



Republic of the Philippines  
 Department of Agriculture  
**BUREAU OF SOILS AND WATER MANAGEMENT**  
 SRDC Bldg., Elliptical Road corner Visayas Avenue,  
 Diliman, Quezon City

**SUPPLEMENTAL BID BULLETIN**  
**ADDENDUM NO. 2021-01-010-01**

This Addendum is issued to modify items in the Bid Documents. This shall form an integral part of the Bid Documents. The following agreements and reminders were discussed during the Pre-Bid Conference held last **January 28, 2021** for the **PROVISION FOR LEASE TO OWN AND PREVENTIVE MAINTENANCE OF PHOTOCOPIERS FOR CY - IB No. BSWM 2021-01-010** with an ABC of:

Lot 1- Preventive Maintenance of Photocopier Machine in the amount of One Million Two Hundred Thousand Pesos (Php 1, 200,000.00)

Lot 2- Lease to Own of Photocopier Machine in the amount of Two Million Forty-Nine Thousand Eight Hundred Seventy-Six Pesos (Php 2,049,876.00)

The Bureau is now adopting the GPPB Resolution No. 16-2020 dated September 16, 2020 (Simplified PBDs shall be used for Competitive Bidding of Procurement Projects that will be posted upon its effectivity on 06 October 2020).

**AGREEMENTS DURING THE PRE-BID CONFERENCE:**

<b>REVISED TECHNICAL SPECIFICATION- LOT 2 Lease to Own of Photocopier Machine</b>	
<b>ITEM # 1</b>	
<b>2 UNIT of Lease to Own Brand New, Heavy-Duty Colored and Black &amp; White Multi-Function Device (Copier, Network Colour Scanner) for April -December 2021 - (Php 55,550.00/ month x 9 months)</b>	
Technical Specifications:	
> Multi-Function: Copier, Network Printer & Network Colour Scanner	
> Paper Size: A5 to A3 size	
> <b>Paper Trays: 4 Paper Trays + Bypass Tray</b>	
> <b>Paper Capacity: min of 2,000 sheets</b>	
> Copy/Print Speed: minimum of 50 pages/minute	
> Memory: min 2GB	
> Hard Disk (HDD): <b>minimum of 160GB</b>	
> Duplex Automatic Document Feeder/ Reversing: <b>at least 100 sheets</b>	
> <b>Scan Speed: 80 ppm/ipm/opm (B&amp;W/Colored) , 2 sided scanning at 140 ppm/ipm/opm (B&amp;W/Colored)</b>	
> Copy Resolution: Scan 600 x 600 dpi	
Print Resolution; 1200 dpi x 1200 dpi	
> Operating System: Windows & Mac	
> Interface: Ethernet 100BASE-TX/10 BASE-T, USB 2.0	
> With Electronic Sorting & Collating	
Remarks:	
BSWM reserves the right to request to replace the unit if defected	
3 Terms of payment: Thirty (30) days from delivery of item	
4 Installation: Supervision/actual installation is included if required	
5 Training: Unlimited	
6 Service Level Standards: On-line support M-F 8:00am to 5:00pm / On-site support M-F; within two (2) hours from call within Metro Manila Cut-off 2:00pm / Next Business Day after cut-off	
Service Unit: With provision if problem is unresolved in 48 hrs.	
<b>Inclusions:</b>	
<b>For Colored: minimum of 1,000 copies per month per unit; max rate per copy in excess for colored is Php 7.00</b>	



<b>For Black and White: least minimum of 10,000 copies per month per unit black and white; max rate per copy in excess for black is Php 1.50</b>
<b>ITEM # 2</b>
<b>3 UNIT of Lease to Own Brand New of Heavy-Duty Black &amp; White Multi-Function Device (Copier, Network Colour Scanner) for April -December 2021 - (Php 38,888.00/ month x 9 months)</b>
Technical Specifications:
> Multi-Function: Copier, Network Printer & Network Colour Scanner
> Paper Size: A5 to A3 size
> Paper Trays: 4 Paper Trays + Bypass Tray
> Paper Capacity: minimum 2,000 sheets
> Copy/Print Speed: minimum 25 pages/minute
> Memory: 2GB
> Hard Disk (HDD): minimum of 160GB
> Duplex Automatic Document Feeder/ Reversing: at least 100 sheets
> Scan <b>Speed: 80 ppm/ipm/opm (B&amp;W/Colored) , 2 sided scanning at 140 ppm/ipm/opm (B&amp;W/Colored)</b>
> Copy Resolution: <b>up to Scan 600x600dpi or higher</b>
> Print Resolution: <b>at least 1800x600dpi or higher</b>
> Operating System: Windows & Mac
> Interface: Ethernet 100BASE-TX/10 BASE-T, USB 2.0
> With Electronic Sorting & Collating
Remarks:
BSWM reserves the right to request to replace the unit
3 Terms of payment: Thirty (30) days from delivery of item
4 Installation: Supervision/actual installation is included if required
5 Training: Unlimited
6 Service Level Standards: On-line support M-F 8:00am to 5:00pm / On-site support M-F; within two (2) hours from call within Metro Manila Cut-off 2:00pm / Next Business Day after cut-off
Service Unit: With provision if problem is unresolved in 48 hrs.
<b>Inclusion:</b>
<b>For Black and White: least minimum of 10,000 copies per month per unit black and white; max rate per copy in excess for black is Php 1.50</b>

#### REMINDERS DURING THE PRE-BID CONFERENCE:

- ✓ The documents required for eligibility, technical proposal and financial proposal are found at **Section VIII – Checklist of Technical and Financial Documents** of the bidding document.
- ✓ For SLCC, bidders should submit a similar contract with a value of **at least 50% of the ABC** of the project, **within two (2) consecutive years** from the date of submission and receipt of bids.
- ✓ **Similar contract** similar contract shall be contract for Rental/Lease and preventive maintenance of photocopying machine and/or its equivalent
- ✓ Please see attached **sample form** for **Single Largest Completed Contract (SLCC)** and form for **Statement of all ongoing Government & Private Contracts** including Contracts Awarded but not yet started for your reference. (ANNEXES A and B)

**Note:** if no ongoing projects/ contracts, please state “none” or “no ongoing projects/contracts” in the form for the Statement of all on going Government and Private Contracts.

- ✓ Awarding is per lot basis. **One Project having two (2) lots that shall be awarded as one contract.**
- ✓ Delivery of the Goods is required within **Thirty (30) calendar days upon receipt of NTP**

Bidders who wish to attend the Opening of sealed Bids will be allowed thru videoconferencing (via Zoom) as per GPPB Resolution No. 24-2018. Please coordinate with the BAC Secretariat a day before the Opening of bids thru [bswm.bacsec@gmail.com](mailto:bswm.bacsec@gmail.com). Said activities will also be available “live” through BSWM Procurement Service FB Page (<https://www.facebook.com/bswmpms>).

For bank to bank payment (Land bank of the Philippines), please coordinate with the BAC Secretariat thru [bswm.bacsec@gmail.com](mailto:bswm.bacsec@gmail.com).

**Deadline of submission of bidding documents is on February 18, 2021, 9:00AM.**

**Opening of Bids is on February 18, 2021, 9:30AM at BSWM Convention Hall.**

#### REITERATION OF THE BIDDING DOCUMENTS

- Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”

**“Any lacking documents can cause the automatic disqualification of bids.”**

- Below are the acceptable forms of bid security that bidders may opt to use, which shall include the Bid Securing Declaration. The amount of which shall not be less than the required percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not less than the required Percentage of the ABC)
Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank.	Two percent (2%)
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 duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)

- Please be guided that the surety bond issued by GSIS as well as a cash deposit certificate is no longer accepted.

- The bidders are reminded that their Bids and Bid Securities should be valid and firm for a period that shall not exceed one hundred twenty (120) calendar days after the date of the opening of bids
- The computation of a prospective bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows:

NFCC= [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under going contracts, including awarded contract yet to be started, coinciding with the contract to be bid.

**Note: K= 15 is a constant factor per RA 9184 Revised IRR**

- The bidders shall submit two (2) separate envelopes, placed in one sealed envelope. An illustration is provided on the bidding documents showing the required envelopes and markings of the documents for the eligibility screening, technical and financial proposal.

The bidders shall submit one (1) copy of original documents (certified true copies) and one (1) duplicate copy.

- The bidders are reminded of the requirements to be submitted within five (5) calendar days after the receipt of the Notice from the BAC that your bid has been identified as the Lowest Calculated Bid (LCB) and subject for Post-Qualification of BAC TWG as stated in ITB Clause no. 20.2 of the Bid Documents.
- Also, submission of the required Performance Security and Signed Contract Agreement within ten (10) calendar days after the receipt of Notice of Award (NOA) as Lowest Calculated and Responsive Bid (LCRB) as stated in RA 9184 Section 37.2.1 and Section 37.2.
- The **Omnibus Sworn Statement shall be part of the Technical Proposal** in accordance with Section 25.2(a)(viii) of the IRR of RA 9184, using the **revised OSS as of October 6, 2020**.
- For **GPPB updated bidding forms**, please refer to GPPB website at [www.gppb.gov.ph](http://www.gppb.gov.ph) (<https://www.gppb.gov.ph/downloadables.php>)
- Only bidders with a Platinum PhilGEPS membership are allowed to join competitive biddings as per GPPB Circular No. 07-2017 dated July 31, 2017.
- An authorization letter and photocopy of company ID for the representative of the bidders who shall submit the bids in behalf of their company is required to be submitted on BAC Secretariat.
- In case of withdrawal, a letter stating their intention to withdraw from the project should be submitted by the bidder before the scheduled Opening of Bids.
- For easy reference, **all bidders shall provide dog-ear codes in the presentation of their documents**.

- **All pages/documents must be duly signed by the authorized representative (original and duplicate proposal)**

**Schedule of Submission and Opening of Bids is subject to change** due to Community Quarantine enforced by the government in line with the COVID-19 pandemic. Please refer to the BSWM PhilGEPS posting for updates (<https://www.philgeps.gov.ph/>) and BSWM FB page <https://www.facebook.com/bswmpms>.

For guidance and information of all concerned.

**(Sgd) ENGR. SAMUEL M. CONTRERAS**

Chairperson, Bids and Awards Committee

February 3, 2021

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*with prosperous farmers and fisherfolk*





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ANNEX A

### Statement of all Ongoing Government & Private Contracts Including Contracts Awarded but not yet Started

**Business Name:** \_\_\_\_\_  
**Business Address:** \_\_\_\_\_

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidders Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
						Total Cost		

Submitted by: \_\_\_\_\_  
 (Printed Name and Signature)  
 Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_

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### Statement of Completed Similar Contracts

**Business Name:**  
**Business Address:**

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidders Role		a. Date Awarded b. Date Started c. Date of Completion	Value of Works
			Description	%		
Note: The following documents shall be presented for verification of the above statement during Post-Qualification:					<b>Total</b>	

- 1 Notice of Award OR Notice to Proceed issued by the End user OR its equivalent;
- 2 Copy of actual contract OR its equivalent; and
- 3 Certificate of Completion OR End-user's Acceptance OR Proof of payment

Submitted by: \_\_\_\_\_  
(Printed Name and Signature)

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

