

BIDS AND AWARDS COMMITTEE

BID BULLETIN NO. 1

This Bid Bulletin is issued to amend/clarify items in the Bidding Documents for the **LEASE AGREEMENT FOR COPIER MACHINES FOR SEC HEADQUARTERS AND ALL EXTENSION OFFICE FOR A PERIOD OF ONE (1) YEAR**, under **Public Bidding No. 2024-039**.

REFERENCE	AMENDMENT/S
<i>Section VII. Technical Specifications</i> <i>Page 29</i> <i>Technical Requirements</i> Bidder should be capable of providing Forty-Five (45) unit, branded multifunction copying machines, not older than three (3) years old from the manufacturing date, with the following features and capabilities. Six (6) units - Capable of at least 60 copies per minute - With Reverse Automatic Document Feeder (RADF) - Network Printing capabilities - Scanning capabilities - Capable of password features 4 Paper Tray and 1 Manual Bypass - With Sorting and Preview Capabilities Thirty-Nine (39) units - Capable of at least 35 copies per minute - With Reverse Automatic Document Feeder (RADF) - Network Printing capabilities - Scanning capabilities - Capable of password features 4 Paper Tray and 1 Manual Bypass - With Sorting and Preview Capabilities	<i>Section VII. Technical Specifications</i> <i>Page 29</i> <i>Technical Requirements</i> Bidder should be capable of providing Forty-Three (43) units, branded multifunction copying machines, at most five (5) years old from the manufacturing date and/or remanufactured by an ISO Certified Printer/Copier Manufacturing facility with ASTM RIC 001 2016 and/or ISO 9001:2008/2015 Certifications, with the following features and capabilities. Item 1: Six (6) units - Capable of at least 60 copies per minute - With Reverse Automatic Document Feeder (RADF) - Network Printing capabilities - Scanning capabilities - Capable of password features 4 Paper Trays and 1 Manual Bypass - With Sorting and Preview Capabilities Item 2: Twenty-Five (25) units - Capable of at least 35 copies per minute - With Reverse Automatic Document Feeder (RADF) - Network Printing capabilities - Scanning capabilities - Capable of password features 2 Paper Trays and 1 Manual Bypass - With Sorting and Preview Capabilities Item 3: Twelve (12) units - Capable of at least 25 copies per minute - With Reverse Automatic Document Feeder (RADF) - Network Printing capabilities - Scanning capabilities - Capable of password features 2 Paper Trays and 1 Manual Bypass - With Sorting and Preview Capabilities
<i>Section VII. Technical Specifications</i> <i>Page 30</i> <i>Obligation and Responsibilities of Contractor</i> Contractor shall provide for 8 hours, Monday to Friday two (2) in house technician/operator and one (1) reliever at SEC Head Office who will maintain the copiers. This technician/operator shall require printing request for all the copying jobs and shall be responsible for consolidation of consumption on a monthly basis.	<i>Section VII. Technical Specifications</i> <i>Page 30</i> <i>Obligation and Responsibilities of Contractor</i> Contractor shall provide for 8 hours, Monday to Friday one (1) in house technician/operator at SEC Headquarters who will maintain the copiers and make available a reliever that is on-call should the in-house operator/ technician be absent. This technician/operator shall require printing request for all the copying jobs and shall be responsible for consolidation of consumption on a monthly basis.

Section VII. Technical Specifications
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Pickup and Delivery Place and Time

1. The SEC Headquarters 7907 Makati Avenue, Salcedo Village, Brgy. Bel-Air, Makati City				
Location (Floor)	Department/Office	Item No.	Qty	
B1	HRD – HSU	Item 2	1	
2F	-	Item 2	1	
3F	ICTD – PRU	Item 2	1	
4F	ICTD – SOD	Item 2	1	
	CRMD – CFRD	Item 2	1	
	CRMD – CAD, CMD	Item 1	1	
5F	CRMD – OD, CFRD, CPRD	Item 2	3	
6F	FMD – OD, COA	Item 2	2	
	FMD – AD, TD, BFD	Item 1	1	
7F	MSD – OD, SCD, GSD	Item 1	1	
	HRD – OD, HRD, ODD	Item 1	1	
8F	CGFD – OD	Item 2	1	
	FinLenD	Item 2	1	
9F	EIPD 1 – OD	Item 1	1	
	EIPD 2 – Main Office	Item 2	1	
	EAD	Item 2	1	
10F	ERTD	Item 2	1	
12F	OCS	Item 2	1	
CF	Four (4) Commissioners	Item 2	4	
14F	OGC	Item 1	1	
15F	OC 1 – Office of the Chairperson	Item 2	1	
	OC 2 – Office 1	Item 2	1	
	OC 3 – Office 2	Item 2	1	
17F	MSRD	Item 2	1	
18F	OGA	Item 2	2	
2. SEC Building EDSA cor. Ortigas Ave., Mandaluyong City				
		Item 2	1	
3. SEC-Cagayan De Oro Extension Office SEC Building, 14 th St. cor. Tomasaco Del Lara St., Cagayan De Oro City				
		Item 2	1	
4. SEC-Zamboanga Extension Office SEC Building, San Jose Panigayan St., Zamboanga City				
		Item 2	1	
5. SEC-Baguio Extension Office 3F Newtown Square, Navy Base Road, Baguio City				
		Item 2	1	
6. SEC-Legazpi Extension Office 2F RDC Primeland Bldg., 1 LandCo, Business Park, Brgy. Capantawan, Legazpi City				
		Item 2	1	
7. SEC-Tarlac Extension Office 2F Legislative Bldg., Tarlac City				
		Item 2	1	
8. SEC-Cebu Extension Office SEC Bldg. V. Rama Ave., Guadalupe, Cebu City				
		Item 2	1	
9. SEC-Iloilo Extension Office SEC Bldg., Gen. Hughes St., Iloilo City				
		Item 2	1	
10. SEC-Davao Extension Office SDC Bldg, Ma-a Road, Brgy. Ma-a, Davao City				
		Item 2	1	
11. SEC-Bacolod Extension Office P. Hernaez St. Extension, Brgy. Taculing, Bacolod City				
		Item 2	1	
12. SEC-Tacloban Extension Office 2F, NEDA Bldg., NEDA Regional Office VIII, Candahug, Palo, Leyte				
		Item 2	1	
13. SEC-Butuan Extension Office JC Aquino Training Center, JC Aquino Ave., Brgy. Libertad, Butuan City				
		Item 2	1	
14. SEC-Koronadal Extension Office Room B9-11, 2F, South Cotabato Gymnasium and Cultural Center, Alunan Avenue, Koronadal City				
		Item 2	1	

The bidder will be liable for any loss or damage of the goods, incurred during the delivery. All items must be delivered to SEC Headquarters to be inspected prior to the delivery to Extension Offices.

Pickup and Delivery Time shall be strictly between 8:00 AM to 3:00 PM only.

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1. The SEC Headquarters 7907 Makati Avenue, Salcedo Village, Brgy. Bel-Air, Makati City					
Floor Location	Department/Office	Ave. Mo.	Item No.	Qty	
2F	HRD – HSU	New	Item 3	1	
4F	ICTD – OD, SOD	280	Item 3	1	
	CRMD – CPD	1,855	Item 2	1	
	CRMD – CAD, CMD	7,311	Item 1	1	
5F	CRMD – OD	2,584	Item 2	1	
	CRMD – CFRD, CPRD	1,129	Item 2	1	
6F	FMD – OD	407	Item 3	1	
	FMD – TD	2,655	Item 2	1	
	FMD – AD, BFD	7,666	Item 1	1	
	COA	688	Item 3	1	
7F	MSD – OD, SCD, GSD	10,485	Item 1	1	
	HRD – OD, HRD, ODD	1,177	Item 1	1	
8F	CGFD – OD	951	Item 3	1	
	FinLenD	2,451	Item 2	1	
9F	EIPD 1 – OD	4,911	Item 2	1	
	EIPD 2 – Main Office	8,024	Item 2	1	
	EIPD 3	18,357	Item 1	1	
	EAD	4,457	Item 2	1	
10F	ERTD 1	1,408	Item 2	1	
	ERTD 2	391	Item 3	1	
12F	OCS	492	Item 3	1	
	Comm Francisco	310	Item 3	1	
	Comm Fernandez	389	Item 3	1	
	Comm Bello	362	Item 3	1	
	Comm Quevedo	950	Item 3	1	
14F	OGC 1	1,420	Item 2	1	
	OGC 2	2,083	Item 1	1	
15F	Office of the Chairperson	711	Item 2	1	
17F	MSRD	1,381	Item 2	1	
18F	OGA	259	Item 3	1	
2. SEC Building EDSA cor. Ortigas Ave., Mandaluyong City					
		5,305	Item 2	1	
3. SEC-Cagayan De Oro Extension Office SEC Building, 14 th St. cor. Tomasaco Del Lara St., Cagayan De Oro City					
		6,361	Item 2	1	
4. SEC-Zamboanga Extension Office SEC Building, San Jose Panigayan St., Zamboanga City					
		3,260	Item 2	1	
5. SEC-Baguio Extension Office 3F Newtown Square, Navy Base Road, Baguio City					
		1,645	Item 2	1	
6. SEC-Legazpi Extension Office 2F RDC Primeland Bldg., 1 LandCo, Business Park, Brgy. Capantawan, Legazpi City					
		6,717	Item 2	1	
7. SEC-Tarlac Extension Office 2F Legislative Bldg., Tarlac City					
		2,964	Item 2	1	
8. SEC-Cebu Extension Office SEC Bldg. V. Rama Ave., Guadalupe, Cebu City					
		9,206	Item 2	1	
9. SEC-Iloilo Extension Office SEC Bldg., Gen. Hughes St., Iloilo City					
		3,686	Item 2	1	
10. SEC-Davao Extension Office SDC Bldg, Ma-a Road, Brgy. Ma-a, Davao City					
		14,685	Item 2	1	
11. SEC-Bacolod Extension Office P. Hernaez St. Extension, Brgy. Taculing, Bacolod City					
		4,337	Item 2	1	
12. SEC-Tacloban Extension Office 2F, NEDA Bldg., NEDA Regional Office VI Candahug, Palo, Leyte					
		New	Item 2	1	
13. SEC-Butuan Extension Office JC Aquino Training Center, JC Aquino Ave Brgy. Libertad, Butuan City					
		New	Item 2	1	
14. SEC-Koronadal Extension Office Room B9-11, 2F, South Cotabato Gymnasium and Cultural Center, Alunan Avenue, Koronadal City					
		New	Item 2	1	

The bidder will be liable for any loss or damage of the goods, incurred during the delivery. One sample per item must be delivered to SEC Headquarters to be inspected prior to the delivery all units at the SEC Headquarters and Extension Offices.

Pickup and Delivery Time shall be strictly between 8:00 AM to 3:00 PM only.

Provisions in the bidding documents that are in conflict with this Bulletin are deemed revised/amended.
For guidance and information of all concerned.

14 October 2024

For the Bids and Awards Committee:

sgd
ARMANDO A. PAN, JR.
Chairman