



**GSIS BIDS AND AWARDS COMMITTEE  
 FOR GOODS, SERVICES AND CONSULTANCY - CLUSTER 1**

Project Title: **Rental of Office Equipment (Photocopying Machines) - Rebidding**

**Bid Bulletin No. 1  
 20 January 2020**

This bid bulletin is issued to amend the Bidding Documents and to respond to the bidders' requests during the Pre-bid Conference held on 17 January 2020 for the rebidding of the project Rental of Office Equipment (Photocopying Machines). This shall form an integral part of the Bidding Documents.

**Section III. Bid Data Sheet**

<b>ITB Clause</b>	<b>From</b>	<b>To</b>
<b>12.1 (a)(i)</b>	Legal Documents 1. xxx 2. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas 3. xxx	Legal Documents 1. xxx 2. Valid Mayor's/Business Permit for CY2020 issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; OR Valid Mayor's/Business Permit for CY2019 and Official Receipt relative to the renewal of Mayor's/Business Permit for CY2020. 3. xxx [Note: Changes shall also apply to the Checklist of Requirements and ITB Clause 29.2]
<b>29.2</b>	Post-Qualification Documents xxx	Post-Qualification Documents xxx 7. Notarized certification that the parts and consumables used in the offered refurbished units are original and brand new. <b>8. Notarized Certification stating that the parts and consumables is available in the market for the next (three) 3 years</b> [Note: Changes shall also apply to the Checklist of Requirements.]

**Section VII. Technical Specifications**

Item	From	To
<p><b>I. COVERAGE</b></p>	<p>xxx</p>	<p>Xxx</p> <p><b>Medium-end estimate number of copies</b> -ranges from 2,000 to 8,000 copies per month</p> <p><b>High-end estimate number of copies</b> -ranges from 9,000 to 20,000 copies per month</p>
<p><b>IV. TECHNICAL REQUIREMENTS</b></p> <p><b>DETAILED MINIMUM SPECIFICATIONS</b></p>	<p><b>1. Twenty seven (27) units of medium-end photocopier machines with the following specifications:</b></p> <p>(a) 600x600 dpi            (b) With reducer/enlarger (25%-400%)            (c) Speed: 30 cps/minute            (d) Single/Two sided printing            (e) No. of trays: 1 tray (500 sheets capacity/tray)            (f) Multi-sheet bypass (100 sheets capacity) (g) Automatic feeder (maximum of 30 sheets) (h) Automatic electronic sorter            (i) Paper thickness: 60-216 gsm            (j) With access/ pin code for multiple users with defined limits            (k) Maximum paper size: Folio            (l) Pedestal shall be provided by the supplier</p> <p><b>2. Fifteen (15) units of high-end photocopier machines with the following specifications:</b></p> <p>(a) 1,200x1,200 dpi            (b) With reducer/enlarger (25%-400%)            (c) Speed: 50 cps/minute            (d) Single/Two sided printing            (e) No. of trays: 4 trays (500 sheets capacity/tray)            (f) Multi-sheet bypass (minimum of 50 sheets)            (g) Automatic feeder (minimum of 100 sheets)            (h) Automatic electronic sorter            (i) Paper thickness: 60-280 gsm            (k) With access/pin code for multiple users            (l) Maximum paper size: A3</p>	<p><b>1. Twenty seven (27) units of medium-end photocopier machines with the following specifications:</b></p> <p>(a) 600x600 dpi            (b) With reducer/enlarger (25%-400%)            (c) Speed: 30 cps/minute            (d) Single/Two sided printing            (e) No. of trays: 1 tray (500 sheets capacity/tray)            (f) Multi-sheet bypass (100 sheets capacity)            (g) Automatic feeder (maximum of 30 sheets) (h) Automatic electronic sorter            (i) Paper thickness: <b>up to 196 gsm</b>            (j) With access/ pin code for multiple users with defined limits            (k) Maximum paper size: Folio            (l) Pedestal shall be provided by the supplier</p> <p><b>2. Fifteen (15) units of high-end photocopier machines with the following specifications:</b></p> <p>(a) 1,200x1,200 or <b>1,800x600</b> dpi            (b) With reducer/enlarger (25%-400%)            (c) Speed: <b>45 cps/minute</b>            (d) Single/Two sided printing            (e) No. of trays: 4 trays (500 sheets capacity/tray)            (f) Multi-sheet bypass (minimum of 50 sheets)            (g) Automatic feeder (minimum of 100 sheets)            (h) Automatic electronic sorter            (i) Paper thickness: <b>up to 216 gsm</b>            (k) With access/pin code for multiple users            (l) Maximum paper size: A3</p>
<p><b>OTHER TECHNICAL REQUIREMENTS</b></p>	<p>Xxx</p> <p>d) All units required for the contract</p>	<p>xxx</p> <p>d) All units required for the contract can be</p>

	can be used machines but must be purchased brand new and not refurbished (2017 or later model of the unit).	used machines but must be purchased brand new (2017 or later model of the unit).
<b>V. SUPPORT SERVICES</b>	<p>a) The Service Provider's technical support must have a two (2) hour response time to answer to service calls. The resolution time shall be within twenty four (24) hours after response, subject to penalty of one tenth of one percent (0.1%) of monthly billing for each day of delay.</p> <p>b) The Service Provider must provide two (2) back up units with the same machine specification on standby at the Mails, Courier and Reproduction Services Division, Records Management Department (RMD)-GSIS. These will serve as temporary substitute if the machine on site cannot be repaired within one day from time of breakdown. However, when a unit is beyond repair (cannot be repaired within three (3) calendar days), the Service Provider shall replace the said unit with the same or higher model and specifications within three (3) calendar days.</p>	<p>a) The Service Provider's technical support must have a two (2) hour response time to answer to service calls. The resolution time shall be within twenty four (24) hours after response.</p> <p>b) The Service Provider must provide two (2) back up units with the same machine specification on standby at the Mails, Courier and Reproduction Services Division, Records Management Department (RMD)-GSIS. These will serve as temporary substitute if the machine on site cannot be repaired within one day from time of breakdown. However, when a unit is beyond repair (cannot be repaired within three (3) calendar days), the Service Provider shall replace the said unit with the same or higher model and specifications within three (3) <b>calendar</b> days, subject to penalty of one tenth of one percent (0.1%) of monthly billing for each day of delay.</p>
<b>VI. OTHER REQUIREMENTS</b>	<p>xxx</p> <p>When the Service Provider provides maintenance services requiring Key Operator/s (KO) from their end, upon the request of the GSIS, shall render the required services even beyond the regular working hours with no additional cost to the GSIS.</p> <p>xxx</p> <p>The machines to be entered into contract can be used machines but must have been purchased brand new by the bidder and not refurbished (2017 or later model of the unit). These machines should include accessories, spare parts and consumables necessary to make these operational.</p> <p>xxx</p>	<p>xxx</p> <p>When the Service Provider provides maintenance services, upon the request of the GSIS, shall render the required services even beyond the regular working hours with no additional cost to the GSIS.</p> <p>xxx</p> <p>The machines to be entered into contract can be used machines but must have been purchased brand new by the bidder (2017 or later model of the unit). These machines should include accessories, spare parts and consumables necessary to make these operational.</p> <p>Xxx</p>

For the guidance and information of all concerned.

**(Original Signed)**

**SVP SEVERINA L. RESURRECCION**

*Chairperson*

GBAC for Goods, Services and Consultancy - Cluster 1