



Bids and Awards Committee
BID BULLETIN No. 02-2024
(Purchase Request No. 024-01-2024)

**PROCUREMENT OF LEASE OF THIRTY SEVEN (37)
UNITS OF PHOTOCOPIERS WITH CONSUMABLES FOR
THE PUBLIC ATTORNEY'S OFFICE FOR FY 2024**

SUBJECT:

*A) CLARIFICATION/REVISION ON TECHNICAL
SPECIFICATIONS/TERMS OF REFERENCE FOR ITEMS
(highlighted in yellow)*

B) Schedule of Payment

A)

FROM:

Item/Description
<ul style="list-style-type: none">Brand new multi copier units.Copy and Print speed: At least 30 copies per minuteUnit includes starter toner separate from free tonersSucceeding (Original or compatible) toners shall be bought by PAO in accordance with Republic Act No. 9184 and its revised implementing rules and regulationsOriginal Paper Size: Minimum of A6 up to Legal sizePaper Capacity: 250 to 300 sheets and 100 sheets multi-purpose tray/ additional cassette traysPrint resolution : 600x600dpi to 1200x1200dpi

- Standard USB 2.0 connection
- Contract period: May 02, 2024 to December 31, 2024
- Bidder must issue a certification that it has branches or regional service centers in Luzon, Visayas and Mindanao.
- Offers free installation of units and training of end users.
- Bidder shall pull out their photocopiers deployed to different PAO offices through their nearest branches or service centers at the end of the contract.
- Bidder shall provide a certificate that the units are brand new, unused, and have zero meter reading.
- Warranty: Free replacement of spare parts and services during the duration of the contract
- Two (2) on-call technicians to repair defective machines. Response time shall be within five (5) hours from verbal or written notification
- Machines that cannot be repaired within forty-eight (48) hours shall be replaced with a new unit.
- Replacement of defective parts, provided the machine is still functional, shall be made within forty-eight (48) hours from response, except justifiable cause
- Toners can be replaced by the end user without technician intervention, if necessary.

TO:

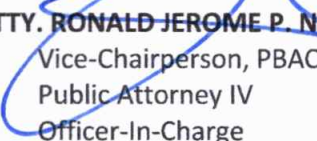
TECHNICAL SPECIFICATIONS
<ul style="list-style-type: none">● Brand new photocopiers.● Copy and Print speed: At least 30 copies per minute

- Unit includes starter toner separate from free toners
- Succeeding (Original or compatible) toners shall be bought by PAO in accordance with Republic Act No. 9184 and its revised implementing rules and regulations
- Original Paper Size: Minimum of A6 up to Legal size
- Paper Capacity: 250 to 300 sheets and 100 sheets multi-purpose tray/ additional cassette trays
- Print resolution :
600x600dpi to 1200x1200dpi
- Standard USB 2.0 connection
- Contract period: May 2, 2024 to December 31, 2024
- Bidder must issue a certification that it has **authorized** branches or regional service centers in Luzon, Visayas and Mindanao.
- Offers free installation of units and training of end users.
- Bidder shall pull out their photocopiers deployed to different PAO offices through their nearest branches or service centers at the end of the contract.
- Bidder shall provide a certificate that the units are brand new, unused, and have zero meter reading.
- Warranty: Free replacement of spare parts and services during the duration of the contract
- Two (2) on-call technicians to repair defective machines. Response time shall be within five (5) hours from verbal or written notification
- Machines that cannot be repaired within forty-eight (48) hours shall be replaced with a new unit.

- Replacement of defective parts, provided the machine is still functional, shall be made within forty-eight (48) hours from response, except justifiable cause
- Toners can be replaced by the end user without technician intervention, if necessary.

B. Schedule of Payment: Monthly

Quezon City, Metro Manila
14 March 2024


ATTY. RONALD JEROME P. NIEVES
Vice-Chairperson, PBAC
Public Attorney IV
Officer-In-Charge
Legal Research Service