

ANNEX “A”

PROJECT: **PROCUREMENT OF VARIOUS OFFICE EQUIPMENT FOR CY2020**

A. ISSUES RAISED DURING THE PRE-BID CONFERENCE

	Query/Clarifications	TWG/BAC Reply
1	<p>For the Single Largest Completed Contract (SLCC), if we are going to join for the Paper Shredder Machine, is it necessary that the Single Largest Contract is also a completed contract for the shredder machine or any office equipment?</p> <p>Is it correct that we can also use a completed contract of a photo copying machine project as long as it is 50% of the ABC?</p>	<p>The definition of Similar Contracts in this project is “Supply and Delivery of <u>Any</u> Office Equipment”.</p> <p>Yes. Any office equipment.</p>
2	<p>For the specifications of Paper Shredder (Standard) (Lot 4), may we request that the minimum specifications for waste bin volume is sixteen (16) Liters?</p>	<p>Refer to B.1.d</p>
3	<p>For the specifications of Shredder Machine (Heavy Duty), Heavy Duty (Lot 5), may we request that the minimum specification are as follows:</p> <ul style="list-style-type: none"> - Paper Feed Width is 240 mm - Waste Bin Volume is 45 or 50 Liters <p>Since the required Shred Type is Cross Cut, it is not indicated in the specifications of SSS whether the machine should be oil maintained or not.</p>	<p>Refer to B.2.a Refer to B.1.d Refer to B.2.c Refer to B.1.f</p>
4	<p>How are we going to purchase the Bidding Documents (BD)? Is online payment available?</p>	<p>Online payment for BD is not available. The mode of payment will be on a cash basis payable at the SSS Cash Department, Ground Floor, SSS Main Bldg., upon accomplishment of SSS Form R-6. But the bidder may also pay at the nearest SSS Branch and scanned copy of R-6 Form should be emailed to SSS BAC Secretariat.</p>
5	<p>What is the current procedure for the Submission and Opening of Bids?</p>	<p>Bids shall be submitted at the BAC Bidding Room. The procedure for the opening of bids is still manual, however, only one company representative is allowed to attend the manual opening. Other company representative may witness the opening of bids through Microsoft Teams.</p>

6	For Lots 4 and 5, is the delivery of equipment at SSS Main Office?	Yes.
7	For Lots 4 and 5, may we request for the extension of delivery schedule from 45 calendar days to 60 calendar days?	Refer to B.1.a
8	For Lots 4 and 5, are we allowed to deliver in partial but will cover the remaining within the given delivery schedule?	Partial delivery is allowed but the mode of payment is one-time upon completion of the delivery.
9	What is the warranty requirement for the Paper Shredders?	Warranty shall be required from the Supplier for a period of one (1) year as stated in Section V. Special Conditions of the Contract, Clause 17.3.
10	Is it okay if the bidder will submit a Certificate of Compliance issued by the manufacturer as supporting documents for the Technical Specifications?	Yes, it will be an additional document of the bidder but the TWG will still evaluate the bidder's compliance to the Technical Specifications.
11	For the Lot 4 specifications, particularly for the waste bin type, may we request to remove the "removable catch basket" so it will not be limiting, and other bidders can join the said Lot?	Refer to B.1.d
12	For the Paper Shredder (Lots 4 and 5), may we suggest adding in the specifications the following: <ul style="list-style-type: none"> - Automatic sensor by which the machine shuts off when not in use and for motor thermal protection; - Bidder to provide a manufacturer certificate for the brand and model of the machine that they will offer as well as CE Certification; - Indicate power consumption of the shredder. 	Refer to B.1.f
13	For Lot 5 technical specification, may we request that the requirement of 4 Casters and Brakes for the Paper Shredder be removed?	Refer to B.1.e
14	Does SSS still requires submission of SSS clearance?	It is no longer required, however, once the bidder is recommended for award, records of the winning bidder will be referred to Accounts management to check if the bidder is updated with its contributions.
15	Is the Bid Form same as the Cost Proposal Form?	Yes.

B. REPLY TO WRITTEN QUERIES

ITEM NO.	QUERY/SUGGESTED SPECIFICATIONS	REPLY
1	<p>a. Lot 4 and 5 -To please extend the delivery schedule to 75 Calendar days, although we have stocks but not sufficient for the total requirement as of this time since this was not forecasted. Our Shredder will be coming from Italy. May we also deliver partially and request for partial payment after 30 days?</p>	<p style="text-align: center;">Delivery Schedule and Payment</p> <p>Lot 4 – Paper Shredder, Regular (Standard) Lot 5 – Shredder Machine (Heavy Duty)</p> <p>From: Within forty-five (45) calendar days upon receipt of Purchase Order, one-time payment</p> <p>To: Within sixty (60) calendar days upon receipt of Purchase Order, one-time payment</p> <p>This amends Section VI. Schedule of Requirements – Annex A-1.</p>
	<p>b. Lot 4 and 5- May we submit a certificate from the manufacturer as proof of compliance? The requirement also for Certificate of Authorization is important to support the machine with genuine spare parts during and after the warranty. May we suggest that you have this for your assurance of original spare parts availability and supplier’s technical knowledge?</p>	<p style="text-align: center;">Bid Data Sheet 29.2 item 3</p> <p>From: 3. The bidder with the lowest calculated bid as evaluated shall submit within non-extendible five (5) calendar days upon written notice the Datasheet of the product to be supplied. This includes brochures, manuals, or other documentary references which will provide substantial information of the product to be supplied.</p> <p>To: 3. The bidder with the lowest calculated bid as evaluated shall submit within non-extendible five (5) calendar days upon written notice the Datasheet of the product to be supplied. This includes brochures, manuals, Manufacturer / Distributorship / Dealership Certification and other documentary references which will provide substantial information of the product to be supplied.</p> <p>This amends Section III, Bid Data Sheet, Clause 29.2, item 3</p>

	<p>c. Lot 4 and 5- May we suggest you place the power of the motors? This determines the strength of the shredder. For Lot 4 which is an entry level model may we suggest a minimum of 250 Watts and for Lot 5 which is a more heavy duty, stronger model may we suggest a minimum of 500 watts.</p>	<p style="text-align: center;">Technical Specification</p> <p>Lot 4 – Paper Shredder, Regular (Standard) From: (no wattage requirement indicated) To: 250 watts</p> <p>Lot 5 - Shredder Machine (Heavy Duty) From: (no wattage requirement indicated) To: 500 watts</p> <p>This amends Section VII. Technical Specifications</p>
	<p>d. Lot 4- To please remove the requirement “removable Catch Basket (pullout type)” because different brands of Shredder have different designs- our Shredder is small and lightweight and the bin is removable as well in the entry level model but you have to pull out the head or top will that suffice for this requirement? Our description states: Equipped with a removable waste bin for easy emptying with a front transparent window indicating the level of the shredded paper; does not require plastic bags. We hope this will suffice.</p>	<p style="text-align: center;">Technical Specification</p> <p>Lot 4 – Paper Shredder (Standard) From: Removable catch basket/waste bags 20 liters (pull out-type) To: With removable waste bin for easy disposal, 20 Liters (minimum)</p> <p>This amends Section VII. Technical Specifications</p>
	<p>e. Lot 4 The requirement for wheels with brakes is not available in our entry level European shredders its more common in China made shredders. In Lot 5 – May we ask to please remove the requirement of “brakes” as this not a major feature of a shredder and is only a requirement if you were to park the shredder on top of an incline which is not relevant in the SSS offices.</p>	<p style="text-align: center;">Technical Specification</p> <p>Lot 4 – Paper Shredder, Regular (Standard) From: 4 Casters & Brakes: Convenient swivel casters for flexibility To: 4 Casters: Convenient swivel casters for flexibility</p> <p>Lot 5 - Shredder Machine (Heavy Duty) From: 4 Casters & Brakes: Convenient swivel casters for flexibility To: 4 Casters: Convenient swivel casters for flexibility</p> <p>This amends Section VII. Technical Specifications</p>

	<p>f. Please be informed we are complying with the other features that matter and even exceeding. We do however think that the specifications allow for shredders that will be able to do all those requirements without taking into consideration the duty cycle. Many of the shredders made in China can shred but STOP shredding after a few minutes of use and the motors need to cool down for 30-45 minutes. So yes, you have a shredder that can shred 14 pages at a time but for how long? Since you have the budget to support heavy duty equipment, may we suggest you require that the shredder can run continuously without a duty cycle and cool down period? We would also like to add that our cross-cut shredders delivered with free oil as most cross cut shredders require a tiny amount of oil (a figure 8 on a sheet of paper) to lubricate the cutting knives every so often.</p> <p>In addition, there are basic requirements for paper shredders that can be placed to protect the SSS' purchase such as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recognized International Standards: CE and or CB Certification, Energy Certification, ISO Certification <input type="checkbox"/> no overheating or no duty cycle <input type="checkbox"/> with thermal overload protection <input type="checkbox"/> Automatic Sensor- which saves energy as it puts the shredder on sleep mode when not in use. This feature helps save our environment. <input type="checkbox"/> Manufacturer Certification for genuine parts and service 	<p style="text-align: center;">Technical Specification</p> <p>Lot 4 – Paper Shredder, Regular (Standard) Lot 5 - Shredder Machine (Heavy Duty)</p> <p>Additional Technical Specification: With energy-saving mode/feature</p> <p>Note: Lubricant/Consumable-Free Shredders (not a requirement)</p> <p>This amends Section VII. Technical Specifications</p>
2	<p>a. Paper Feed Width: 240 mm minimum</p> <p>This will prevent paper jams</p>	<p style="text-align: center;">Technical Specification</p> <p>Lot 5 - Shredder Machine (Heavy Duty) From: Feed Width - 220 mm to 240 mm To: Feed Width - 240 mm minimum</p> <p>This amends Section VII. Technical Specifications</p>
	<p>b. Power Supply: 230 V; 500 watts minimum</p> <p>Power supply of 230V is standard in the Philippines, the minimum of 500 watts is advantageous to the agency since it indicates the power of the machine performance</p>	<p style="text-align: center;">Technical Specification</p> <p>Lot 5 - Shredder Machine (Heavy Duty) From: (no wattage requirement indicated) To: 500 watts</p> <p>This amends Section VII. Technical Specifications</p>

	<p>c. Waste Bin: Removable catch basket / waste 60 liters minimum</p> <p>60L minimum or higher to avoid frequent changing of waste bags from time to time</p>	<p style="text-align: center;">Technical Specification</p> <p>Lot 5 - Lot 5 - Shredder Machine (Heavy Duty) From: Removable catch basket/waste bags 39 to 45 liters To: With removable waste bin for easy disposal, 40 Liters (minimum)</p> <p>This amends Section VII. Technical Specifications</p>
	<p>For additional specification may we request to indicate:</p> <ul style="list-style-type: none"> -Machine has no shredder oil consumable needed -Shred speed of Machine 4m/min -And for certificates we would like to request to add the Exclusive Distributorship/Manufacturer's Certificate who will join the Bid. <p>The additional specification and requirement are an advantage to the agency. First, is to avoid additional expenses for shredder oil. Second, shred speed of the machine is also an advantage for the end-user especially for shredding bulk documents. Lastly, the Exclusive Distributorship Certificate and/or Manufacturer's Certificate to ensure the availability of parts, trained service engineers and service center nationwide.</p>	<p style="text-align: center;">Technical Specification</p> <p>Lot 5 - Lot 5 - Shredder Machine (Heavy Duty)</p> <p>Note: Lubricant/Consumable-Free Shredders (not a requirement)</p> <p>This amends Section VII. Technical Specifications</p> <p style="text-align: center;">Bid Data Sheet 29.2 item 3</p> <p>From:</p> <p>3. The bidder with the lowest calculated bid as evaluated shall submit within non-extendible five (5) calendar days upon written notice the Datasheet of the product to be supplied. This includes brochures, manuals, or other documentary references which will provide substantial information of the product to be supplied.</p> <p>To:</p> <p>3. The bidder with the lowest calculated bid as evaluated shall submit within non-extendible five (5) calendar days upon written notice the Datasheet of the product to be supplied. This includes brochures, manuals, <u>Manufacturer / Distributorship / Dealership Certification</u> and other documentary references which will provide substantial information of the product to be supplied.</p> <p>This amends Section VII. Technical Specifications</p>