



Bids and Awards Committee

Project Title: Lease Agreement for 25 Units Digital Copier Machines for a Period of One Year

Bid Bulletin No.1

All Prospective Bidders are hereby informed of the following amendments to the SEC Bidding Documents:

| PARTICULARS | AMENDMENT/CLARIFICATION |
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| <p>Invitation to Bid Section I, Page 3 of the Bidding Document</p> <p>BAC Activities Deadline for the submission and receipt of bids March 31, 2017 on or before 10:00 a.m. at the Function Room B, 2nd Floor Secretariat Bldg., PICC Complex, Pasay City</p> | <p>BAC Activities Deadline for the submission and receipt of bids March 31, 2017 on or before 10:00 a.m. at the Procurement Division, 3rd Floor Secretariat Bldg., PICC Complex, Pasay City</p> |
| <p>Page 64 Section D, Item No.2 of the Terms of Reference/Technical Requirements</p> <p>The Prospective Bidder is requesting that the on-call technician for branches (excluding Quezon City Area) shall respond to service calls not later than three (3) days upon receipt of call.</p> | <p>Changed to:</p> <p>“within one (1) hour to three (3) days upon advice of end-user and perform regular maintenance services on the copiers”</p> |
| <p>Page 64 Section D, Item No.6 of the Terms of Reference/Technical Requirements</p> <p>The Prospective Bidder is clarifying/requesting that in order to get the actual monthly reading of machine for branches (excluding Quezon City Area) the client will either send an email directly to our billing department or accept our billing department representative call every month end / reading date to validate the meter reading. All statement of Account/Original Copies of invoices shall be submitted and accepted directly at SEC Head Office.</p> | <p>Section D, Item No. 6 of the Terms of Reference/Technical Requirements, refers to the penalty of P500.00 per day for its failure to replace a defective unit or upon demand of SEC.</p> <p>The Bidders clarification falls under Section D, Item No.7, Page 64</p> <p>Please note that the Monthly Consumption Report and Meter Reading Report will be done by the in-house technician/operator.</p> |

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| | (Section D item #1). The said technician/operator is responsible for the submission to your billing department through email. |
| <p>Page 64 Section D, Item No.7 of the Terms of Reference/Technical Requirements</p> <p>Request that the penalty charges per day will only be applicable for Metro Manila installation.</p> | <p>Section D, Item No.7 of the Terms of Reference/Technical Requirements, refers to the Monthly Statement of Account and Original Copies of sales Invoice with monthly Consumption Report and Meter Reading Report to be submitted to SEC as basis for the payment.</p> <p>Kindly note that the penalty charges is under Section D, item #6, which states "Contractor shall provide immediately a service unit with the same specifications in the event of a machine breakdown. Contractor shall be penalized P500.00 per day for its failure to replace a defective unit or upon demand of SEC"</p> <p>The penalty of Php500.00 per day will be applicable to Metro Manila installation; however, all installations to the Extension Offices, the penalty will be Php500.00 for <i>every week</i> of delay.</p> |

This Bid Bulletin No. 1 shall form an integral part of the Bidding Documents.

March 24, 2017


EMMANUEL Y. ARTIZA
 Chairperson