



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE

Tanggapan ng Manananggol Pambayan
 Kagawaran ng Katarungan

DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City

Bids and Awards Committee
BID BULLETIN No. 01-2022

**PROCUREMENT OF LEASE OF PHOTOCOPIERS WITH
 CONSUMABLES
 FOR THE USE OF PUBLIC ATTORNEY'S OFFICE
 FOR FY 2022**

LOT 1: PURCHASE REQUEST NO. 273-03-2022

Subject: AMENDMENTS / CLARIFICATION

A: TECHNICAL DESCRIPTIONS/SPECIFICATIONS:

FROM:

No.	Scope of work / Schedule of Requirements	Schedule delivery
1 Lot	<p>1. Lease of Twenty (25) Photocopiers at a rate of P5,575.00 each per month for EIGHT (8) months from the date of the contract, and to be delivered by the winning bidder at the PAO Central Office.</p> <p>The bid price rental submitted by the winning bidder shall not be increased during the duration of the contract.</p> <p>FREE TONERS</p> <p>Twenty-Five (25) pieces of Toners, which are Original, and NOT RECYCLED OR STARTER KITS, shall be given to PAO with no additional costs. (7,000 pages per toner)</p>	15 Calendar days upon receipt of Notice to Proceed.

Item/Description	Bidder's Statement of Compliance	Demo Unit/Brochure Submitted
Brand new multi copier units. Copy and Print speed: At least 18-44 copies per minute Unit includes starter toner Succeeding toners shall be on the expense of the PAO		

<p>Original Paper Size: Minimum of A6 up to Legal size</p> <p>Paper Capacity: 250 to 300 sheets and 100 sheets multi-purpose tray</p> <p>Print resolution : 600x600dpi to 1200x1200dpi</p> <p>Standard USB 2.0 connection</p> <p>Contract term: 8 months</p> <p>Supplier must issue a certification the it has branches or regional service centers in Luzon, Visayas and Mindanao. Offers free installation of unit and training of end users.</p> <p>Supplier must pull out their photocopiers deployed to different PAO offices thru their nearest branches or service centers at the end of the contract.</p> <p>Supplier shall provide a certificate that the units are brand new, unused, and have zero meter reading.</p> <p>Warranty: One year free replacement of spare parts and services excluding consumables.</p> <p>Two (2) on-call technician to repair defective machines. Response time shall be within five (5) hours from verbal or written notification</p> <p>Machines that cannot be repaired within forty eight (48) hours shall be replaced with a new unit</p> <p>Replacement of defective parts, provided the machine is still functional, shall be made within forty eight (48) hours from response, except justifiable cause</p> <p>Toners can be replaced by the end user without technician intervention, if necessary.</p>		
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TO:

No.	Scope of work / Schedule of Requirements	Schedule delivery
1 Lot	<p>1. Lease of Twenty (25) Photocopiers at a rate of P5,575.00 each per month for SIX (6) months from the date of the contract, and to be delivered by the winning bidder at the PAO Central Office.</p> <p>The bid price rental submitted by the winning bidder shall not be increased during the duration of the contract.</p> <p>FREE TONERS</p> <p>Twenty-Five (25) pieces of Toners, aside from installed toners in the machine, which are Original, and NOT RECYCLED OR STARTER KITS, shall be given to PAO with no additional costs. (7,000 pages per toner)</p>	<p>30 Calendar days upon receipt of Notice to Proceed.</p>

Item/Description	Bidder's Statement of Compliance	Demo Unit/Brochure Submitted
<p>Brand new multi copier units.</p> <p>Copy and Print speed: At least 30 copies per minute</p> <p>Unit includes starter toner</p> <p>Succeeding toners shall be on the expense of the PAO</p> <p>Original Paper Size: Minimum of A6 up to Legal size</p> <p>Paper Capacity: 250 to 300 sheets and 100 sheets multi-purpose tray / additional cassette trays</p> <p>Print resolution : 600x600dpi to 1200x1200dpi</p> <p>Standard USB 2.0 connection</p> <p>Contract term: 6 months</p> <p>Supplier must issue a certification that it has branches or regional service centers in Luzon, Visayas and Mindanao. Offers free installation of unit and training of end users.</p>		