



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO ST., SAN MIGUEL, MANILA

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1

This SBB No. 1 dated February 27, 2018 for the Project, "Lease of Semi-Industrial Document Scanner," is issued to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of said Documents.

PARTICULARS		AMENDMENTS/CLARIFICATIONS	
Section III. Bid Data Sheet		Section III. Bid Data Sheet	
29.2	<p>The following shall be submitted in addition to those specified under Section 29.2 of the GCC:</p> <p>Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS), consisting of the following:</p> <ul style="list-style-type: none"> - 2016 Income Tax Return with proof of payment; and - VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from August 2017 to January 2018. 	29.2	<p>The following shall be submitted in addition to those specified under Section 29.2 of the GCC:</p> <p>Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS), consisting of the following:</p> <ul style="list-style-type: none"> - 2016 Income Tax Return with proof of payment; and - VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from August 2017 to January 2018. <p>BROCHURE PERTAINING TO THE MODEL TO BE DELIVERED SHALL ALSO BE SUBMITTED TOGETHER WITH THIS FORM.</p>

PARTICULARS		AMENDMENTS/CLARIFICATIONS	
Section V. Special Condition of Contracts		Section V. Special Condition of Contracts	
GCC Clause	Delivery Date	GCC Clause	Delivery Date
10.1	<p>Payment shall be made not later than 15 calendar days upon complete submission by the Contractor of the following documents:</p> <p>a. Invoice of billing or statement of account for the period covered.</p> <p>Thereafter, payment shall be made upon certification by the AS Director that the services rendered by the Contractor in accordance with the terms and conditions of the Contract.</p>	10.1	<p>Payment shall be made not later than 15 calendar days upon complete submission by the Contractor of the following documents:</p> <p>a. Invoice of billing or statement of account for the period covered.</p> <p>Thereafter, payment shall be made upon certification by the AS Director that the services rendered by the Contractor in accordance with the terms and conditions of the Contract.</p> <p>Actual start of scanning operation and monthly billing is on May 2, 2018.</p>
Section VI. Schedules of Requirements		Section VI. Schedules of Requirements	
Quantity	Delivery Date	Quantity	Delivery Date
	<p>Pre-deployment inspection at the Contractor's site within 10 calendar days upon receipt of Notice to Proceed.</p> <p>Delivery shall be within ten (10) calendar days from completion of pre-deployment inspection.</p>		<p>Pre-deployment inspection at the Contractor's site within 10 7 calendar days upon receipt of Notice to Proceed.</p> <p>Delivery and installation shall be within ten (10) calendar days from completion of pre-deployment inspection.</p>
	To be scheduled by AS-CRD after delivery of scanners.	70	To be scheduled by AS-CRD after delivery of scanners.

PARTICULARS		AMENDMENTS/CLARIFICATIONS	
Section VII. Technical Specifications		Section VII. Technical Specifications	
Item	Specification	Item	Specification
A.	Contractor	A.	Contractor
	The Contractor must have the capacity to deploy the scanners to the following locations: all cities and municipalities in the National Capital Region, Luzon, Visayas and Mindanao.		The Contractor must have the capacity to deploy the scanners to the following locations: all cities and municipalities in the National Capital Region, Luzon, Visayas and Mindanao. DBM Central Office and Regional Offices . Please refer to Annex A for the location of regional offices.
B.	Document Scanner Specifications	B.	Document Scanner Specifications
	xxx		xxx
	<ul style="list-style-type: none"> • Must have the following features/scanning technology: <ul style="list-style-type: none"> i. Dual charge coupled device (CCD) or Contact Image Sensor (CSI) scanning technology 		<ul style="list-style-type: none"> • Must have the following features/scanning technology: <ul style="list-style-type: none"> i. Dual charge coupled device (CCD) or Contact Image Sensor (CSI-IS) scanning technology
	xxx		xxx
	<ul style="list-style-type: none"> • Provision for spare feed rollers and other consumable supplies for the scanners for the entire duration of the contract. 		
C	Technician	C.	Technician
	<p>On-call technician to repair defective part(s) of the machine.</p> <ol style="list-style-type: none"> Response time shall be within four (4) hours from verbal or written notification from the authorized representative of the DBM units concerned. Machines that cannot be repaired within twenty-four (24) hours shall be replaced with service units. 		<p>On-call technician to repair defective part(s) of the machines including replacement of defective parts:</p> <ol style="list-style-type: none"> Response time shall be within four (4) hours from verbal or written notification from the authorized representative of the DBM units concerned unit in Central Office, NCR, Region IV-A or Region IV-B. Machines that cannot be repaired within twenty-four (24) hours shall be


PARTICULARS		AMENDMENTS/CLARIFICATIONS	
	2. Response time for the Regional Offices shall be within twenty-four (24) hours from verbal or written notification. Machines that cannot be repaired within seventy-two (72) hours shall be replaced with new units within the next working day.		<p>replaced with service units.</p> <p>2. Response time for the Regional Offices (not mentioned in item C.1) shall be within twenty-four (24) hours from verbal or written notification. Machines that cannot be repaired within seventy-two (72) hours shall be replaced with new units within the next working day.</p> <p>3. A service unit shall be provided while the defective machine is being repaired. The service unit will be used for the meantime until such time the machine has been repaired. If the scanner machine cannot be repaired, it shall be replaced with another unit with the same or higher specs provided in the contract.</p>
	<p>Xxx</p> <p>The resume of the on-call technician shall be submitted to the Director of the Administrative Service for verification of his/her qualifications within the next working day upon receipt of the Notice to Proceed.</p>		<p>Xxx</p> <p>The resume of the on-call technician shall be submitted to the Director of the Administrative Service (AS) for verification of his/her qualifications within the next working day upon receipt of the Notice to Proceed. During the contract period, in case the technician will be replaced, the resume of the new technician should be submitted to the AS Director for verification of his/her qualification before assuming duty.</p>

BID Form		BID Form	
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Particulars	Quantity (Q)	Monthly Unit Cost (U)	Contract Months (M)	Particulars	Quantity (Q)	Monthly/ Unit Cost (U)	Contract Months (M)
Document Scanner (Inclusive of Training, Maintenance, Support, and On-call Technician)	30		20	Document Scanner (Inclusive of Training, Maintenance, Support, and On-call Technician)	30		20
Inclusions: *				Inclusions: *			
1-day training on how to use the scanners				1-day Training on how to use the scanners	1		N/A
Support and Maintenance				Support and Maintenance			
On-call Technician				On-call Technician			
Total (Inclusive of VAT)				Total (Inclusive of VAT)			
Other offers:				Other offers:			
Specify freebies, if any				Specify freebies, if any			

Other matters:

- The “**No Contact Rule**” shall be strictly observed. Bidders are not allowed to call or talk to any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective March 6, 2018 right after the opening of bids.
- For guidance and information of all concerned.



CLARITO ALEJANDRO D. MAGSINO
Assistant Secretary
Chairperson, DBM-BAC

Section VI. Schedule of Requirements (Revised)

The delivery schedule expressed as weeks/months stipulates hereafter the date of delivery to the project site.

Item	Description	Quantity	Delivery Date
1.	<p>Departmental Document Scanners with bundled software and other required components shall be delivered to, installed and configured at the following offices:</p> <ul style="list-style-type: none"> • Office of the Secretary • Administrative Service-Central Records Division • Budget Technical Bureau-CPRU • Finance Service • DBM-Department Legislative Liaison Office (DLLO) • DBM-Regional Offices (Office addresses in Annex "A") 	<div style="text-align: right;"> 1 10 1 1 1 <u>16</u> Total 30 </div>	<p>Pre-deployment inspection at the Contractor's site within 7 calendar days upon receipt of Notice to Proceed.</p> <p>Delivery and installation shall be within ten (10) calendar days from completion of pre-deployment inspection.</p>
	The Contractor shall provide on-site training to DBM personnel, who will be designated as scanner operator, alternate scanner operator and all AS-CRD personnel, on how to use the document scanners.	70	To be scheduled by AS-CRD after delivery of scanners.

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over Printed Name of Representative

Date

Section VII. Technical Specifications (Revised)

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

Item	Specification	Bidder's Statement of Compliance
A.	Contractor	
	The Contractor must have the capacity to deploy the scanners to the DBM Central Office and Regional Offices. Please refer to Annex A for the location of regional offices.	
	The Contractor shall not reproduce, transcribe or disclose any information to third parties without prior written approval by the DBM. The Contractor and its employees who will be assigned to perform preventive maintenance on the scanner units in the DBM shall be liable for any unlawful disclosure of any information based on applicable laws.	
	The Contractor shall supply, install and configure thirty (30) brand new units of document scanners that will be deployed at the locations specified in Section VI. Schedule of Requirements.	
	The Contractor shall provide on-site training to DBM personnel, who will be designated as scanner operator, alternate scanner operator and all AS-CRD personnel, on how to use the document scanners.	
B.	Document Scanner Specifications	
	<ul style="list-style-type: none"> File format outputs must be single and multi-page TIFF, JPEG, BMP, PDF, OCR, and CSV (for indices and file name). 	
	<ul style="list-style-type: none"> TWAIN and Image and Scanner Interface Specification (ISIS) compliant. 	
	<ul style="list-style-type: none"> Capable of scanning minimum volume of 7,000 pages daily. 	
	<ul style="list-style-type: none"> Minimum throughput speed of 60 pages per minute @ 200 dpi. 	

	<ul style="list-style-type: none"> • Able to support/scan papers with the following characteristics (Feeder): <ul style="list-style-type: none"> i. Weight: 15-50 lb. paper ii. Thickness: up to .50mm 	
	<ul style="list-style-type: none"> • Able to support/scan the following paper sizes: <ul style="list-style-type: none"> i. Maximum document width: 8.5 inches ii. Maximum document length: 14 inches iii. Minimum document width: 2 inches iv. Minimum document length: 3 inches 	
	<ul style="list-style-type: none"> • Must have the following features/scanning technology: <ul style="list-style-type: none"> i. Dual charge coupled device (CCD) or Contact Image Sensor (CIS) scanning technology ii. Automatic Document Feeder (A4 size) iii. Bundled Document Imaging Software for auto sequence of documents/images, auto filename, and manual data entry tool iv. Automatic color detection v. Content-based blank page detection and deletion vi. Multi-color dropout and dual-stream scanning vii. Automatic document orientation viii. Output resolution of 200-600 dpi ix. Feeder must handle at least 50 sheets 	
	<ul style="list-style-type: none"> • Compatible with Windows XP, Windows 7, Windows 10 or the latest version of Windows Operating System during the bidding process. 	
	<ul style="list-style-type: none"> • Minimum hardware requirement: Intel Dual Core 2.0, 2GB RAM 	

C.	Technician	
	<p>On-call technician to repair defective machines:</p> <ol style="list-style-type: none"> 1. Response time shall be within four (4) hours from verbal or written notification from the authorized representative of the DBM in central office, NCR, Region IV-A and Region IV-B. 2. Response time for the Regional Offices (not mentioned in item C.1) shall be within twenty-four (24) hours from verbal or written notification. 3. A service unit shall be provided while the defective machine is being repaired. The service unit will be used for the meantime until such time the machine has been repaired. If the scanner machine cannot be repaired, it shall be replaced with another unit with the same or higher specs provided in the contract. 4. When responding to repair requests, the on-call technician shall present a company identification card along with a written instruction from the Contractor specifying the nature of the repair to be done. 	
	<p>The on-call technician must have the following qualifications:</p> <ol style="list-style-type: none"> i. At least 2nd year tertiary education; ii. At least three (3) months experience in troubleshooting and maintaining document scanners; and iii. Adequate knowledge and skills in computer and IT systems. <p>The resume of the on-call technician shall be submitted to the Director of the Administrative Service for verification of his/her qualifications within the next working day upon receipt of the Notice to Proceed. During the contract period, in case the technician will be replaced, the resume of the new technician should be submitted to the AS Director for verification of his/her qualification before assuming duty.</p>	

I hereby certify to comply with all the above Technical Specifications.

<u>Name of Company/Bidder</u>	<u>Signature over Printed Name of Representative</u>	<u>Date</u>
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Section VIII. Bidding Forms

Bid Form

Date: _____

Invitation to Bid No.: **DBM-2018-06**

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

Particulars	Quantity (Q)	Monthly/ Unit Cost (U)	Contract Months (M)	Total Cost = Q x U x M
Document Scanner (Inclusive of Training, Maintenance, Support, and On-call Technician)	30		20	
Training on how to use the scanners	1		n/a	
Total (Inclusive of VAT)				

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for ITB Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity]* *[for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

[Signature]

[In the capacity of]

Duly authorized to sign Bid for and on behalf of _____