



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. 02-2022**

**PROCUREMENT OF 250 UNITS OF PHOTOCOPYING MACHINES  
FOR THE PUBLIC ATTORNEY'S OFFICE FOR FY 2022**

**Purchase Request No. 655-07-2022**

**SUBJECT:** *A. AMENDMENT ON DATE OF BID SUBMISSION AND  
OPENING*

*B. AMENDMENTS ON TECHNICAL SPECIFICATIONS*

**A: DATE OF BID SUBMISSION AND OPENING**

**FROM :**

Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **06 September 2022 TUESDAY 9:30a.m.** Late bids shall not be accepted.

Bid opening shall be on **06 September 2022 TUESDAY 10:30a.m.** at the given address below and/or via **Zoom**<sup>1</sup>. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

**TO:**

Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **07 September 2022 WEDNESDAY 9:30a.m.** Late bids shall not be accepted.

Bid opening shall be on **07 September 2022 WEDNESDAY 10:30a.m.** at the given address below and/or via **Zoom**<sup>2</sup>. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

<sup>1</sup> <http://us04web.zoom.us/j/6491347597?pwd=Qmk0WjFGelRiQnRXSnpxekZTSE14dz09> Meeting I: 649 134 7597 Passcode: PBAC2022

<sup>2</sup> <http://us04web.zoom.us/j/6491347597?pwd=Qmk0WjFGelRiQnRXSnpxekZTSE14dz09> Meeting I: 649 134 7597 Passcode: PBAC2022

## B. TECHNICAL SPECIFICATIONS

**FROM:**

250 UNITS OF PHOTOCOPYING MACHINES		
<p style="text-align: center;"><b>APPROVED BUDGET FOR THE CONTRACT</b>            (Php 12,000,000.00)  <b>Staggered Delivery</b>  <b>Payment terms:</b>  <b>Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.</b></p>		
QUANTITY	PRODUCT	DELIVERY SCHEDULE <small>(After issuance of Notice to Proceed)</small>
250 units	<ul style="list-style-type: none"> <li>● Brand new multi copier units.</li> </ul>	<b>(100 units)</b> 30 days
	<ul style="list-style-type: none"> <li>● Print/Copy speed: At least 30 copies per minute</li> </ul>	<b>(100 units)</b> 60 days
	<ul style="list-style-type: none"> <li>● Print/Scan resolution : 600x600dpi or higher</li> </ul>	<b>(50 units)</b> 90 days
	<ul style="list-style-type: none"> <li>● Print/Scan paper size: Minimum of A6 up to Legal size</li> </ul>	*For strict compliance.
	<ul style="list-style-type: none"> <li>● Paper Capacity: Paper cassette: 250 sheets or higher  Multi-purpose tray: 100 sheets or higher</li> </ul>	Subject to the rules on Liquidated Damages
	<ul style="list-style-type: none"> <li>● Automatic Document Feeder: <b>50 sheets or higher</b></li> </ul>	
<ul style="list-style-type: none"> <li>● Memory</li> </ul>		

	<p style="text-align: center;"><b>512MB or higher</b></p> <ul style="list-style-type: none"> <li>● Duplex printing Automatic or Standard</li>   <li>● Printing languages TIFF, JPEG, PDF or better</li>   <li>● Control Panel: 3 inch or higher</li>   <li>● Connectivity interface USB 2.0 or higher  10Base-T/100Base-Tx (Ethernet); IEEE 802.11b/g/n or higher  Wireless LAN capable</li>   <li>● Compatible Operating System: Windows 7 or higher (32/64 bit)</li>   <li>● Unit includes starter toner</li>   <li>● Warranty: Parts: 1 year  Labor: Lifetime free service</li>   <li>● Offers free installation of units and training of end users.</li>   <li>● Certification that the supplier is STMC certified (Standardized Test Methods Committee).</li>   <li>● Certification issued by the manufacturer for this procurement that the units are brand new, unused, and have zero meter reading.</li>   <li>● Certification issued by the</li> </ul>	
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	<p>manufacturer for this procurement that the consumables are brand new, genuine and authentic.</p> <ul style="list-style-type: none"> <li>• Certification issued by the manufacturer for this procurement that the supplier is an authorized service provider of the machine and the consumables being offered.</li> <li>• <b>Certification with a list of authorized service centers issued by the manufacturer or supplier that the supplier has nationwide branches and service centers with certified service engineers/technicians to repair defective machines.</b></li> </ul>	
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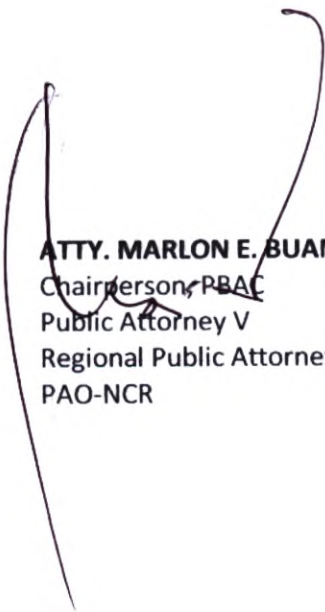
**TO:**

<b>250 UNITS OF PHOTOCOPYING MACHINES</b>		
<p><b>APPROVED BUDGET FOR THE CONTRACT</b></p> <p><b>(Php 12,000,000.00)</b></p> <p><b>Staggered Delivery</b></p> <p><b>Payment terms:</b></p> <p><b>Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.</b></p>		
QUANTITY	PRODUCT	DELIVERY SCHEDULE <small>(After issuance of Notice to Proceed)</small>
250 units	<ul style="list-style-type: none"> <li>• Brand new multi copier units.</li> <li>• Print/Copy speed: At least 30 copies per minute</li> </ul>	<p><b>(100 units)</b> 30 days</p> <p><b>(100 units)</b> 60 days</p>

	<ul style="list-style-type: none"> <li>● Unit includes starter toner</li>   <li>● Warranty: <ul style="list-style-type: none"> <li>Parts: 1 year</li>   <li>Labor: Lifetime free service</li> </ul> </li>   <li>● Offers free installation of units and training of end users.</li>   <li>● Certification that the supplier is STMC certified (Standardized Test Methods Committee) or <b>ISO certified (International Organization for Standardization)</b>.</li>   <li>● Certification issued by the manufacturer for this procurement that the units are brand new, unused, and have zero meter reading.</li>   <li>● Certification issued by the manufacturer for this procurement that the consumables are brand new, genuine and authentic.</li>   <li>● Certification issued by the manufacturer for this procurement that the supplier is an authorized service provider of the machine and the consumables being offered.</li>   <li>● Certification with a list of authorized service centers issued by the manufacturer or supplier that the supplier has nationwide branches and service centers with certified service engineers/ technicians to repair defective machines.</li>   <li>● <b>Warranty should allow use of compatible/replacement toners and cartridges.</b></li> </ul>	
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	<ul style="list-style-type: none"> <li>● Print/Scan resolution : 600x600dpi or higher</li>   <li>● Print/Scan paper size: Minimum of A6 up to Legal size</li>   <li>● Paper Capacity: Paper cassette: 250 sheets or higher  Multi-purpose tray: 100 sheets or higher</li>   <li>● Automatic Document Feeder: 50 sheets or higher</li>   <li>● Memory 512MB or higher</li>   <li>● Duplex printing Automatic or Standard</li>   <li>● Printing languages TIFF, JPEG, PDF or better</li>   <li>● Control Panel: 3 inch or higher</li>   <li>● Connectivity interface USB 2.0 or higher  10Base-T/100Base-Tx (Ethernet); IEEE 802.11b/g/n or higher  Wireless LAN capable</li>   <li>● Compatible Operating System: Windows 7 or higher (32/64 bit)</li> </ul>	<p><b>(50 units)</b></p> <p>90 days</p> <p>*For strict compliance.</p> <p>Subject to the rules on Liquidated Damages</p>
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Quezon City, Metro Manila  
30 August 2022



**ATTY. MARLON E. BUAN**  
Chairperson, PBAC  
Public Attorney V  
Regional Public Attorney  
PAO-NCR