

**A. PROJECT TITLE**

Supply and Delivery of Colored Printers

**B. APPROVED BUDGET**

- Approved Budget : Php186,558.00
- Fund Center : 900100002  
Office of the Chief Information Officer
- GL Account : 123071: 2000  
IT Resources - PDAE

**C. JUSTIFICATION AND BENEFITS**

**C.1 JUSTIFICATION**

The Government Service Insurance System (GSIS) has a total of fifty nine (59) units colored printers deployed to qualified GSIS employees based on the approved printer rationalization and IT budget guidelines. Fifteen (15) units are still under warranty, and forty four (44) units are already out of warranty. The Network and Workstation Department (NWD) intends to procure a total of three (3) units colored printer, one (1) unit to be issued to GSIS Butuan and two (2) units to serve as buffer units.

**C.2 BENEFITS**

The procurement of colored printers will ensure that the equipment is readily available for replacement of any reported defective units and for new issuance.

**D. PROJECT SCOPE**

The winning bidder must supply, deliver and configure:

- Three (3) units of Colored Printer to GSIS Home Office (HO); and
- Provide product warranty for three (3) years to commence after the acceptance of the project.

**E. TECHNICAL SPECIFICATIONS**

*Instruction to Bidders:* Bidders must state in the column “Statement of Compliance” 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 Bidders 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 provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).

Item	Minimum Specifications	Statement of Compliance
<b>E.1 DETAILED SPECIFICATIONS OF THE ITEMS TO BE PROCURED</b>		
Printing technology	Laser Colored	
Print speed	18 ppm (A4) Up to 32 ppm (A5-Landscape)	
Processor speed	Total of 600MHz	
Memory	256MB expandable to 512MB	
Operating System Compatibility	Windows 7/8/8.1/10 or higher version (32bit and 64bit), MAC OS	
Monthly duty cycle	30,000 pages per month	
Media Feeder capacity	50 sheets (multipurpose tray) 250 sheets (input cassette tray)	
Paper Handling	50 sheets (multipurpose tray) 250 sheets (input cassette tray) 100 sheets (output tray)	
Inclusions	1 set (Cyan, Magenta, Yellow and Black) starter toner + 2 sets High-yield toner (Cyan, Magenta, Yellow and Black).	
Standard Connectivity	Fast Ethernet 10/100 for IPv4/IPv6 Hi-Speed USB 2.0	
Paper tray (s) standard	1 multipurpose tray 1 cassette tray	

Item	Minimum Specifications	Statement of Compliance
Duplex printing (printing on both sides of paper)	Built-in	
Toner capacity (yield)	At least 2,800 pages (high yield) for black At least 2,200 pages (high yield) for color (C,M,Y)	
Compliance	The winning bidder must provide a 3rd party study or feedback from clients that will prove compliance on yield/capacity of the toner.	
Cost per print = Toner + Drum (if applicable) Toner=Cost of toner/# of page yield Drum=Cost of drum/# of page yield	Must be less than Six (6) pesos  The winning bidder must provide 3 years price protection certification from the manufacturer for toner and/or drum.	
<b>E.2 MANPOWER REQUIREMENT</b>		
	The bidder/vendor must assign technical personnel with knowledge in scanner configuration and troubleshooting during the implementation of the project.	
<b>E.3 SUPPORT SERVICE REQUIREMENTS</b>		
1	The winning bidder must provide the following: <ul style="list-style-type: none"> <li>• Unlimited corrective maintenance/ repair services</li> </ul>	
2	<ul style="list-style-type: none"> <li>• Eight (8) hours by five (5) days (Monday to Friday, 8:00AM - 5:00PM) technical support and must meet the following response or resolution time: <ul style="list-style-type: none"> <li>➤ Within one (1) hour for phone support</li> <li>➤ For onsite support, the winning bidder must attend to and repair the defective unit within two (2) business days in GSIS HO; five (5) business days for Branch Offices and Iba Extension Office; and seven (7) business days for other Extension Offices (see Annex A - List of GSIS Offices)</li> <li>➤ If the hardware cannot be repaired onsite due to extraordinary hardware</li> </ul> </li> </ul>	

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	<p>difficulties and needs to be pulled-out, the winning bidder must provide a service unit. The repaired hardware or replacement for the pulled-out hardware must be delivered within fifteen (15) calendar days from the issuance of service unit.</p> <ul style="list-style-type: none"> <li>• Submission of repair service report</li> </ul>	
<b>E.4 WARRANTY AND AFTER SALES REQUIREMENTS</b>		
1	<ul style="list-style-type: none"> <li>• Replacement of hardware (if applicable) and must meet the following conditions: <ul style="list-style-type: none"> <li>➤ Immediate replacement of the parts free of charge if found defective under normal and proper use.</li> <li>➤ Immediate replacement of the whole unit if any part of the unit becomes defective three (3) times within the first year of the warranty period.</li> </ul> </li> <li>• The colored printer may be deployed to GSIS Branch Offices. If the equipment needs repair after deployment, it shall be resolved onsite following the response or resolution time indicated in Support Service Requirements.</li> </ul>	
2	<ul style="list-style-type: none"> <li>• Support to Software shall include the following: <ul style="list-style-type: none"> <li>➤ Access to knowledge base portal (if applicable).</li> <li>➤ Pro-active advisories on patch/firmware upgrade (e.g. bugs, fixes, security updates and capability improvements).</li> <li>➤ Provide patches, bugs fixes, security fix and software updates.</li> <li>➤ Support for patch/version/firmware upgrade activity including but not limited to installation and configuration.</li> </ul> </li> </ul>	
3	In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a	

Item	Minimum Specifications	Statement of Compliance
	<p>period specified in the contract. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) but shall not exceed five percent (5%) of the total Contract Price, or a special bank guarantee equivalent to at least one percent (1%) but shall not exceed five percent (5%) of the total Contract Price or other such amount if so specified in the contract. The said amounts shall only be released after the lapse of the warranty period specified in the contract; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.</p>	
<b>E.5 REQUIRED STANDARDS</b>		
	<p>The bidder/supplier must be of good standing and has satisfactory performance with respect to its latest completed project with GSIS.</p> <p><i>(Note: This is applicable only to the prospective bidder with previous project/s or contract/s with the GSIS which was/were awarded through Public Bidding, Limited Source Bidding or Negotiated Procurement-Two Failed Biddings and was/were entered into within the past three (3) years prior to the date of bid submission. For evaluation/verification purposes, the eligible bidder may be asked to provide additional information regarding its statement prior or during the post-qualification evaluation.)</i></p> <p>The bidder/supplier must be a distributor, reseller or partner authorized by the original manufacturer/principal of databases being used by GSIS systems for the goods/services to the supplied. The bidder/supplier shall submit, as part of its Post-Qualification Documents, a Certification from said original manufacturer/principal or equivalent document (i.e., Notarized Agreement between the bidder/supplier and the Manufacturer/Principal) regarding the said authorization.</p>	

Item	Minimum Specifications	Statement of Compliance
	During contract implementation, the bidder/supplier must ensure that it remains an authorized distributor, reseller or partner for said Goods to be supplied. If the bidder/supplier is unable to maintain its distributor, reseller or partner agreement with the Manufacturer/Principal, this may serve as a ground/reason for the termination of its contract with GSIS.	
<b>E.6 EXISTING SYSTEMS/HARDWARE/SOFTWARE</b>		
	Not Applicable	
<b>E.7 DRAWINGS, PLANS OR OTHER NECESSARY REQUIREMENTS</b>		
	Not Applicable	

**F. SCHEDULE OF REQUIREMENTS**

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

Milestone No.	Description	Delivery (Weeks/Months)
1	Supply and delivery of three (3) units colored printers in GSIS HO.	Within forty five (30) calendar days from the effectivity date indicated in the NTP
2	Configuration and testing of the colored printers	Within forty five (45) calendar days from the effectivity date indicated in the NTP
3	Project completion and submission of complete documents required for payment processing: <ul style="list-style-type: none"> <li>➤ Sales Invoice</li> <li>➤ Certificate of Completion</li> <li>➤ Warranty Security</li> <li>➤ Warranty Certificate</li> </ul>	Within fifteen (15) calendar days from completion of milestone number one (1) to two (2)

## **G. PAYMENT TERMS**

- The winning bidder shall be paid for the equipment in full amount after the complete delivery, configuration, testing and final acceptance of the project.
- In the event that the winning bidder failed to meet the specified delivery time in the schedule of requirement, they shall be penalized in the amount of one tenth of one percent (1/10 of 1%) of the contract amount for every calendar day of delay. The said penalties shall be applied to the current billing.
- Delays in the acceptance and payment by GSIS to the Supplier due to the latter's lack of consideration and foresight as to the former's inspection, evaluation, testing and acceptance processes shall not exempt the Supplier from any liquidated damages that may be due unless an extension is expressly allowed and agreed upon by both parties in accordance with the IRR of RA9184.

## **H. RESPONSIBILITIES OF THE END-USER UNIT**

The End-User Unit shall:

- Grant the winning bidder's authorized representative access to its premises, equipment and facilities located therein to perform its obligations, provided that such representative shall be accompanied by the duly assigned GSIS personnel;
- Review and approve Project Management Plan (if applicable);
- Monitor progress and status of the project;
- Execute Change Management Request (if applicable);
- Act as custodian of submitted project documents;
- Provide project requirements needed on GSIS side (e.g. Workspace, LAN connection, logistics, coordination, approvals);
- Issue Certificate of Acceptance; and,
- Process the project payment.

**I. ANNEX**

**ANNEX A  
LIST OF GSIS OFFICES**

HOME/BRANCH OFFICE	Address
<b>Within two (2) Business Days</b>	
GSIS Home Office	Financial Center, Pasay City Metro Manila
<b>Within five (5) Business Days</b>	
BACOLOD BRANCH OFFICE	Araneta St., Brgy Tangub, Bacolod City
BAGUIO BRANCH OFFICE	3rd Floor, EDY Bldg., 143 Kisad Rd., Baguio City 2600
BATAAN BRANCH OFFICE	San Ramon Hi-way, Dinalupihan, Bataan
BATANGAS BRANCH OFFICE	ALANGILAN, BATANGAS CITY
BAYOMBONG BRANCH OFFICE	NVSU Bayombong Compound, Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
BOHOL BRANCH OFFICE	C.P.G. North Avenue, Cogon District, Tagbilaran City 6300
BULACAN BRANCH OFFICE	Midecor bldg. KM 41 Mc Arthur Hi Way, Sumapang Matanda, Malolos City Bulacan 3000
BUTUAN BRANCH OFFICE	Libertad, Butuan City
CABANATUAN BRANCH OFFICE	NFA Compound, Maharlika Hwy., Cabanatuan City
CATBALOGAN BRANCH OFFICE	RPP Building, Del Rosario Street, Brgy 4, Catbalogan City
CAUAYAN BRANCH OFFICE	Tagaran, Cauayan City, Isabela
CDO BRANCH OFFICE	GSIS-CDO, Calamansi Drive, Carmen, Cagayan de Oro City
CEBU BRANCH OFFICE	Leon Kilat St., Cebu City 6000
COTABATO BRANCH OFFICE	Gov. Gutierrez Ave., Cotabato City
DAGUPAN BRANCH OFFICE	PNR Site, M.H. Del Pilar St., Dagupan City
DAVAO BRANCH OFFICE	KM 4 McArthur Highway, Matina, Davao City
DIPOLOG BRANCH OFFICE	Minaog National Highway, Dipolog City
DUMAGUETE BRANCH OFFICE	National North Road, Dumaguete City 6200
GENERAL SANTOS BRANCH OFFICE	Llido Bldg., Santiago Blvd., General Santos City
IBA EXTENSION OFFICE	PEO Compound, Balili, Brgy. Palanginan, Iba, Zambales
ILIGAN BRANCH OFFICE	YIMA Bldg. Badelles St., Iligan City 9200 Lanao Del Norte
ILOILO BRANCH OFFICE	Cor. Zamora - Sto Rosario Sts., Iloilo City, 5000
KIDAPAWAN BRANCH OFFICE	Dimaano Bldg., National Highway, Kidapawan City
LA UNION BRANCH OFFICE	Bugayong Bldg., Quezon Ave., Brgy. Catbangan, San Fernando City, La Union 2500
LAGUNA BRANCH OFFICE	Barangay Biñan, Pagsanjan, Laguna 4008

Technical Specifications  
**Supply and Delivery of Colored Printers**

HOME/BRANCH OFFICE	Address
LAOAG BRANCH OFFICE	Brgy 23, San Matias, P. Paterno St., Laoag City, Ilocos Norte 2900
LEGAZPI BRANCH OFFICE	Alternate Road, Bitano, Legazpi City 4500
LUCENA BRANCH OFFICE	MAHARLIKA HIGHWAY, IYHAM LUCENA CITY
MAASIN BRANCH OFFICE	Servacio Building, R. Kangleon Street, Mantahan, Maasin City
MALAYBALAY BRANCH OFFICE	Onda Building, Sayre Highway, Casisang, Malaybalay City
NAGA BRANCH OFFICE	Del Rosario, Naga City, Camarines Sur
PAGADIAN BRANCH OFFICE	Jaloux Bldg., Purok Subida, Dao, Pagadian City
PALAWAN BRANCH OFFICE	National Highway, Bgy. San Miguel, Puerto Princesa City
PAMPANGA BRANCH OFFICE	McArthur Highway, Sindalan, San Fernando, Pampanga
PASIG EXTENSION OFFICE	UG/flr. JNCV bldg. Pasig blvd. cor. Rosemarie Lane, Pasig City
QUEZON CITY BRANCH OFFICE	M. Geronimo Building, No. 746 Mindanao Ave., Tandang Sora, Quezon City
ROXAS BRANCH OFFICE	A. Belo Street, Roxas City
SORSOGON BRANCH OFFICE	Flores St. Capitol Compound, Sorsogon City 4700
SURIGAO BRANCH OFFICE	Ground Floor, Parkway Building National Highway, Surigao City 8400
TACLOBAN BRANCH OFFICE	Marasbaras, Tacloban City
TAGUM BRANCH OFFICE	Osmena St., Tagum City 8100
TARLAC BRANCH OFFICE	Urquico Oval, San Roque, Tarlac City
TUGUEGARAO BRANCH OFFICE	Regional Government Center, Carig Sur, Tuguegarao City
ZAMBOANGA BRANCH OFFICE	Airport Road, Baliwasan, Zamboanga City
<b>Within seven (7) Business Days</b>	
AKLAN EXTENSION OFFICE	Leyson-Escalona Building, Roxas Ave. Ext., Brgy. Andagao, Kalibo, Aklan
ANTIQUEN EXTENSION OFFICE	G/F AML Bldg. cor Atabay-Dalipe St., San Jose Antique 5700
BASILAN EXTENSION OFFICE	Valderosa St., Isabela City 7300
BOAC EXTENSION OFFICE	R.E.B Abetria Bldg., Brgy Santol, Boac, Marinduque
BORONGAN EXTENSION OFFICE	JRC Bldg, Brgy. Songco, Borongan City, Eastern Samar
CALAPAN EXTENSION OFFICE	UBAS ST. LALUD, CALAPAN CITY ORIENTAL MINDORO
CATARMAN EXTENSION OFFICE	JP Rizal St., Brgy JP Rizal, Catarman, Northern Samar
MAMBURAO EXTENSION OFFICE	RIZAL ST., MAMBURAO OCCIDENTAL MINDORO
MASBATE EXTENSION OFFICE	CITY HALL COMP MASBATE CITY

Technical Specifications  
**Supply and Delivery of Colored Printers**

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<b>HOME/BRANCH OFFICE</b>	<b>Address</b>
ORMOC EXTENSION OFFICE	Stall # 105, Ormoc Superdome, Malacadios St, Ormoc City
TANDAG EXTENSION OFFICE	CAPITOL RD, BRGY TELAJE, TANDAG CITY
VIRAC EXTENSION OFFICE	Capitol Compound Virac Catanduanes