</p> <p><u>Only the current/updated Certificate of PhilGEPS Registration (Platinum Membership) shall be accepted during the opening of bids. Expired Certificate or any of the Eligibility Documents listed in Annex "A" shall be a ground for failure of the bidder.</u></p>
<p><i>Following are the related provisions/requirements based on GPPB Resolution 15-2021 dated 14 October 2021 regarding submission of valid/current PhilGEPS Certificate of Registration (Platinum Membership):</i></p> <ul style="list-style-type: none"> <i><u>LIFT the suspension on the implementation of mandatory submission of the PhilGEPS Certificate of Registration (Platinum Membership) in Competitive Bidding and Limited Source Bidding, thus, fully enforcing Sections 8.5.2 and 54.6 of the 2016 revised IRR of RA No. 9184 starting 01 January 2022;</u></i> <i><u>AMEND Sections 23.1(a)(ii) and 24.1(a)(ii) of the 2016 revised IRR of RA No. 9184 to reflect that the submission of the recently expired Mayor's Permit together with the official receipt as proof that</u></i> 	

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Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
<p><i>the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit <u>shall be accepted by the PhilGEPS for the purpose of updating the PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 8.5.2 of the 2016 revised IRR of RA 9184.</u></i></p>	
TECHNICAL ELIGIBILITY DOCUMENTS	
TAB 4	<p>Statement by the bidder of ALL its <u>ongoing</u> government and/or private contracts (including those awarded but not yet started, if any), whether similar or not similar in nature and complexity to the contract to be bid (include all contracts with the DBP for the said period, if any (Template per FORM 3), duly signed by the bidder's authorized representative.</p> <p>Note: For bidders who have no ongoing government and/or private contracts, kindly indicate in their statement "NONE" to comply with the requirement. Bidders will be rated "failed" if no document is submitted or if the document submitted is incomplete or patently insufficient (<i>per GPPB NPM 094-2013 dtd. 2013-12-19</i>).</p> <p><i>Copies of the NOA, contract, NTP, or equivalent document for each ongoing contract listed in the statement shall be required to be <u>submitted as part of post-qualification</u> of the bidder declared as the Lowest or Single Calculated Bid.</i></p>
TAB 5	<p>Statement of completed contract/s of similar nature (government or private contract) within the last five (5) years equivalent to at least fifty percent (50%) of the ABC for one year. The statement (Template per FORM 4) must be duly signed by the bidder's authorized representative.</p> <p>Similar contract refers to Managed Print Services or Lease of Multifunction Printer (MFP) or Supply and/or Delivery of Printers.</p> <p>The identified single largest completed contract must be supported by the following:</p> <ol style="list-style-type: none"> a) <u>Notice of Award (NOA), OR Notice to Proceed (NTP), OR Contract, OR Purchase Order (PO)</u> AND b) <u>Any one</u> of the following documents: <ul style="list-style-type: none"> • Copy of Certificate of Completion or Certificate of Acceptance or Certificate of Satisfactory Performance issued by the bidder's client. OR • Copy of Official Receipt/s or Sales Invoice/s issued by the bidder to the client (ORs/SIs must sum up to the full amount of total contract price of completed project).

FINANCIAL ELIGIBILITY DOCUMENTS												
TAB 6	<p>Completely accomplished computation of Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC (<i>Template per FORM 5</i>), duly signed by the bidder's authorized representative.</p> <p>1) The values of the bidder's current assets and current liabilities shall be based on the AFS for CY 2023;</p> <p>2) The value of the NFCC must at least be equal to the ABC of this project.</p> <p><u>IN case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and the Latest Audited Financial Statements.</u></p> <p>If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.</p>											
TECHNICAL COMPONENT												
TAB 7	<p>Original Bid Security issued in favor of the Development Bank of the Philippines (must be valid for at least 120 calendar days from the date of bid opening); <u>any one of the following is acceptable:</u></p> <p>a. Cashier's/manager's check issued by a Universal or Commercial Bank (at least 2% of ABC);</p> <p>b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (at least 2% of ABC);</p> <p>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 (at least 5% of ABC) and <u>a copy of Certificate issued by Insurance Commission certifying that the surety or insurance company is authorized to issue a surety bond;</u></p> <p>d. Duly <u>notarized</u> Bid Securing Declaration (<i>Template per FORM 6</i>) duly signed by the bidder's authorized representative.</p> <table><tr><th>Approved Budget for the Contract (ABC)</th><th>Cashier's/manager's check, Bank draft/guarantee or irrevocable letter of credit (2% of ABC)</th><th>Surety Bond (5% of ABC)</th><th>Bid Securing Declaration</th></tr><tr><td>19,111,321.32</td><td>382,226.43</td><td>955,566.07</td><td>No required percentage</td></tr></table> <p>The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the bidder shall enter into contract with the Procuring Entity and furnish the performance security required under ITB Clause 31, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.</p>				Approved Budget for the Contract (ABC)	Cashier's/manager's check, Bank draft/guarantee or irrevocable letter of credit (2% of ABC)	Surety Bond (5% of ABC)	Bid Securing Declaration	19,111,321.32	382,226.43	955,566.07	No required percentage
Approved Budget for the Contract (ABC)	Cashier's/manager's check, Bank draft/guarantee or irrevocable letter of credit (2% of ABC)	Surety Bond (5% of ABC)	Bid Securing Declaration									
19,111,321.32	382,226.43	955,566.07	No required percentage									
TAB 8	<p>Accomplished Omnibus Sworn Statement (with ten [10] statements) (<i>Template per FORM 7</i>), duly signed by the bidder's authorized representative and notarized.</p>											

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TAB 9	Accomplished Data Privacy Consent Form per FORM 8 , duly signed by the bidder's authorized representative.
TAB 10	Accomplished/conformed Revised Scope of Service/Terms of Reference per REVISED FORM 9 (as attached in the Supplemental Bid Bulletin No. 1 dated 11 February 2025) , duly signed by the bidder's authorized representative. <u>Bidders must state either "Comply" or "Not Comply" on each page of the Technical Specifications AND sign on each page as conformance.</u>
TAB 11	Technical Data Sheet/Brochure of the brand/model being offered (for lease).
TAB 12	Certificate from the manufacturer stating that the bidder is an authorized service provider of the brand being offered.
TAB 13	Accomplished summary of the Technical Specifications of the brand and model being offered cross-referenced against the DBP minimum technical specifications per ANNEX-A , duly signed by the bidder's authorized representative.

Item	SECOND ENVELOPE: FINANCIAL PROPOSAL (DULY SEALED AND MARKED)
TAB 1	Duly accomplished Revised Financial Proposal Form (<i>Template per REVISED FORM 10 as attached in the Supplemental Bid Bulletin No. 1 dated 11 February 2025</i>), duly signed by the bidder's authorized representative. Note: Total bid shall not exceed the ABC of PhP 19,111,321.32 for 3 years or PhP6,370,440.44 per year at Php 1.24 per print
TAB 2	Detailed Financial Proposal/Price Schedule duly signed by the bidder's authorized representative. Bidders shall use either FORM 11-A or FORM 11-B as template. The total detailed bid must not exceed the ABC and must be consistent with the financial bid per TAB 1.

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