



**BIDS AND AWARDS COMMITTEE**

**SUPPLEMENTAL BID BULLETIN NO. 1**

**Procurement of Managed Printing Services for the Insurance Commission  
(Project Reference No. 2023-07-222)**

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This Supplemental Bid Bulletin No. 1, dated 12 September 2023, is being issued to clarify, modify, or amend items in the Bidding Document.

The following items in the Bidding Document for the **Procurement of Managed Printing Services for the Insurance Commission** dated 30 August 2023 are hereby revised/amended:

1. Amendment of **Section I (Invitation to Bid) Paragraph 9** is hereby amended as follows:

**FROM:**

9. Bid opening shall be on **19 September 2023, 03:00 P.M.** at the **IC Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita Manila**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

Interested bidders may send their request to participate in the Bid Opening through e-mail. Kindly indicate the company name, full name, designation, and e-mail addresses of the company representatives and send the request to [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph). The procuring entity shall only accept a maximum of two (2) company representatives for the Bid Opening.

**TO:**

9. Bid opening shall be on **19 September 2023, 01:30 P.M.** at the **IC Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita Manila**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

Interested bidders may send their request to participate in the Bid Opening through e-mail. Kindly indicate the company name, full name, designation, and e-mail addresses of the company representatives and send the request to [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph). The procuring entity shall only accept a maximum of two (2) company representatives for the Bid Opening.

2. Amendment of **Section VI (Schedule of Requirements) Item 1** is hereby amended as follows:

**FROM:**

1. The delivery schedule shall be as indicated below:

ITEM	IT EQUIPMENT	Qty	U/M	Delivered, Weeks/Months
1	Procurement of Managed Printing Services for the Insurance Commission <ul style="list-style-type: none"> <li>• <b>IC Main Office</b> 1071 United Nations Avenue, Ermita, Manila Monochrome: 27+1 Units Colored: 14+1 Units</li> <li>• <b>IC Cebu District Office</b> Unit 17, Ground and Second Floors, The Gallery, Pope John Paul II Avenue, Barangay Kasambagan, Cebu City Colored: 1 Unit</li> <li>• <b>IC Davao District Office</b> Door 2 &amp; 3, 3rd Floor of YAP Building Quimpo Boulevard, Ecoland, Davao City Colored: 1 Unit</li> </ul>	1	lot	<b><u>Thirty (30) Calendar Days from the receipt of Notice to Proceed</u></b>

**TO:**

ITEM	IT EQUIPMENT	Qty	U/M	Delivered, Weeks/Months
1	Procurement of Managed Printing Services for the Insurance Commission <ul style="list-style-type: none"> <li>• <b>IC Main Office</b> 1071 United Nations Avenue, Ermita, Manila Monochrome: 27+1 Units Colored: 14+1 Units</li> <li>• <b>IC Cebu District Office</b> Unit 17, Ground and Second Floors, The Gallery, Pope John Paul II Avenue, Barangay Kasambagan, Cebu City Colored: 1 Unit</li> <li>• <b>IC Davao District Office</b></li> </ul>	1	lot	<b><u>Sixty (60) Calendar Days from the receipt of Notice to Proceed</u></b>

ITEM	IT EQUIPMENT	Qty	U/M	Delivered, Weeks/Months
	<i>Door 2 &amp; 3, 3rd Floor of YAP Building Quimpo Boulevard, Ecoland, Davao City Colored: 1 Unit</i>			

3. Amendment of **Section VII (Technical Specifications) Detailed Specifications** is hereby amended as follows:

**FROM:**

<b>DETAILED SPECIFICATIONS</b>	
<b>A. Monochrome Multifunctional Laser Printer</b>	
Estimated Volume Utilization for One (1) Year	1,039,320 pages
Quantity	27 + 1 Units
Machine Condition	New, remanufactured, refurbished, reconditioned, or a combination of any or all, and not older than three (3) years, and had not exceeded its Duty Life Cycle.
Function and Technology	Copy, Print, and Scan - Laser Technology
<b><u>Duty Life Cycle</u></b>	<b><u>100,000 pages</u></b>
Machine condition (pls. indicate):	Refurbished / Reconditioned
The printer's first year of deployment (pls indicate)	2021 - 2022
Speed	40 ppm or faster
<b><u>Warm-up time</u></b>	<b><u>27 seconds or less</u></b>
First print-out time	7.2 second
RAM memory	256 MB
Connectivity	100/1000Mbps, Hi-Speed USB 2.0
Operating Systems	Win 8,10,11, Mac OS using Microsoft Office 2013 and Office 365
Print Resolution	1200 x 1200 dpi or equivalent
Maximum Print size	8.5" x 14" or equivalent to SI units
<b><u>Minimum Print Size</u></b>	<b><u>3" x 5" or equivalent to SI units</u></b>
No. of Paper Trays	At least two (2) trays, or more
<b>B. Colored Multifunction Laser Printer</b>	
Estimated Volume Utilization for One (1) Year	333,742 pages
Quantity	16 + 1 Units
Machine Condition	New, remanufactured, refurbished, reconditioned, or a combination of any or all, and not older than

	three (3) years, and had not exceeded its Duty Life Cycle.
Function and Technology	Copy, Print, and Scan - Laser Technology
<b><u>Duty Life Cycle</u></b>	<b><u>100,000 pages</u></b>
Machine condition (pls. indicate):	Refurbished / Reconditioned
The printer's first year of deployment (pls indicate)	2021 - 2022
<b><u>Speed</u></b>	<b><u>40 ppm or faster</u></b>
<b><u>Warm-up time</u></b>	<b><u>35 seconds or less</u></b>
First print-out time	11 seconds
RAM memory	512 MB
Connectivity	100/1000Mbps, Hi-Speed USB 2.0
Operating Systems	Win 8,10,11, Mac OS using Microsoft Office 2013 and Office 365
Print Resolution	1200 x 1200 dpi or equivalent
Maximum Print size	8.5" x 14" or equivalent to SI units
<b><u>Minimum Print Size</u></b>	<b><u>3" x 5" or equivalent to SI units</u></b>
No. of Paper Trays	At least two (2) trays, or more

TO:

<b>DETAILED SPECIFICATIONS</b>	
<b>A. Monochrome Multifunctional Laser Printer</b>	
Estimated Volume Utilization for One (1) Year	1,039,320 pages
Quantity	27 + 1 Units
Machine Condition	New, remanufactured, refurbished, reconditioned, or a combination of any or all, and not older than three (3) years, and had not exceeded its Duty Life Cycle.
Function and Technology	Copy, Print, and Scan - Laser Technology
<b><u>Monthly Duty Life Cycle</u></b>	<b><u>100,000 pages</u></b>
Machine condition (pls. indicate):	Refurbished / Reconditioned
The printer's first year of deployment (pls indicate)	2021 - 2022
Speed	40 ppm or faster
<b><u>Warm-up/Boot-up time</u></b>	<b><u>180 seconds or less</u></b>
First print-out time	7.2 second
RAM memory	256 MB
Connectivity	100/1000Mbps, Hi-Speed USB 2.0

Operating Systems	Win 8,10,11, Mac OS using Microsoft Office 2013 and Office 365
Print Resolution	1200 x 1200 dpi or equivalent
Maximum Print size	8.5" x 14" or equivalent to SI units
<b><u>Minimum Print Size</u></b>	<b><u>4.1" x 5.8" or equivalent to SI units</u></b>
No. of Paper Trays	At least two (2) trays, or more
<b>B. Colored Multifunction Laser Printer</b>	
Estimated Volume Utilization for One (1) Year	333,742 pages
Quantity	16 + 1 Units
Machine Condition	New, remanufactured, refurbished, reconditioned, or a combination of any or all, and not older than three (3) years, and had not exceeded its Duty Life Cycle.
Function and Technology	Copy, Print, and Scan - Laser Technology
<b><u>Monthly Duty Life Cycle</u></b>	<b><u>100,000 pages</u></b>
Machine condition (pls. indicate):	Refurbished / Reconditioned
The printer's first year of deployment (pls indicate)	2021 - 2022
<b><u>Speed</u></b>	<b><u>38 ppm or faster</u></b>
<b><u>Warm-up/Boot-up time</u></b>	<b><u>180 seconds or less</u></b>
First print-out time	11 seconds
RAM memory	512 MB
Connectivity	100/1000Mbps, Hi-Speed USB 2.0
Operating Systems	Win 8,10,11, Mac OS using Microsoft Office 2013 and Office 365
Print Resolution	1200 x 1200 dpi or equivalent
Maximum Print size	8.5" x 14" or equivalent to SI units
<b><u>Minimum Print Size</u></b>	<b><u>4.1" x 5.8" or equivalent to SI units</u></b>
No. of Paper Trays	At least two (2) trays, or more

4. Amendment of **IC Form No. 1-A: Detailed Bid Price Schedule** is hereby amended as follows:

**FROM:**

**Project : Procurement of Various Information Technology Equipments**

ITEM	DESCRIPTION	QTY	U/M	Unit Price	Total Price
1	Procurement of Managed Printing Services for the Insurance Commission	1	lot		

	*Kindly indicate price per page costing				
	<u>Monochrome</u>	<u>1</u>	<u>page</u>		
	<u>Colored</u>	<u>1</u>	<u>page</u>		
<b>TOTAL BID PRICE, Pesos :</b>					
<b>Plus 12% RVAT :</b>					
<b>TOTAL BID PRICE PHP :</b>					

**Total Amount in Words :**

\_\_\_\_\_ (PhP )

**TO:**

**Project : Procurement of Managed Printing Services for the Insurance Commission**

ITEM	DESCRIPTION	QTY	U/M	Unit Price	Total Price
1	Procurement of Managed Printing Services for the Insurance Commission  <i>*Kindly indicate price per page costing for possible repeat order in the future</i> <u>Monochrome: _____</u> <u>Colored: _____</u>	1	lot		
<b>TOTAL BID PRICE, Pesos :</b>					
<b>Plus 12% RVAT :</b>					
<b>TOTAL BID PRICE PHP :</b>					

**Total Amount in Words :**

\_\_\_\_\_ (PhP )

*\*Kindly refer to the attached revised IC Form 1-A: Detailed Bid Price Schedule*

5. Amendment of **IC Form No. 4: Statement of Single Largest Complete Contract (SLCC)** is hereby amended as follows:

**FROM:**

**STATEMENT OF SINGLE (1) LARGEST COMPLETED CONTRACT OF SIMILAR NATURE WITHIN THE LAST FIVE (5) YEARS FROM DATE OF SUBMISSION AND RECEIPT OF BIDS AMOUNTING TO AT LEAST FIFTY PERCENT (50%) OF THE APPROVED BUDGET FOR THE CONTRACT (ABC)**

**OR**  
**STATEMENT OF AT LEAST TWO (2) CONTRACTS OF SIMILAR NATURE**  
**WITHIN THE LAST FIVE (5) YEARS FROM THE DATE OF SUBMISSION**  
**AND RECEIPT OF BIDS, THE AGGREGATE OF WHICH SHOULD BE**  
**EQUIVALENT TO AT LEAST FIFTY PERCENT (50%) OF THE ABC, AND**  
**THE LARGEST OF THESE SIMILAR CONTRACTS MUST BE**  
**EQUIVALENT TO AT LEAST TWENTY FIVE PERCENT (25%) OF THE ABC**  
**(25%) OF THE ABC**

**TO:**

**STATEMENT OF SINGLE (1) LARGEST COMPLETED CONTRACT OF**  
**SIMILAR NATURE WITHIN THE LAST FIVE (5) YEARS FROM DATE OF**  
**SUBMISSION AND RECEIPT OF BIDS AMOUNTING TO AT LEAST FIFTY**  
**PERCENT (50%) OF THE APPROVED BUDGET FOR THE CONTRACT**  
**(ABC)**

*\*Kindly refer to the attached revised IC Form 1-A: Detailed Bid Price Schedule*

This Supplemental Bid Bulletin No. 1 shall form part of the Bid Documents. Any provisions in the Bid Documents inconsistent herewith are hereby amended, modified, and superseded accordingly.

For the information and guidance of all concerned.

Issued this 12 September 2023 in the City of Manila.

  
**MR. ARTURO S. TRINIDAD II**  
BAC Chairperson  
Bids and Awards Committee

Supplemental Bid Bulletin No. 1 for the ***Procurement of Managed Printing Services for the Insurance Commission (Project Reference No. 2023-07-222)*** dated \_\_\_\_ September 2023 consisting of ten (10) pages.

Received by:

Name of the Bidder/Company: \_\_\_\_\_

Name of Authorized Representative/s: \_\_\_\_\_

Signature/s: \_\_\_\_\_



**For Goods Offered From Within the Philippines  
Detailed Bid Price Schedule**

Date: \_\_\_\_\_  
Project ID No: \_\_\_\_\_

**Project :** Procurement of Managed Printing Services for the Insurance Commission

**Code:** \_\_\_\_\_  
**Date of Bidding:** \_\_\_\_\_  
**Time of Bidding:** \_\_\_\_\_

(Supplier's Name/Address/Tel. No.)

**For Goods Offered From Within the Philippines**

ITEM	DESCRIPTION	QTY	U/M	Unit Price	Total Price
1	Procurement of Managed Printing Services for the Insurance Commission  *Kindly indicate price per page costing for possible repeat order in the future Monochrome: _____ Colored: _____	1	lot		
<b>TOTAL BID PRICE, Pesos :</b>					
<b>Plus 12% RVAT :</b>					
<b>TOTAL BID PRICE PHP :</b>					

**Total Amount in Words :**

(Php \_\_\_\_\_ )

Name of Bidder \_\_\_\_\_, ITB Number \_\_\_\_\_, Page \_\_\_\_\_ of \_\_\_\_\_.

\_\_\_\_\_  
Signature/Date  
Authorized Official/Position

**IC Form No. 4**

**STATEMENT OF SINGLE (1) LARGEST COMPLETED CONTRACT OF SIMILAR NATURE WITHIN THE LAST FIVE (5) YEARS FROM DATE OF SUBMISSION AND RECEIPT OF BIDS AMOUNTING TO AT LEAST FIFTY PERCENT (50%) OF THE APPROVED BUDGET FOR THE CONTRACT (ABC)**

Business Name : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

Name of Contract	1. Owner's Name 2. Address 3. Telephone Nos.	Nature of Work	Bidder's Role		1. Amount at Award 2. Amount at Completion 3. Duration	1. Date Awarded 2. Contract Effectivity 3. Date Completed
			Description	%		
Government						

**Note:** Any of the following documents shall be submitted upon post-qualification:  
 a) Copy of End User's Acceptance; or  
 b) Official Receipt/s; or  
 c) Sales Invoice

**Submitted by:** \_\_\_\_\_  
 (Printed Name & Signature)

**Designation :** \_\_\_\_\_

**Date :** \_\_\_\_\_