



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. 2021-05-021-01**

**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 **June 9, 2021** for the **PROVISION FOR LEASE TO OWN OF PHOTOCOPIER BATCH 2 FOR CY 2021- IB NO. BSWM 2021-05-021** with an ABC of **Two Million One Hundred Thousand Pesos (Php 2,100,000.00).**

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 AND REMINDERS DURING THE PRE-BID CONFERENCE:**

AGREEMENTS	
For Single Largest Completed Contract (SLCC)	Similar contract shall be contract for <b>supply and delivery of photocopier units</b> or <b>provision for Lease to Own and/or Rental of photocopiers</b> or its equivalent, completed within 2 consecutive years from date of opening of bids.
Section VI. Schedule of requirements	Delivery of Goods is required within thirty (30) calendar days upon receipt of Notice to Proceed (NTP).  Please see attached Revised Section VI. Schedule of Requirements (ANNEX C).
Section VII. Technical Specification	Terms of payment: Thirty (30) days from delivery of item (monthly basis from August to December 2021).  BSWM reserves the right to request to replace the unit if defected. Service Unit ( <b>same unit</b> ): With provision if problem is unresolved in 48 hrs.  Inclusion:  For Colored: 1,000 copies per month per unit; in excess for colored: Php 7.00 or less per page  For Black and White: 10,000 copies per month per unit black and white; in excess copy: Php 1.50 or less per page



	<p>Please see attached Revised Section VII. Technical Specification (ANNEX D).</p> <p><b>Reminders:</b></p> <p>Please <b>indicate the brand name and model of the item you are offering</b> under the word “comply” for evaluation purposes.</p>
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- ✓ 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, the Bidder must have completed a single contract that is similar to this project, equivalent to **at least fifty percent (50%) of the ABC (Php 1,050,000.00).**

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 several items that shall be awarded as one contract.**

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 activity will also be available “live” through BSWM Procurement Service FB Page (<https://www.facebook.com/bswmpms>).

An authorization letter and photocopy of company ID for the representative of the bidders who shall submit bid proposal and will join the opening of bids on behalf of their company is required to be presented (including online attendees).

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

**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%)

- Bidders have the option to choose from any of the four (4) forms of Bid Security provided in the bid documents including the Bid Securing Declaration.
- 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 are requested to 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 is subject for Post-Qualification of BAC TWG as stated in ITB Clause no. 20.2 of the Bid Documents.

**Submission of the required Performance Security and Signed Contract Agreement** within ten (10) calendar days after the receipt of Notice of Award (NOA) as Single/Lowest

Calculated and Responsive Bid (SCRB/LCRB) as stated in RA 9184 Section 37.2.1 and Section 37.2.

In order to assure that manufacturing defects shall be corrected by the Supplier, a **warranty shall be required from the Supplier** as provided under Section 62.1 of the 2016 revised IRR of RA 9184 and as stated in the bidding documents Section VII- General Condition of Contract (GCC) Clause no. 5.

- Bidders may download the **updated Bidding Forms** as of October 6, 2020 at GPPB Website (<https://www.gppb.gov.ph/downloadables.php>) .
- **All bidders** who wish to join the bidding **shall download the attached document from PhilGEPS website** to be included in the DRL (Document Request List). This is for awarding purposes in compliance to Section 37.1.6 of RA9184.
- 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)
- In case of withdrawal of submitted proposal, a letter stating their intention to withdraw from the project should be submitted by the bidder before the scheduled Opening of Bids.

**Deadline of submission of bidding documents is on June22, 2021, 9:00AM.**

**Opening of Bids is on June 22, 2021, 9:30AM at BSWM Convention Hall. For precautionary measure against the COVID 19, attendance is through videoconferencing only.**

**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 Procurement Service FB page <https://www.facebook.com/bswmpms>.

For guidance and information of all concerned.

**(Sgd) DR. GINA P. NILO**

Chairperson, Bids and Awards Committee

June 10, 2021



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

## 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: \_\_\_\_\_

*A food-secure Philippines*  
with prosperous farmers and fisherfolk





ANNEX B

Statement of Single Largest Completed Contract similar to the contract to be bid

Business Name : \_\_\_\_\_  
Business Address : \_\_\_\_\_  
Business Contact Nos and Email Address: \_\_\_\_\_

Name of Contract/Projects	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government / Private</u>						

**Note:** This statement shall be supported with any of the following documents during the **Post-Qualification of the BAC:**

- 1. Purchase Order and/or Contract of Agreement;
- 2. Certificate of Completion or End-user's Acceptance;
- 3. Official Receipt/s issued for the contract

\_\_\_\_\_  
Signature over Printed Name  
[title or other appropriate designation]  
[date of signing]



## ANNEX C

# REVISED SECTION VI. SCHEDULE OF REQUIREMENT

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item #	Item Description	Quantity	Delivery days/weeks/months
1	PR 2021- (SSD Continuing)	2	thirty (30) calendar days upon receipt of Notice to Proceed (NTP)
	PR 2021- (Records Regular)	1	
	PR 2021- (Budget Regular)	1	
	PR 2021- (GSITD Continuing)	1	

## ANNEX D

### REVISED SECTION VII. TECHNICAL SPECIFICATIONS

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “<b>Comply</b>” or “<b>Not Comply</b>” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
1	Lease to Own Brand New, Heavy-Duty Colored and Black & White Multi-Function Device (Copier, Network Colour Scanner) for August -December 2021 - (Php 84,000.00/ month x 5 months)	
	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: min of 2,000 sheets	
	> Copy/Print Speed: minimum of 50 pages/minute	
	> Memory: min 2GB	
	> Hard Disk (HDD): minimum of 160GB	
	> Duplex Automatic Document Feeder/ Reversing: at least 100 sheets	
	> Scan Speed: 80 ppm/ipm/opm (B&W/Colored) , 2 sided scanning at 140 ppm/ipm/opm (B&W/Colored)	
	> 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	
	Terms of payment: Thirty (30) days from delivery of item (monthly basis)	
	4 Installation: Supervision/actual installation is 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 (same unit): With provision if problem is unresolved in 48 hrs.	
	Inclusions:	
	For Colored: 1,000 copies per month per unit; in excess for colored: Php 7.00 or less per page	
	For Black and White: 10,000 copies per month per unit black and white; in excess copy: Php 1.50 or less per page	
	COMPLIANCE TO SECTION VI. SCHEDULE OF REQUIREMENTS	

\_\_\_\_\_  
**Name and Signature of Authorized Representative**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Date Signed**