

Bid Bulletin No. 1

**“Provision of Photocopying Service for the Department of Trade and Industry (DTI)”
Bidding No. 22-031**

December 2, 2022

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

Section VII. Technical Specifications

FROM	TO
Speed – at least 50 copies/print per minute	At least 35 copies/print per minute.
Number of Operators - 21	Total of 13 operators to be assigned at the DTI head office, EMB, BITR, OSEC, OUIDTPG, NCRO, CB & FTEB.
The operators can print/scan/photocopy 250 copies in 5 minutes	The machine can print/scan/photocopy 175 copies in 5 minutes.
Average Volume – 300,000 pages per month	Average volume of 300,000 pages per month is for print/scan/photocopy .
The bid will be based on cost per page of PhP1.35.	PhP 1.35 bid per print/scan/photocopy .
The winning bidder shall provide additional units if required within three (3) days upon request.	The winning bidder shall provide additional units if required within seven (7) days upon request.
For repair/downtime, winning bidder shall provide standby technical support with response time of two (2) hours during office hours upon confirmation of call for machine problems and other related issues. In case that the technical support personnel declared an in-house repair, the winning bidder shall replace the said machine within 24 hours from declaration.	For repair/downtime, winning bidder shall provide standby technical support with response time of two (2) hours during office hours upon confirmation of call for machine problems and other related issues. In case that the technical support personnel declared an in-house repair, the winning bidder shall replace the said machine within 48 hours from declaration.

Financial Documents

1. Bid Form

Please indicate the total bid price based on the Cost per Page multiplied by the Average Volume (300,000 pages).

2. Price Schedule

Please indicate the breakdown of cost.

BIDS AND AWARDS COMMITTEE

For the guidance and information of all concerned.

SGD.

ATTY. ANN CLAIRE C. CABOCHAN, CESO II
Assistant Secretary
Chairperson, DTI Bids and Awards Committee

Conforme:

Name and Signature of
Authorized Representative
Date: _____