



Republic of the Philippines  
Department of Health  
**METRO MANILA CENTER FOR HEALTH DEVELOPMENT**



**SUPPLEMENTAL/ BID BULLETIN NO. 1**

**IB No. 2025-035**  
**Procurement of 1 Year Rental of Multi-Functional Photocopier Machines**  
**(EARLY PROCUREMENT ACTIVITY)**

This Supplemental/Bid Bulletin No. 1 is being issued to revise provisions/specifications in the Bidding Documents for a forecited project:

Query during Pre-bidding Conference:		
Technical Specification	Query	Response of the End User Unit
Monochrome Desktop : 8 unit: Duplex Printing : YES	Monochrome Desktop : 8 unit: <del>Duplex Printing : YES</del>	Monochrome Desktop : 8 unit: <del>Duplex Printing : YES</del> GRANTED
<del>Duplex Scanning: FALSE</del>	<del>Duplex Scanning: FALSE</del> Feed Tray: ADF and Manual	<del>Duplex Scanning: FALSE</del> Feed Tray: ADF and Manual GRANTED
Monochrome (Heavy duty) 6 units Copying Process: Twin Laser beams & Electro-photographic printing	Monochrome (Heavy duty) 6 units Copying Process: <del>Twin Laser beams &amp; Electro-photographic printing</del> laser printing	Monochrome (Heavy duty) 6 units Copying Process: <del>Twin Laser beams &amp; Electro-photographic printing</del> laser printing GRANTED
Colored Printer: CPU Intel Atom Processor ApolloLake 1.6GHz	Colored Printer: CPU <del>Intel Atom</del> Processor <del>ApolloLake</del> 1.6GHz	Colored Printer: CPU <del>Intel Atom</del> Processor <del>ApolloLake</del> 1.6GHz GRANTED
Project Site: Brother	Project Site: <del>Brother</del> Monochrome Desktop	Project Site: <del>Brother</del> Monochrome Desktop - GRANTED
Service Provider's Capability/Expertise: The service provider should be an exclusive or authorized distributor of machines in the Philippines and must be certified by the manufacturer or main distributor in the country	<del>Service Provider's Capability/Expertise</del> <del>The service provider should be an exclusive or authorized distributor of machines in the Philippines and must be certified by the manufacturer or main distributor in the country</del>	<del>Service Provider's Capability/Expertise</del> <del>The service provider should be an exclusive or authorized distributor of machines in the Philippines and must be certified by the manufacturer or main distributor in the country</del> GRANTED

Furthermore, this is to inform bidders that the bidding will be moved on the **29th of November, 2024** instead of November 27, 2024 due to lack of quorum

Bidders are advised to use the **following attached forms and submit them together with all required documents for the submission of bids on the 29th day of November 2024, 9:00 AM:**

This Supplemental/Bid Bulletin No. 1 shall be integral to the Bidding Documents. All other provisions indicated in the bidding documents not affected by this Supplemental/Bid Bulletin No. 1 shall remain in effect.

For guidance and information of all concerned.

Issued this 20<sup>th</sup> day of November 2024 in MMCHD

Approved by:

  
**JEREMIAS FRANCIS Y. CHAN, MD**  
Licensing Officer V / BAC Chairperson

Republic of the Philippines  
Department of Health  
Metro Manila Center for Health Development

**TECHNICAL SPECIFICATIONS**

Item	Rental of Photocopier Machine	Qty./Unit	1lot
Name of Manufacturer: not applicable		Country of Origin (not applicable)	
Brand: not applicable		Model: (not applicable)	
<b>ABC: P 1,986,000.00</b>			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
<p><b>Project Title:</b> Procurement of Service Provider for Rental of Photocopier Machines for Metro Manila Center for Health Development (MMCHD) for the year 2025</p> <p><b>Approved Budget for the Contract:</b> One Million Nine Hundred Eighty-Six Thousand Pesos (P1,986,000.00).</p> <p><b>Project Objective:</b></p> <p>To acquire photocopying services from a reputable Service Provider to meet and augment the photocopying requirements of MMCHD subject to the terms and conditions stipulated in this Terms of Reference.</p> <p><b>Scope of the Project:</b></p> <p><i>The Service Provider shall provide the MMCHD, under a rental agreement, <b>Fifteen (15) units of photocopying machines</b> under the following conditions: 1. Delivery, installation, and configuration of photocopy machines at the MMCHD Offices; 2. Complete testing of all equipment. 3. Regular service and maintenance of all units during the lease period.</i></p> <p><b>Detailed Specifications;</b></p> <p><i>To provide and maintain photocopying machines, particularly described hereunder, to MMCHD, the machine specifications are as follows:</i></p> <p>Monochrome Desk Type: (8 units)</p>			
<b>PRINTING</b>			
<b>Paper Handling Size - Paper Tray</b>	Letter, Legal, Executive, Com-10, DL Envelope, A4, A5		
<b>Print Technology</b>	Laser		
<b>Poster Function</b>	No		
<b>Additional Printing Features</b>	Mobile printing		
<b>Max. B&amp;W Print Speed</b>	30 ppm		
<b>Monthly Print Volume</b>	250 - 2,000 pages		

COPY

<b>Copy Reduction/Enlargement</b>	25%-400%
<b>Stand-alone Copying</b>	Yes
<b>Sorting Function</b>	Yes

SCAN

<b><i>Feed Tray</i></b>	<b><i>-ADF and Manual</i></b>
<b>Scanner Driver Compatibility</b>	Windows®, Mac OS®
<b>Colour/B&amp;W Scanning</b>	B&W & Color Scanning
<b>Additional Scanning Features</b>	Scan to Email
<b>Optical Scan Resolution (dpi)</b>	600 x 2400 dpi
<b>Scan Paper Size</b>	Letter, Legal,
<b>Scan To Feature</b>	Email, File, Image, Microsoft® SharePoint®, OCR
<b>Scanning Capability</b>	B&W & Colour Scanning
<b>Daily Scan Volume</b>	101 - 500 pages

OTHER

<b>Formats (Export)</b>	BMP, JPG, MAX, PDF, PNG, Secure PDF, TIFF, XPS
<b>Sheet Weight - Manual Feed</b>	16-43 lb
<b>Paper Handling Size - Manual Feed</b>	Letter, Legal, Executive, A4, A5, A6, B5, B6, Envelopes, Custom Sizes (2.75"-8.5" W, 4.57-14" L)
<b>Standard Interface(s)</b>	Ethernet 10/100/1000, Hi-Speed USB 2.0, Wireless 802.11b/g/n
<b>Interface(s)</b>	Wireless, Ethernet

HARDWARE FEATURES:

<b>Standard Memory</b>	32Mb
<b>Output Paper Capacity (Sheets)</b>	100 sheets
<b>Max. Monthly Duty Cycle</b>	10,000 pages
<b>Standard Paper Capacity</b>	250 Sheet Paper Capacity

<b>LCD Display</b>	2-Line LCD
<b>Connectivity</b>	Ethernet, Wi-Fi, USB
<b>ENERGY STAR® Qualified</b>	Yes
<b>Max. ADF Capacity</b>	35 sheets
<b>Supported Network Protocols (IPv4)</b>	APIPA (Auto IP), APOP, ARP, BOOTP, Custom Raw Port/Port 9100, DHCP, DNS Resolver, FTP Client, FTP Server, HTTP Server, ICMP, IPP, LLMNR responder, LPR/LPD, mDNS, POP before SMTP, RARP, SMTP AUTH, SMTP Client, SNMP v1, TELNET, TFTP client and server, Web Services (Print), WINS/NetBIOS
<b>Built-in Networking</b>	Yes
<b>Wireless Standard</b>	Yes
<b>Networking</b>	Yes

Monochrome (Heavy duty) 6 units

Engine Speed	50 page - 60 page per minute
Warm up Time	20 seconds
Memory	2 GB Standard
HDD	320 GB
<i>Copying process</i>	<i>laser printing</i>
Copy resolution	600 x 600 dpi
Print resolution	Maximum 1200 x 1200 dpi
Interface	USB host, Ethernet
Network protocol	TCP/IP (IPv4, IPv6)
Scanning Speed	ARDF: Max 80 originals per minute
	SPDF: Max 110 (simplex) / 180 (duplex) originals per minute
Paper Size	A3, A4, A5, A6, B4, B5, B6

Colored Printer ( 1 unit)

Engine Speed	45 ppm
Warm up time	21 Seconds
First output speed (B/W)	3.6 seconds

First output speed (full color)	5.4 seconds
Memory	2GB Std / 4GB Max
HDD	320GB
ARDF Capacity	100 Sheets
SPDF Capacity	220 Sheets
Copy resolution	600 x600 dpi
Print resolution	1200 x 1200 dpi
<i>CPU</i>	<i>Processor 1.6GHz</i>
Network Interface	Ethernet 10 base-T/100base-TX/1000 base-T, USB Host I/F Type A, USB Device I/F Type B
Recommended Paper Size	SRA3, A3, A4, A5, A6, B4, B5, B6
Paper Input Capacity	1,200 sheets
Paper Output Capacity	500 sheets
Paper Weight	60 - 300g/m2
Paper Types	Plain paper, Recycle paper, Special paper, Color paper, Letterhead, Cardstock, Preprinted paper, Bond paper, Coated paper, Envelope, Gloss paper, Label paper, OHP

**Deliverables/Outputs:**

To provide and make available the following goods and services to MMCHD at no extra cost:

1. In case of exigent repair, the supplier's technician should respond not later than four (4) hours from the determination of the defect/damage;
2. Maintenance and repair services, inclusive of spare parts;
3. Provision of consumables like toner, developer, and drum, inclusive of the necessary replacement thereof to ensure the normal operation of the machine;
  - a. Replacement of defective units within 48 hours in case any unit becomes unserviceable;
  - b. Should there be additional units needed, the same terms and conditions as stipulated in the contract, including cost per copy; and **Amendment to Order shall be signed by both parties:**
  - c. The supplier will require no guarantee deposit upon delivery and installation of

- d. machines;
- d. All costs for installation and delivery of the machines shall be on account of the supplier;
- e. Without minimum copy volume;
- f. Cost per copy (monochrome - .60 per copy; colored 6.50 per copy)
- g. Two percent (2%) spoilage to be deducted from the gross copies;
- h. Any scanning done on the equipment shall be free of charge and shall not form part of the monthly billing.
- i. Provide FREE operator's training to the end-users.
- j. The service provider must be capable of online and remote technical support for the photocopier machine.
- k. The service provider must provide contacts of personnel for technical and billing concerns.

**I. Proposed terms of payment and expected outputs to support payment**

1. Total billing charge is computed by multiplying the total number of net copies made by the rate per copy stated in the contract.
2. The service provider must bill the end-user on or before the 30<sup>th</sup> of the month with attached meter reading data for verification before acceptance.
3. Two percent (2%) spoilage to be deducted from the gross.
4. The cost indicated on the billing must be inclusive of all applicable government taxes.

**Service Standard Requirements**

1. The MMCHD shall conduct an assessment or evaluation of the Service Provider/Contractor before the end of each month before the end of the annual contract.
2. The Service Provider/Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the criteria prescribed below.

Performance Criteria and weight

a.	<p><b>Quality of service delivered/provided</b>  -on- call technician to repair defective machines. All corrective maintenance forms must be confirmed by</p>	40
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	the respective end-user to validate the findings and corrective action that have been made to the machine.	
b.	<b>Time management</b> -Response time shall be within four (4) hours from verbal or written notification.	30
c.	<b>Management &amp; Suitability of the Machine</b> -All machines that cannot be repaired within 24 hours shall be replaced with a working unit.	30
	<b>TOTAL</b>	<b>100%</b>

**Project Site:**

MMCHD, Brgy. Addition Hills, Welfareville Compound, Mandaluyong City

**Building 3:**

OFFICE	B/W	Colored
BACSecretariat Office/Procurement (Heavy Duty/ monochrome desktype)	2	
HRDU (heavy duty)	1	
Supply Office – Monochrome Desktype	1	
HRMU (heavy duty)	1	
Accounting (Heavy duty)	1	
MAIP		1
Budget Monochrome Desktype	1	
MSD Proper (Monochrome desktype)	1	

**Building 2:**

GSS/TMS (heavy duty)	1	
KMITS (Monochrome desktype)	1	

**Building 1:**

LSHD ( 2 heavy duty and 3 monochrome desktype)	5	
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**Project Duration/Schedule of Requirements;**

The delivery shall be within thirty (30) calendar days from the receipt of the approved Notice to Proceed (NTP). The contract of service shall commence immediately upon receipt of the approved Notice to Proceed and will expire no later than December 31, 2025.

**Project Management or Contract Administration Arrangement:**

1. The service provider shall provide first the complete list of machine serial numbers to the Chief Administrative Officer V, Management Support Division before installation and commissioning of the photocopier machine.
2. All statements of billings and service reports shall be directly submitted to the end user prior to acceptance and validation.

A summary of service request forms will be distributed to End User Units by the Management Support Division, which will be the tool to be used to determine the compliance of service providers to the set requirements of MMCHD

1. Additional Documentary Requirements:
  - a. Certificate of After Sales Service and Parts;
  - b. After Sales Support within one (1) year /
  - c. Certification of availability of parts;The bidder shall submit any of the following whichever is applicable:
  - i. If the bidder is the manufacturer, certify that the bidder manufactures the products/items; or
  - ii. If the bidder is an Exclusive / Authorized Distributor or Dealer of the products/items, a Certificate or Contract from the manufacturer must be provided as proof that the bidder is an Exclusive/Authorized Distributor or Dealer of the products/items; or
  - iii. If the bidder is an agent of the exclusive distributor or dealer the following must be provided:
2. Certificate or Distributorship / Dealership Agreement by the Manufacturer with the distributor/dealer; or
  - a. Contract between the distributor/dealer and the bidder
  - b. Original Brochure or downloaded from the internet
  - c. Brand new or refurbished but not beyond five (5) years from manufacturing



## *Section VI. 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.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total ABC (Php)</b>	<b>Delivery Site</b>	<b>Delivered, Weeks/Months</b>
	Multifunctional Photocopier Machine	<b>1 lot</b>		DOH-MMCHD Warehouse	30 calendar days from the receipt of approved NTP

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Signature over Printed Name

[date of signing]

In the capacity of:

Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]

(Name of Company)

[Complete office address]

[Contact No.]

[Fax No.]

[Email Address]