

Bid Bulletin No. 1

**“Provision of Photocopying Service for the Department of Trade and Industry (DTI)”  
Bidding No. 21-059**

December 6, 2021

This Bid Bulletin No. 1 is hereby issued to modify or amend the Bidding Documents.

**Section VII. Technical Specifications**

Additional minimum specifications of the Machine are as follows:

- Exclusive Distributor of the Brand to be bid (supported by authenticated certificate)
- Paper capacity - Minimum of 1,100 sheets (2 standard Trays + 1 Multi bypass Tray)
- Speed – at least 35 copies/print per minute
- Scan Speed: at least 55 originals per minute
- Scan to email/desktop/ftp server/network folder/USB
- User Authentication: at least 1,000 users/password per unit
- Memory – 2GB (copy/print shared)
- Hard disk – Minimum 250GB HDD
- Finishing – capable of electronic sorting
- Scan File format - PDF, TIFF, JPEG, ENCRYPTED PDF
- Scanning Management – Data management/Document Management System (DMS)

**Provisions:**

1. All consumables shall be taken care of the winning bidder except paper. These consumables shall include the following:
  - a.) Toner/Cartridges
  - b.) Machine spare parts
  - c.) Other Standard/Built in Auxiliary
2. The machine should be able to:
  - b. Scan documents in black and white format and colour and save all scanned copies to all computers within the designated network area for all units, and four (4) units of which shall have Integrated Document Management System (DMS) that can scan directly to the system. The bidder shall submit proof of ownership or IPO registration of the said DMS.
  - c. Copy documents on black and white format.
6. The net number of services made by a particular machine(s) for a specific period is arrived at by deducting from the gross number of services made the number of 2% spoiled services made by the DTI and/or to the test and/or demonstration services made by the winning bidder.

**Lease Payments**

2. Rate

**BIDS AND AWARDS COMMITTEE**

The rate per page shall not exceed One peso & Thirty-five centavos (Php1.35). There shall be no minimum number of pages to be required per photocopying machine. The lease amount shall be based on actual monthly consumption, covering the total pages produced by all photocopying machines delivered. This amount shall be inclusive of VAT and subject to the applicable withholding tax.

For the guidance and information of all concerned.

**MARY JEAN T. PACHECO**

Assistant Secretary

Chairperson, DTI Bids and Awards Committee

