



Bids and Awards Committee

Project Title: Lease Contract Agreement for Thirty (30) Units of Copier Machine for Head and All Extension Offices

Bid Bulletin No. 1

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

AMENDMENT

FROM	TO
<p>Technical Specifications, Page 59</p> <p>D. Machine Specifications</p> <p>Bidder should be capable of providing Thirty (30) units, branded multi-function copying machines, not older than three (3) years old from the manufacturing date.</p>	<p>Bidder should be capable of providing Thirty (30) units, branded multi-function copying machines, not older than <u>four (4) years old from the manufacturing date.</u></p>
<p>Technical Specifications, Page 60</p> <p>E. Obligation and Responsibilities of Contractor</p> <p>6. Contractor shall provide immediately a service unit with the same specifications in the event of a machine breakdown. Contractor shall be penalized at P500.00 per day for its failure to replace a defective unit or upon demand by SEC.</p>	<p>In the event of a machine breakdown:</p> <p>Head Office - the contractor shall immediately provide a service unit with the same specifications.</p> <p>Extension Offices - the contractor shall provide a service unit with the same specifications within 48 hours.</p>
<p>Page 72, Statement of all Ongoing Contracts Including Awarded but not yet Started Government and Private Contracts, whether similar or not similar in Nature and Complexity to the Contract to be Bid</p>	

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<p>Submitted by: Company Name: _____</p> <p>Authorized Representative: _____</p> <p>Designation: _____ Date: _____</p>	<p>Submitted by: Company Name: _____</p> <p>Authorized Representative: _____ (signature over printed name)</p> <p>Designation: _____ Date: _____</p> <p>See revised form Annex "A"</p>
<p>Page 73, Statement of Single Largest Completed Contract Similar to the Contract to be Bid within the Five (5) Years Period</p> <p>Submitted By: Company Name: _____</p> <p>Authorized Representative: _____</p> <p>Designation: _____ Date: _____</p>	<p>Submitted by: Company Name: _____</p> <p>Authorized Representative: _____ (signature over printed name)</p> <p>Designation: _____ Date: _____</p> <p>See revised form Annex "B"</p>
<p>Page 76, Bid Price Schedule</p> <p>Submitted by: Company Name: _____</p> <p>Authorized Representative: _____</p> <p>Designation: _____ Date: _____</p>	<p>Submitted by: Company Name: _____</p> <p>Authorized Representative: _____ (signature over printed name)</p> <p>Designation: _____ Date: _____</p> <p>See revised form Annex "C"</p>

ADDITIONAL INSTRUCTION
The Approved Budget for the Contract (ABC), shall be funded through the authorized appropriations under the FY 2019 National Expenditure Program. Notice of Award shall be issued once the 2019 General Appropriations Act is approved by Congress.

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

November 26, 2018

Prepared by:



MICHELLE B. LEE
BAC Secretariat



ARMANDO A. PAN, JR.
Vice-Chairperson

Noted by:



GRACE T. AMBERONG
End-user Representative

Statement of all Ongoing Contracts including Awarded but not yet Started Government & Private Contracts, whether similar or not similar in nature and complexity to the contract to be bid

Name of Contract (Project Title and Name of Entity)	Date of contract	Contract duration	Owner's name and address	kind of Goods	Amount of contract	Value of outstanding works	Date of Delivery
							<i>(Date of Delivery shall refer to the expected date the project shall be fully completed/delivered or paid)</i>

Note:

- 1. Renewed/extended contracts shall be considered as on-going contracts.*
- 2. Project's under non-disclosure agreement (NDA) should be included per GPPB NPM-034-2014*

Instructions:

- a) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- b) The total amount of the ongoing and awarded but not yet started contract should be consistent with those used in the Net Financing Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility documents

Submitted by:

Company Name: _____

Authorized Representative: _____

(Signature over printed name)

Designation: _____

Date: _____

Statement of Single Largest Completed Contract similar to the contract to be bid within the five (5) years period

This is to certify that the project named below is the Single Largest Completed Contract similar to the contract to be bid, within the five (5) years period

Name of Contract (Project Title and Name of Entity)	Date of contract	Contract duration	Owner's name and address	Kind of Goods	Amount of completed contracts, adjusted by the bidder to current prices using PSA's consumer price index, if necessary	Date of Delivery <i>(Date of Delivery shall refer to the date the project was fully delivered, completed or paid)</i>

Note: Bidder shall attach the following:

- 3. Photocopy of approved Contract or Purchase Order/Work Order
- 4. End-user's Certificate of Completion or Acceptance from bidder's client or Official Receipt issued for the contract covering the full amount of the contract

Submitted by:

Company Name: _____

Authorized Representative: _____

(Signature over printed name)

Designation: _____

Date: _____

BID PRICE SCHEDULE

Date: _____

Item No.	ARTICLES AND DESCRIPTIONS	Quantity	BID (inclusive of VAT and other applicable taxes)
1	Supply of Goods and Services for the Lease of 30 units Digital Copier Machine for a period of 1 year.		
2	Cost per copy	Php _____	Php _____
3	Total Bid Price		Php _____

Amount in Words:

Submitted By:

Company Name: _____

Authorized Representative: _____

(Signature over printed name)

Designation: _____

Date: _____