

Bid Bulletin No. 2

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

December 17, 2021

This Bid Bulletin No. 2 is hereby issued to modify or amend the Bidding Documents.

A. Schedule of Requirements

Item Number	Description	Quantity	Delivered, Weeks/Months	Statement of Compliance
1	Provision of Photocopying Service for the Department of Trade and Industry (DTI)	1 lot	Maximum 30 calendar days for delivery and set-up upon receipt of NTP January 1, 2022 to December 31, 2022 or 1 year	

B. Technical Specifications

The Supplier shall provide one (1) unit of photocopying machine to each of the following DTI bureau/office:

General Scope of Services:

NO.	BUREAU/OFFICE	LOCATION
1.	HRAS-GSD & PMD, BDTP, CARP	G/F, DTI Main Bldg, Makati City
2.	LS, BSMED, CPAB, RGMS	2/F, DTI Main Bldg, Makati City
3.	BPS	3/F, DTI Main Bldg, Makati City
4.	FS, COA, HRAS	4/F, DTI Main Bldg, Makati City
5.	HRAS-RECORDS	4/F, DTI Main Bldg, Makati City
6.	ISMS, KMIS, PMS, OUMSG	5/F, DTI Main Bldg, Makati City

BIDS AND AWARDS COMMITTEE

Provision of Photocopying Service for the Department of Trade and Industry (DTI)
17 December 2021

7.	ROG, OUROG, OA Naga, OA Caberte, OA Fajardo, INTREMP	6/F, DTI Main Bldg, Makati City
8.	NCRO	2/F, Metro house Bldg., Makati City
9.	FTEB, Asec Cabochan	UPRC Bldg., Makati City
10.	EMB, Asec Gaetos, Usec Macatoman	3/F, Int'l. Bldg., Makati City
11.	BITR, Asec Gepty	3/F, Int'l. Bldg., Makati City
12.	OSEC	5/F, BOI Bldg., Makati City
13.	OUIDTPG, PRU, IAS, LOLA	4/F, BOI Bldg., Makati City
14.	STMO	TARA Bldg., Makati City
15.	BIS	TARA Bldg., Makati City
16.	PAB	G/F HAIPIN Bldg., Makati City
17.	CB, PBR	2/F HAIPIN Bldg., Makati City
18.	BTIPR	5/F HAIPIN Bldg., Makati City
19.	CITE, Negosyo Center	36 Rosette St., SSS Village, Marikina City
20.	EMB (Halal Office)	2/F, Int'l. Bldg., Makati City

Provisions:

Data Management / Document Management System (DMS) is a scan to Network/PC process.

Requirements for Post-Qualification Process:

1. The bidder shall submit proof of ownership or IPO registration of the said Document Management System (DMS).

Financial Proposal

1. The bid will be based on cost per page of One Peso and Thirty-Five Centavos (PhP1.35).

For the guidance and information of all concerned.

SGD.

MARY JEAN T. PACHECO

Assistant Secretary

Chairperson, DTI Bids and Awards Committee