

**PROJECT: RENTAL OF PHOTOCOPYING MACHINES****A. QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:**

|   | <b>Query/Clarifications</b>  | <b>TWG/BAC Reply</b>   |
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| 1 | <p>With regards to the Technical Specifications, specifically in letter B no. 2 – Printing letter, long legal, A4 and A3 size. Is the whole agency printing the A3 sizes or there are just several department that needs A3 print output.</p> <p>In relation to that, with these new specifications compared to last year which only required low end machines, it will have a great impact to the cost since it will also require that the machine will be A3 capable. The A3 capable machines have a higher cost nowadays. May we request that those offices who will be using the A3 machines be identified, so we will know if out of 474 units which of them will be using the A3 capable machines.</p> | <p>We maintain our requirement for A3-size photocopying machines for all offices.</p>  |
| 2 | <p>Still on the Technical Specifications – letter B no. 4 – Printing anywhere, fax and scan (colored) email. The technology “print anywhere” is pertaining to a particular brand so it may limit the possible bidders that may join the Bid.</p> <p>May we have clarification what do you mean by “print anywhere”? Is that any location as long as I have my device I</p>   | <p>The purpose of “printing anywhere” feature is to enable employees to print documents from any available unit, whether they are on a different floor or in another branch, using their assigned passcode. This feature is not intended to refer to any specific brand but rather to a general functionality. By “print anywhere”, we also mean “remote printing”, which allows users to access printing services from various locations.</p> <p>The “print anywhere” feature allows users to print from any available machine within the SSS Main Office and branches by</p> |

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|   | can print my document or the concept is if the employee is from one location and goes to another the machine will only need to be installed a print driver for the employee to be able to print/her document?  | entering their assigned passcode, ensuring seamless and secure access to printing services.  |
| 3 | Is it right to assume that the current set up of the SSS is the pin of the end users are per department or per individual?<br><br>Is it assigned password or is connected to the directory?  | The PIN or passcode for the machine can be set per department.<br><br>The password is assigned per department.   |
| 4 | Considering the required specifications, we have observed that the ABC for this project is not sufficient enough. The cost for A3 capable machines today is about ₱150,000.00. May we suggest two (2) options:<br><br>1. Provide the supplier the number of machines that will be for A4 and long print outs for the supplier to be able to meet the ABC, and;<br><br>2. Extend the contract into three (3) years for the suppliers to be able to have their Return of Investment (ROI). | Please refer to TWG's response in item #1.<br><br>The three (3) year-contract is not feasible, as the approved budget is only for two (2) years. Hence, we will maintain our current requirements.   |
| 5 | In the Technical Specifications, we have noted that there is no requirement for pedestal or base for the machine. Is that correct?<br><br>Having a pedestal on the machine makes it easier to move it from place to another without causing any damage to the machine.   | Based on our experience, the service provider has typically supplied the pedestal or base along with the units. However, to ensure clarity and consistency, we are explicitly requiring a pedestal or base for the machine as part of the specifications to be considered in the cost proposal per print.<br><br>This amends Section VII. Technical Specifications, item A.1 |
| 6 | Is this a single tray machine or two (2) tray machines?  | No, we require that the machine be equipped with at least three (3) trays—one designated for A4, one for folio-size, and one for multipurpose/bypass tray.<br><br>This amends Section VII. Technical Specifications, item A.1  |

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| 7 | <p>May we have clarifications regarding the process for “self-metering”?</p> <p>The function of Self-metering is the responsibility of the supplier.</p> <p>Last time, the self-metering is not allowed because of network security. There will be a leak in the network which is vulnerable to external threats. In contrast, the manual meter reading has an advantage because during that period the machine inspection will also being done at the same time.</p>  | <p>Self-metering functions as a usage counter, allowing the end-users to monitor the number of prints on a weekly or monthly basis, thus, providing detailed overview of consumption.</p> <p>Yes, it is the responsibility of the service provider. However, it would be preferable if end-users could view it immediately to facilitate easy tracking.</p> <p>In our existing contract, the self-metering feature is included. Hence, its use is permitted.</p> |
| 8 | <p>Clarifications for no. 13 of Technical Specifications, it is stated for “Brand New Machines”. Do we have any options other than this? May we suggest a slightly used machines?</p> <p>Slightly used machines are 99% rebirth machines or refurbish or remanufactured machines. There are as good as brand new since they go through the factory process again for alignment and cleaning. These machines also have certifications stating that they are functioning machines.</p> <p>Just to make sure the better term for these machines is remanufactured instead of slightly used.</p> <p>Refurbished or remanufactured machines go through the factory process again before being deploy or bring into service unlike slightly used machines.</p> | <p>Our requirement is brand-new machines only, and no other options will be considered.</p>  |
| 9 | <p>We have observed the discrepancy in the financial breakdown, in the</p>   | <p>The 58-M (58,941,888) represents the number of copies produced per year for a</p>   |

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|    | <p>presentation it is as 58M while in the Invitation to Bid it is ₱34, 775,713.93. Which is correct?</p>   | <p>two (2)-year period, and the cost per year are as follows:</p> <p>Year 1 – ₱34,775,713.96<br/>Year 2 – ₱34,775,713.97</p> |
| 10 | <p>Clarifications on the number of trays. The machines with two trays that is mentioned earlier is connected to an A3 machines that is deployed in your agency now, which have 2 trays with another one tray that is a bypass tray. But normally, A3 machines have 4 trays which is floor standing. The 2 trays A3 machines is lower than the 4 trays machines so better make it clear that you also needed a pedestal if you only requiring a 2 trays A3 machines. Likewise in the case of the A4 machines which is also shorter. The cost for pedestal will also be a consideration for the supplier. I believe the standard requirement machines for SSS is 2 cassette trays which is also possible for A4 and long size.</p> <p>Another thing, we suggest that SSS better to stick to brand new machines since the cost of A4 and A3 machines are different. In addition, the report of malfunction or machine error will be minimized. With regards to the issue of self-metering, there is a software which can cater to that requirement, the print management software. The machines with this software can minimize office ins and outs of unnecessary personnel.</p> | <p>Please refer to our response in items 5 and 6.</p> <p>Please refer to our response in items 7 &amp; 8.</p>                |
| 11 | <p>Additional input with regards to purchasing brand new machines. Brand new machines will give you additional perks such as free software or embedded solutions the agency can enjoy. Also, the software for self-metering is also included which will provide you a dashboard showing the</p>  | <p>This is duly noted.</p>   |

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|    | overview of whole fleet provided the Main Office and Branches is running under one (1) VPN.  |  |
| 12 | Since most of the offices are not using fax services anymore, may we suggest that fax feature of the machines be excluded? It is also an additional cost because it will need a license to embed it in the machines. | We will exclude the fax feature, as our offices no longer use it.<br><br>This amends Section VII. Technical Specifications, item B.4.            |
| 13 | In the Special Condition, particularly IV no.3 letter c. May we suggest to restate that the bidder provide its own authorized service center instead of using the brand service                                      | It is already stated in Section V, Special Conditions of Contract, item IV.3.c, that the bidder must provide its own authorized service centers. |

#### B. WRITTEN QUERIES:

|   | Query/Clarifications   | TWG/BAC Reply   |
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| 1 | Inclusion of rebirth technology copiers as an additional option alongside brand-new copiers  | We maintain our requirements that the machines should be brand new.   |
| 2 | Removal of the monitoring system that is capable to monitor the machine maintenance and centralized billing system feature as a required specification for the bidding. The reason of this is that the integrity of the agency's network system is at potential risk of being breached or leakage of confidential information. | We maintain our requirements. This feature is needed for the end-users to monitor the weekly and monthly consumption of their unit. The SSS shall be responsible in ensuring the security of the monitoring system. |
| 3 | <u>Contract duration</u><br>Could you consider making the contract period at least three (3) years?  | Please refer to our response in item 4 of the Queries Raised During the Pre-Bid Conference.   |
| 4 | <u>Machine Specifications</u><br>If extending the contract is not feasible, could you consider changing some machines to A4 size only, given the budget constraints for this project?  | We maintain our requirement since our approved budget is based on our market research, which includes A3 and A4 sizes sent out to various service providers.  |
| 5 | <u>Office-Specific Machines</u><br>We suggest identifying the offices that require A3 machines, so we can supply A3 machines based solely on the specific needs of these offices. This   | Please refer to our response in item 1 of the Queries Raised During the Pre-Bid Conference.   |

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|    | approach will help align with the budget, especially considering that all machines required must be brand new.   |  |
| 6  | <u>Recommendation for Brand-New Machines</u><br>We highly recommend requiring all brand-new machines for this project to prevent frequent breakdowns and ensure reliability.   | Please refer to our response in item 1 of the Written Queries.   |
| 7  | <u>Terms of Reference (TOR) Details</u><br>Please include in the Terms of Reference (TOR) the number of trays required and the need for a pedestal, so we can incorporate these into our computation of the cost per page.   | Please refer to our response in items 5 and 6 of the Queries Raised During the Pre-Bid Conference.                             |
| 8  | <u>Minimum of 30 copies per minute; Monthly volume from 7,001 to 15,000 copies</u><br>Relax to twenty-five (25) copies per minute  | We maintain our requirement of a minimum of 30 pages per minute (ppm).   |
| 9  | <u>Printing letter, long legal, A4 and A3 size</u><br>Determine the department/s that has A3 printing requirement Determine the department/s that has A4 printing requirement  | Please refer to our response in item 1 of the Queries Raised During the Pre-Bid Conference.                                    |
| 10 | <u>Printing anywhere, fax and scan (colored) to email</u><br>The ability to print from any location can only be implemented if all branches operate on the same network (VPN). Suggest to indicate print server for this requirement. To define print server it is a device or software that manages print requests for a network.<br><br>Print anywhere terminology is pertaining to HP brand. We suggest for a generic term such as remote printing. | Please refer to our response in item 2 of the Queries Raised During the Pre-Bid Conference.                                    |
| 11 | <u>With Security Lock and Password Operation</u><br>Provide PIN printing per department or user using Active Directory (AD)  | The PIN printing will be managed on a per department basis. This is to control machine usage and prevent unnecessary printing. |
| 12 | <u>Section III: Bid Data Sheet ITB Clause 5.3 For this purpose, contracts similar</u>  | We maintain our requirement for SLCC which is "Rental of Photocopying  |

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|    | <p>to the Project shall be a. Rental of Photocopying Machines with at least two year contract.</p> <p>Relax the SLCC to : Supply / Delivery of Photocopying machine Supply / Delivery of Multifunction printers Supply / Delivery of ICT/IT Equipment Supply / Delivery of Office equipment</p>  | <p>Machines with at least two-year contract”. This ensures that the SLCC aligns with our project requirements.</p> |
| 13 | <p>Section II. Instructions to Bidders</p> <p>Clause 5.3 Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:</p> <p>a. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>To reconsider permitting the aggregate submission of the SLCC, as outlined in RA 12009 Rule VIII Receipt and Opening of Bids Section 52.4.1.3 If the Procuring Entity determines that it is necessary to adopt a different SLCC requirement to ensure broader bidder participation while establishing their technical capacity, it may allow bidders to present a combination of contracts completed within the same period, provided their total value is at least fifty percent (50%) of the ABC, thus:</p> <p>a) The bidder should have completed at least one (1) similar contract amounting to at least 25% of the ABC; and</p> | <p>We maintain our requirement.</p>  |

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|  | b) The bidder should have completed other contracts, whether similar or not, with an aggregate amount of at least 25% of the ABC. |  |
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