



**BSWM- BIDS AND AWARDS COMMITTEE  
 SUPPLEMENTAL BID BULLETIN  
 ADDENDUM NO. 2022-03-014-01**

**CONTRACT: PREVENTIVE MAINTENANCE OF PHOTOCOPIERS FOR CY 2022-IB  
 NO: BSWM-2022-03-0014**

This **Addendum** is being issued in accordance with **Section 22.5.2 of the IRR of RA 9184**, to clarify and modify some provisions of the Bidding Document. **THIS SHALL FORM AN INTEGRAL PART OF THE BID DOCUMENT.** Likewise, the succeeding agreements and reminders were discussed during the **Pre-Bid Conference** held last **March 17, 2022, 9:30AM** at the **BSWM Convention Hall** and via **Videoconferencing-Zoom**.

**I. DISCUSSION OF THE BIDDING DOCUMENT:**

- **Total ABC of the contract: Php 1,600,000.00.**
- **For SLCC**, Similar contracts shall be contract for preventive maintenance of photocopiers and/or its equivalent, completed within two (2) consecutive years from the date of submission and receipt of bids.

**II. AMMENDMENTS IN THE BIDDING DOCUMENT:**

ORIGINAL	AMENDED
<b>Section I. Invitation to Bid</b>	<b>Section I. Invitation to Bid</b>
1. The Bureau of Soils and Water Management, through the General Appropriation Act for CY 2022 intends to apply the sum of <b>One Million Six Hundred Thousand Pesos (Php 1,600,000.00)</b> being the ABC to payments under the contract for <b>PREVENTIVE MAINTENANCE OF PHOTOCOPIERS FOR CY 2022</b> . Bids received in excess of the ABC shall be automatically rejected at bid opening.	1. The Bureau of Soils and Water Management, through the General Appropriation Act for CY 2022 intends to apply the sum of:  <b>Lot 1- Preventive Maintenance of 4 HP Photocopiers</b> in the amount of <b>Eight Hundred Thousand Pesos (Php 800,00.000)</b> ; and  <b>Lot 2- Preventive Maintenance of 4 Fuji Photocopiers</b> in the amount of <b>Eight Hundred Thousand Pesos (Php 800,00.000)</b> ;  being the ABC to payments under the contract for <b>PREVENTIVE MAINTENANCE OF PHOTOCOPIERS FOR CY 2022</b> . Bids received in excess of the ABC shall be automatically rejected at bid opening.
5. A complete set of <b>Bidding Document</b> may be acquired by interested Bidders until <b>March 31, 2022, 9:00AM</b> from the address and website below and <b>upon payment</b> of the applicable fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php 5, 000.00	5. A complete set of <b>Bidding Document</b> may be acquired by interested Bidders until <b>March 31, 2022, 9:00AM</b> from the address and website below and <b>upon payment</b> of the applicable fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of:  <b>Lot 1: Php 2,000.00</b> <b>Lot 2: Php 2,000.00</b>
<b>Section II. Instruction to Bidder</b>	<b>Section II. Instruction to Bidder</b>
5.3 Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an <b>SLCC that is at least one (1) contract similar</b>	5.3 Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an <b>SLCC that is at least one (1) contract similar to the</b>



<p><b>to the Project</b> the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:</p> <p>b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC (Php 400,000.00).</p>	<p><b>Project</b> the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:</p> <p>b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC:</p> <p><b>Lot 1- Php 200,000.00</b> <b>Lot 2- Php 200,000.00</b></p>
<p>19.4 The Project shall be awarded as follows:</p> <p>One Project having several items that shall be awarded as one contract.</p>	<p>19.4 The Project shall be awarded as follows:</p> <p><b>Awarding is per lot basis. One Project having two (2) lots which shall be awarded as one contract per lot.</b></p>
<b>Section VII. Technical Specification</b>	<b>Section VII. Technical Specification</b>
<b>Lot 1- Preventive Maintenance of 4 HP Photocopiers</b>	
	Inclusive of <b>labor and parts</b> during repairs.
	For consumables (inks and drums), Bidders shall submit a Certificate of Authenticity of the products that they will provide.
<b>Lot 2- Preventive Maintenance of 4 Fuji Photocopiers</b>	
	Inclusive of <b>labor and parts</b> during repairs.
	For consumables (inks and drums), Bidders shall submit a Certificate of Authenticity of the products that they will provide.
	<b>Please see attached Annex A for the Revised Section VII. Technical Specification</b>

**III. REMINDERS DURING THE PRE-BID CONFERENCE:**

- **GPPB Resolution No. 15-2021 dated October 14, 2021**

For the purpose of updating the Certificate of Registration and Membership, **all Class “A” eligibility documents mentioned in Section 8.5**, supporting the veracity, authenticity and validity of the Certificate **SHALL remain current and updated**. The **failure by the prospective bidder to update its Certificate with the current and updated Class “A” eligibility documents shall result in the automatic suspension of the validity of its Certificate** until such time that all of the expired Class “A” eligibility documents has been updated.

**Note: Please refer to the bidding document for the updated Section VIII. Checklist of Technical and Financial 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:

<b>Form of Bid Security</b>	<b>Amount of Bid Security (Not less than the required Percentage of the ABC)</b>
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 NOTE:**

Surety bond issued by GSIS as well as a cash deposit certificate is no longer accepted.

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.

o **Net Financial Contracting Capacity (NFCC):**

The computation of a prospective bidder’s NFCC must be **at least equal to the ABC to be bid** or, for procurement by lot, **at least equal to the sum of all the ABCs of lots to which it participated.**

NFCC= Current assets minus current liabilities multiplied by 15 (constant factor) minus the value of all outstanding or uncompleted portions of on-going contracts, including awarded contract/s yet to be started, coinciding with the contract to be bid.

o **Sealing and marking of bid proposal- The bidder shall submit:**

1. One (1) ORIGINAL COPY.
2. One (1) DUPLICATE COPY.
3. One (1) PDF COPY in a USB or CD – to be placed inside the Duplicate Copy of Technical Proposal and Duplicate Copy of Financial Proposal.

**NOTE:**

**One (1) Bid Proposal for every participated Lot.**

All photocopied documents must be stamped and signed “Certified True Copy”. And all pages/documents must be duly signed by the authorized representative (both original and duplicate copies).

For easy reference, all bidders are requested to provide dog-ear codes/ tabs in the presentation of their documents.

o **Reminders:**

- ✓ Bidders’ responsibility to read, study, and review the Bidding Document and Bid Bulletin/s of the procurement project.
- ✓ Further clarification/s on the Bidding Document shall be in writing and must be submitted 10 days before the Opening of Bids.
- ✓ All bidders who wish to join the bidding shall download the attached document from PhilGEPS website to be included in the Document Request List (DRL).
- ✓ Bidders may download the updated Bidding Forms at GPPB Website (<https://www.gppb.gov.ph/downloadables.php>).
- ✓ 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. For updates, please refer to the BSWM PhilGEPS posting (<https://www.philgeps.gov.ph/>) and BSWM Procurement Service FB page <https://www.facebook.com/bswmpms>.

- ✓ Authorization letter and a copy of company ID shall be presented by the Representative of the Bidder who will submit the bid proposal and who will attend the Opening of Bids, on-site or online.
  - ✓ In case of withdrawal of submitted bid, a letter stating their intention to withdraw from the project should be submitted by the bidder not later than the scheduled deadline of submission and opening of bids.
  - ✓ Bidders declared to have the Lowest/ Single Calculated Bid will be subject for post-qualification.
  - ✓ Bidder shall submit the additional requirements listed on the NOTICE as LCB/ SCB within five (5) calendar days from receipt of Notice. *Non-compliance can be grounds for post-disqualification.*
- A complete set of **Bidding Document** may be acquired by interested Bidders until **March 31, 2022, 9:00AM** from the address and website below and **upon payment** of the applicable fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of:

Lot 1: Php 2,000.00  
Lot 2: Php 2,000.00

**For bank-to-bank payment** (Land bank of the Philippines) for the purchase of bidding documents, please coordinate with the BAC Secretariat thru [bac@bswm.da.gov.ph](mailto:bac@bswm.da.gov.ph) .

**DEADLINE/SCHEDULE OF SUBMISSION AND OPENING OF BIDS:**

**Deadline of submission of bid proposals is on March 31, 2022, 9:00AM.**

**Opening of Bids is on March 31, 2022, 9:30AM** at BSWM Convention Hall and via videoconferencing (Zoom).

For guidance and information of all concerned.

**(Sgd)DR. GINA P. NILO**  
Assistant Director  
BAC Vice Chairperson

# Annex A

## Section VII. Revised Technical Specifications

Item	Specification	Statement of Compliance
<p><i>[Bidders must state here either “Comply” or “Not Comply” 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>		

### Lot 1- Preventive Maintenance of 4 HP Photocopiers

Item #	Item Description	
	<b>PR 02-388 (PMS- Reg)</b>	
1	Model: HP E87640	
	<b>PR 03-489 (Records- Reg)</b>	
2	Model: HP E87640	
	<b>PR 02-428 (WRMD- INS Various)</b>	
3	Model: HP E87640	
	<b>PR 02-410 (DO- Reg)</b>	
4	Model: HP E87650du+	
	<b>Covering the period of May -December 2022</b>	
	<b>Provisions:</b>	
	Inclusive of 10,000 pages per unit-month (black)/  Rate per excess copy with max price of Php 1.50/ copy	
	Inclusive of 1,000 pages per unit-month (colored)  Rate per excess copy with max price of Php 7.50/copy	
	with 2% Spoilage	
	Inclusive of consumables and parts, except copy paper	
	<b>Inclusive of labor and parts during repairs</b>	

	Unlimited Training	
	Free Training and Services	
	Inclusive of monthly preventive maintenance/check-up	
	Bidders shall submit Certification of Authorized Service Provider of the offered brand/unit.	
	<b>For consumables (inks and drums), Bidders shall submit a Certificate of Authenticity of the products that they will provide.</b>	
	<b>Compliance with Section VI. Schedule of Requirement.</b>	

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

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

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

## Section VII. Revised Technical Specifications

Item	Specification	Statement of Compliance
<p><i>[Bidders must state here either “Comply” or “Not Comply” 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>		

### Lot 2- Preventive Maintenance of 4 Fuji Photocopiers

Item #	Item Description	
	<b>PR 02-388 (PMS- Reg)</b>	
1	Model: Fuji Xerox Aertosport-IV	
	<b>PR 00-143 (Budget/COA- Reg)</b>	
2	Budget- Model: Fuji Xerox DocuCentre V-5070 Model: DocuCentre V-5070	
3	COA- Model: Fuji Xerox DocuCentre V-5070 Model: DocuCentre V-5070	
	<b>PR 03-489 (Records- Reg)</b>	
4	Model: Fuji Xerox Areosport IV-3065	
	<b>Covering the period of May -December 2022</b>	
	<b>Provisions:</b>	
	Inclusive of 10,000 pages per unit-month (black)/ Rate per excess copy with max price of Php 1.50/ copy	
	Inclusive of 1,000 pages per unit-month (colored) Rate per excess copy with max price of Php 7.50/copy	
	with 2% Spoilage	
	Inclusive of consumables and parts, except copy paper	
	<b>Inclusive of labor and parts during repairs</b>	
	Unlimited Training	

	Free Training and Services	
	Inclusive of monthly preventive maintenance/check-up	
	Bidders shall submit Certification of Authorized Service Provider of the offered brand/unit.	
	<b>For consumables (inks and drums), Bidders shall submit a Certificate of Authenticity of the products that they will provide.</b>	
	<b>Compliance with Section VI. Schedule of Requirement.</b>	

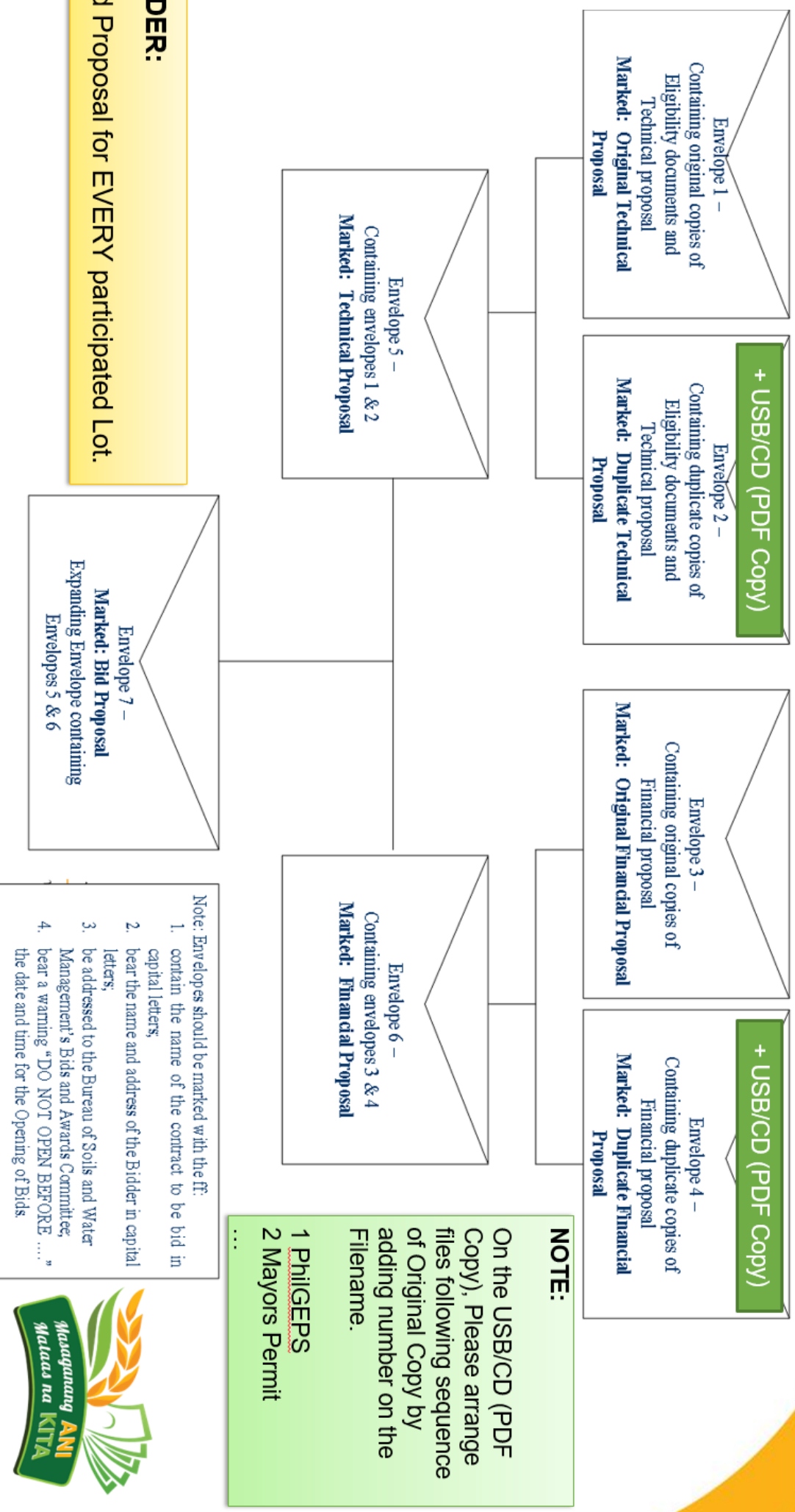
\_\_\_\_\_  
**Name and Signature of Authorized Representative**

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

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



# Sealing and Marking of Bid:



**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.	Definition/Description of the similar contract	Bidder's Role		a. Contract Date b. Contract Period c. Contract Amount	a. Date Awarded b. Date Started c. Date of Completion
			Description	%		
<u>Government / Private</u>						

*Note: The value is adjusted to the current prices using the Philippine Statistics Authority consumer price indices, when necessary;*

**Note:** This statement shall be supported with end user's acceptance or official receipt(s) or sales invoice issued for the contract

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

## Statement of All Ongoing Government & Private Construction Contracts including contracts awarded but not yet started

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. Contract Date b. Contract Period c. Contract Amount	% of Accomplishment		Value of Outstanding Contracts	Date of Delivery, if applicable
			Description	%		Planned	Actual		
<u>Government / Private</u>									

**Note:** This statement shall be supported with Notice of Award.

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

**Instructions:**

- i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid).
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. Amount or value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).