



OFFICE OF THE SOLICITOR GENERAL

OSG Building, 134 Amorsolo St., Legaspi Village, Makati City
Tel. No. 8988-1674 local 777; 8836-3314/Telefax No. 8813-1174

[2nd RE-BIDDING] **PROCUREMENT OF** **SUPPLY AND DELIVERY OF** **TONERS WITH PRINTER** **(FY 2025)**

Government of the Republic of the Philippines

[OSG PR No. 024-10-225]

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection,

energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid



Republic of the Philippines

Office of the Solicitor General

OSG Bldg. 134 Amorsolo St., Legaspi Village, Makati City

Tel No. 8988-1674 loc. 777; & 8836-3314;

Telefax No. 8813-11-74

Website: www.osg.gov.ph

INVITATION TO BID FOR

[2nd RE-BIDDING] PROCUREMENT OF SUPPLY AND DELIVERY OF TONERS WITH PRINTER (FY 2025)

1. The **Office of the Solicitor General**, through **Republic Act (RA) No. 12116** or the **General Appropriations Act of FY 2025** intends to apply the sum of **Four Million Six Hundred Thirty-Six Thousand Pesos Only (Php4,636,000.00)** being the ABC to payments under the contract for **Procurement of Supply and Delivery of Toners with Printer for FY 2025/ OSG PR No. 024-10-225**. Bids received in excess of the Approved Budget for the contract (ABC) shall be automatically rejected at bid opening.
2. The **OSG** now invites bids for the above Procurement Project. Delivery of the Goods is required to complete the delivery, installation, and configuration **within forty-five (45) calendar days from the receipt of the Notice to Proceed** and will be effective for one (1) year. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a nondiscretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **OSG** and inspect the Bidding Documents at the address given below during **Monday to Friday 8:00am to 5:00pm**.

5. A complete set of Bidding Documents may be acquired by interested Bidders from Monday to Friday, between 8:00am to 5:00pm starting **20 February 2025** until **10:00 am** of **11 March 2025**, from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (Php5,000.00)**. Interested bidders may purchase the bidding documents by depositing the amount of **Five Thousand Pesos (Php5,000.00)**. with the **OSG Trust Fund 101 Account Number 1802-1016-23**, Office of the Solicitor General, Land Bank of the Philippines, Paseo de Roxas Branch, Makati City and submitting the proof of deposit at **fms@osg.gov.ph**, or by paying directly with the Cashier's Office at the Office of the Solicitor General, 134 Amorsolo Street, Legaspi Village, Makati City.
6. The **OSG** will hold a Pre-Bid Conference open to prospective bidders on **27 February 2025 @ 10:30 am** at the **9th Floor, Padilla Hall/6th Floor, Library and Legal Resources Division, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City** and/or through video conferencing or webcasting **via Microsoft Teams**.
7. Bids must be duly received by the BAC Secretariat/Procurement through manual submission at the office address indicated below on or before **10:25 am of 11 March 2025**. **Late bids shall not be accepted.**
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **10:30 am of 11 March 2025** at the **9th Floor, Padilla Hall/6th Floor, Library and Legal Resources Division, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City** and/or via **Microsoft Teams**. Bids will be opened in the presence of the bidders' representatives who choose to personally attend the activity.
10. Prospective Bidders are required to submit (1) one additional hard copy of their bid as allowed in **ITB** Clause 15.

Also, for purposes of videoconferencing, prospective bidders are advised to provide their email addresses not later than thirty (30) minutes before the activity at the email address below. While the BAC can conduct face-to-face pre-bid conference and opening of the bids, prospective bidders are enjoined to send at most two (2) representatives due to limited space of the conference room.

11. The **OSG** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

Christian D. Buat

ADMIN Division – Procurement Section / BAC Secretariat

Office of the Solicitor General

OSG Building, 134 Amorsolo St., Legaspi Village, Makati City 1229

E-mail Address: osg.procurement@yahoo.com and/or rfq.osgprocurement@gmail.com

Tel No. (02) 8988-1674 loc. 777 / (02) 8836-3314 / Telefax No. (02) 8813-1174

Website: www.osg.gov.ph

13. You may visit the following websites:

For downloading of Bidding Documents: <https://osg.gov.ph/page?call=proc-biditems>

Date of Issue: *February 20, 2025*


SHARON E. MILLAN-DECANO
Assistant Solicitor General
Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, the **Office of the Solicitor General**, wishes to receive Bids for the **Procurement of Supply and Delivery of Toners with Printer for FY 2025**, with identification number **OSG PR No. 024-10-225**.

The Procurement Project **Procurement of Supply and Delivery of Toners with Printer for FY 2025** is composed of **1 Lot**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for **Republic Act (RA) No. 12116 or the General Appropriations Act of FY 2025** in the amount of **Four Million Six Hundred Thirty-Six Thousand Pesos (Php4,636,000.00)**.
- 2.2. The source of funding is:
 - a. NGA, the **Republic Act (RA) No. 12116 or the General Appropriations Act of FY 2025**.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids or Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have at least one (1) contract similar to the Project (SLCC) the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. at least twenty-five percent (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Procuring Entity prescribes that: Subcontracting is **not** allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **Five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the SBAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **120 calendar days from date of opening of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case of videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the SBAC Secretariat.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. For the procurement of Expendable Supplies and Services: The Bidder must have completed at least one (1) single contract of similar nature amounting to at least twenty five percent (25%) of the ABC. b. Completed within the last five (5) years from the date of submission and receipt of bids. <p>For purposes of the rating, similar contracts shall refer to the supply of <u>Supply and Delivery of Toner with Free use of printers / Managed Printing</u>.</p>
7.1	No further instructions.
12	The price of the Goods shall be quoted DDP to the OSG Building, 134 Amorsolo St., Legaspi Village, Makati City or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>The amount of not less than Php92,720.00 [two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or The amount of not less than Php231,800.00 [five percent (5%) of ABC] if bid security is in Surety Bond.</p>
19.3	The project shall be awarded as one contract with an ABC of Four Million Six Hundred Thirty-Six Thousand Pesos Only (Php4,636,000.00) for the Procurement of Supply and Delivery of Toners with Printer (FY 2025) inclusive of all government taxes and charges.
20.2	<p>The Bidder/Service provider:</p> <ol style="list-style-type: none"> a. Must present the licenses and certifications required in the Terms of Reference. b. Must have been an authorized partner, reseller, dealer, or distributor of the brand being offered for at least five (5) years. As part of the technical compliance, a valid certification from the manufacturer must be submitted and addressed to the OSG. c. Must be an Authorized Service Center of the brand being offered for the last five (5) years up to the present. A current and valid certification as an Authorized Service Center of the manufacturer shall be submitted as part of the technical component of its bid proposal. The said certification must be issued by the manufacturer directly in favor of the BIDDER participating in the bidding and addressed to the OSG. d. Warrants, represents, and undertakes the reliability of the services and product updates and that their manpower complements are hardworking, qualified/reliable, and dedicated to doing the service required to the satisfaction of the OSG. It shall employ well-behaved and honest employees with their IDs displayed conspicuously while working within the OSG compound. It shall not employ OSG employees to

	<p>work in any category whatsoever.</p> <p>e. The Prospective Bidders must submit written proof that contain the following:</p> <ul style="list-style-type: none"> ✓ They are engaged in the business of deploying printing solutions for at least five (5) years; ✓ They were/are engaged to deploy printing solutions with at least five (5) companies, whether government or private; and ✓ That the engagement to deploy printing solutions with said companies must have occurred within the last five (5) years. <p>In this regard, written proof may be in the form of: (1) copies of the Contracts entered into with the said companies, government agencies or branches; or (2) Certifications issued by the said companies, or government agencies or branches, with which the Prospective Bidder has had contracts with for the past five (5) years.</p> <p>f. Raw materials of toners must be ISO 9001:2008 and ISO 14001:2004 certified.</p> <p>g. and all its agents and personnel must comply with the data privacy protection requirements under RA No. 10173 (Data Privacy Act). It implements the Rules and Regulations and other issuances of the National Privacy Commission and other laws, rules, and regulations regarding the handling of OSG’s personal data. All information obtained in the conduct of activities related to this project shall only be used to provide warranty services. Information obtained during the warranty period shall be disposed of after the end of warranty.</p> <p>h. (For remanufactured toner) must be Standardized Test Methods Committee (STMC) Compliant and certified by the International Imaging Technology Council/ISO (International Organization for Standardization) Certified. A valid certification must be submitted as part of technical compliance.</p> <p>i. Must be able to offer the OSG a “no-capital-outlay” for one (1) year.</p> <p>j. Must have a trained/experienced Toner Cartridge Technician.</p>
21.2	No further instructions.

Section IV. General Conditions of Contract

1. **Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. **Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity

requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

5.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>“The service required by the Contract shall be rendered at the <i>OSG Building, 134 Amorsolo St., Legaspi Village, Makati City</i> as well as in other properties rented by the OSG as its office premises. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery and Documents – For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered to <i>OSG Building, 134 Amorsolo St., Legaspi Village, Makati City</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered to <i>OSG Building, 134 Amorsolo St., Legaspi Village, Makati City</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). For purposes of this Clause the Procuring Entity’s Representative at the Project Site is the <i>Supplies Section of the Administrative Division</i>.</p> <p>Incidental Services – The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> performance or supervision of on-site assembly and/or start-up of the supplied Goods; furnishing of tools required for assembly and/or maintenance of the supplied Goods; furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

	<p>Spare Parts – The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p>
	<p>Packaging – The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows: Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation – Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p>

	<p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights – The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p> <p>Regular and Recurring Services – The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.</p>															
2.2	<p>Payments are governed by the necessary auditing and accounting rules. The OSG shall pay the CONTRACTOR in accordance with the following schemes/schedules:</p> <table border="1" data-bbox="324 798 1485 1669"> <thead> <tr> <th data-bbox="324 798 706 835"></th> <th data-bbox="706 798 1019 835">Particulars</th> <th data-bbox="1019 798 1485 835">Remarks/ Conditions</th> </tr> </thead> <tbody> <tr> <td data-bbox="324 835 706 976">First release (delivery of printers - 45 days after the issuance of notice to proceed)</td> <td data-bbox="706 835 1019 976">35% of the Total Contract Price, or upon completion of delivery of printers.</td> <td data-bbox="1019 835 1485 976">The percentage of accomplishment must be 100% delivery and installation of printers. Delivery of 35% of Toners</td> </tr> <tr> <td data-bbox="324 976 706 1144">Second release (Delivery of 50% of toners right after the completion of delivery and installation of printers)</td> <td data-bbox="706 976 1019 1144">35% of the Total Contract Price upon completion of delivery of toners.</td> <td data-bbox="1019 976 1485 1144">The accomplishment must be the delivery of 35% of all types of toners.</td> </tr> <tr> <td data-bbox="324 1144 706 1302">Third release</td> <td data-bbox="706 1144 1019 1302">30% of the Total Contract Price upon completion of full delivery of toners.</td> <td data-bbox="1019 1144 1485 1302">The accomplishment must be the delivery of 30% of all types of toners.</td> </tr> <tr> <td data-bbox="324 1302 706 1669">Fourth release</td> <td data-bbox="706 1302 1019 1669">Release of 5% withheld warranty deposit of the Total Contract Price</td> <td data-bbox="1019 1302 1485 1669">For the procurement of Goods, to assure that the supplier shall correct manufacturing defects, warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.</td> </tr> </tbody> </table>		Particulars	Remarks/ Conditions	First release (delivery of printers - 45 days after the issuance of notice to proceed)	35% of the Total Contract Price, or upon completion of delivery of printers.	The percentage of accomplishment must be 100% delivery and installation of printers. Delivery of 35% of Toners	Second release (Delivery of 50% of toners right after the completion of delivery and installation of printers)	35% of the Total Contract Price upon completion of delivery of toners.	The accomplishment must be the delivery of 35% of all types of toners.	Third release	30% of the Total Contract Price upon completion of full delivery of toners.	The accomplishment must be the delivery of 30% of all types of toners.	Fourth release	Release of 5% withheld warranty deposit of the Total Contract Price	For the procurement of Goods, to assure that the supplier shall correct manufacturing defects, warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.
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4	No further instructions.															

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Quantity	Total	Delivered, Weeks/Months
	Procurement of Supply and Delivery of Toners with Printer (FY 2025)			<p>Complete the delivery, installation, and configuration within forty-five (45) calendar days from the receipt of the Notice to Proceed. Otherwise, the WINNING BIDDER shall pay the corresponding penalties/liquidated damages in the amount of one-tenth of one percent (1/10 of 1%) of the total contract price for every calendar day of delay.</p>

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each</i></p> <p><i>Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

TERMS OF REFERENCE

OFFICE OF THE SOLICITOR GENERAL Supply & Delivery of Toners with Printer FOR THE YEAR 2025

I. RATIONALE

The Office of the Solicitor General (OSG) recognizes the significance of efficient and cost-effective printing solutions in its day-to-day operations. The office aims to streamline its printing needs and enhance overall productivity by providing a managed printing service.

This strategic move will help the organization optimize costs by eliminating unnecessary expenses for maintaining and managing printing equipment. Moreover, adopting a managed printing service will enable the OSG to stay up-to-date with the latest technology and prevent obsolescence, ensuring that they have access to cutting-edge printing resources. By giving the chosen bidder responsibility for printer maintenance and consumable supplies, the OSG can concentrate on its primary responsibilities and leave the worries of printing to professionals.

To ensure the best possible printing performance and minimize potential complications, OSG sets a specific requirement for the bidder to furnish a printer equipped with genuine or original equipment manufacturer (OEM) consumables. This requirement is crucial as it guarantees the use of high-quality and compatible materials for the printing equipment, optimizing the output quality and minimizing the risk of technical issues. Ultimately, these requirements demonstrate the OSG's commitment to obtaining a reliable, efficient, and long-lasting printing solution that supports its core mission.

The OSG shall require the BIDDER to provide a printer supplied with genuine or OEM consumables.

II. APPROVED BUDGET OF THE CONTRACT (ABC)

The total ABC for the project is Four Million Six Hundred Thirty-Six Thousand Pesos Only (**PHP 4,636,000.00**) including all applicable government taxes and service charges.

III. BIDDER'S QUALIFICATION REQUIREMENTS

Item	Specification / Particular	Statement of Compliance
1	The BIDDER warrants that it shall conform strictly with the terms and conditions of the project's Term of Reference.	
2	BIDDERS must have been an authorized partner, reseller, dealer, or distributor of the brand being suffered for at least five (5) years. As part of the technical compliance, a valid certification from the manufacturer must be submitted and addressed to the OSG.	
3	BIDDERS must be an Authorized Service Center of the brand being offered for the last five (5) years up to the present. A current and valid certification as an Authorized Service Center of the manufacturer shall be submitted as part of the technical component of its bid proposal. The said certification must be issued by the	

	manufacturer directly in favor of the BIDDER participating in the bidding and addressed to the OSG.	
4	The BIDDER warrants, represents, and undertakes reliability of the services, product updates, and that their manpower complements are hardworking, qualified/reliable, and dedicated to do the service required to the satisfaction of the OSG . It shall employ well-behaved and honest employees with their IDs displayed conspicuously while working within the OSG compound. It shall not employ OSG employees to work in any category whatsoever.	
5	The PROVIDER shall comply with the laws governing employees' compensation, PhilHealth, Social Security and labor standards, and other laws, rules and regulations applicable to its personnel employed by the PROVIDER on account of the contracted services. The PROVIDER shall pay its personnel no less than the minimum wage and other benefits mandated by law.	
6	The PROVIDER , in the performance in its services, shall secure and maintain at its own expense all registration, licenses, or permits required by National or Local Laws and shall comply with the rules, regulations, and directives of Regulatory Authorities and Commissions. The PROVIDER undertakes to pay all fees or charges payable to any instrumentality of government or any other duly constituted authority relating to the use or operation of the installation.	
7	The PROVIDER shall coordinate with the authorized and/or designated OSG personnel in the performance of its jobs.	
8	The PROVIDER shall be liable for loss, damage or injury incurred directly or indirectly through the fault or negligence of its personnel. It shall assume full responsibility thereof, and the OSG shall be specifically released from any and all liabilities arising therefrom.	
9	The PROVIDER shall neither assign, transfer, pledge, nor subcontract any part or interest therein.	
10	<p>The Prospective Bidders must submit written proof that contain the following:</p> <ul style="list-style-type: none"> ✓ They are engaged in the business of deploying printing solutions for at least five (5) years; ✓ They were/are engaged to deploy printing solutions with at least five (5) companies, whether government or private; and ✓ That the engagement to deploy printing solutions with said companies must have occurred within the last five (5) years. <p>In this regard, written proof may be in the form of: (1) copies of the Contracts entered into with the said companies, government agencies or branches; or (2) Certifications issued by the said companies, or government agencies or branches, with which the Prospective Bidder has had contracts with for the past five (5) years</p>	
11	Raw materials of toners must be ISO 9001:2008 and ISO 14001:2004 certified.	
12	<p>The PROVIDER and all its agents and personnel must comply with the data privacy requirements under RA No. 10173 (Data Privacy Act). It implements the Rules and Regulations and other issuances of the National Privacy Commission and other laws, rules, and regulations regarding the handling of OSG's personal data.</p> <p>All information obtained in the conduct of activities related to this project shall only be used to provide warranty services. Information obtained during the warranty period shall be disposed of after the end of warranty.</p>	

13	For remanufactured toner, the PROVIDER must be Standardized Test Methods Committee (STMC) Compliant and certified by the International Imaging Technology Council/ISO (International Organization for Standardization) Certified. A valid Certification must be submitted as part of technical compliance.	
14	The PROVIDER must be able to offer the OSG a “no-capital-outlay” for one (1) year.	
15	The PROVIDER must have a trained/experienced Toner Cartridge Technician.	

IV. CONTRACT PERIOD

The Contract shall be effective for **one (1) year** from the issuance of the Certificate of Inspection and Acceptance.

V. SCOPE OF WORK

The project involves the following:

Item	Specification / Particular	Statement of Compliance
1	Supply, delivery, and installation of One Hundred Eight (108) units of Brand New Network Ready Monochrome Laser Printers and Nine (9) Brand New Network Ready Colored Laser Printer.	
2	Supply, delivery, and installation of 395 units (388+7 for spoilage) of Toner Cartridge (11,000-page yield each at 5% print coverage), for monochrome printers, 22 pcs of Black, and 18 sets of each colored toner (CMY) with at least 8500-page yield for black and 6500-page yield for color, and OEM printing supplies (drum kits, etc.). An additional 2% of the total order quantity (i.e. 7 extra toners for a total of 395 toners) to serve as an initial buffer for any defective units.	
3	Provide two (2) in-house technicians. The 1st technician will report to the OSG CMS for 8 hours x 5 days per week and will be the point of contact for customer support in the OSG MAIN building. Monday to Friday for 8 hours per day. The 2nd technician will report to the CONVERGYS ONE building every Monday, Wednesday and Friday (MWF) and will be the point of contact for customer support in the OSG CONVERGYS ONE . On-call technician should be on standby on days that the provided technicians is unavailable.	
4	The in-house technicians shall be assigned as the point of contact for on-site/end-user support and monitoring of printer machines per building assigned.	

VI. TECHNICAL REQUIREMENTS – PRINTER SPECIFICATION

The PROVIDER shall provide a good quality printing solution as specified by the Office of the Solicitor General (OSG) as follows:

Item	Specification / Particular	Statement of Compliance
1	<p>Brand New Network-Ready Monochrome Laser Printers shall have the following minimum specifications:</p> <p>Print speed: Up to 40ppm (A4) Printing method: Monochrome laser beam printing First Print Out Time: Approx.: 6.5 seconds or less Printer quality: 1,200 x 1,200 dpi Printer languages: PCL 6, PostScript Level 3 Emulation, Native PDF printing, Apple AirPrint. Interface type: Hi-Speed USB 2.0 Host/Device Ports; Fast Ethernet 10 Base-T/100 Base-TX, Gigabit Ethernet 1000 Base-T, Wireless 802.3az (EEE) Operating System: Windows and Mac OS X Double-sided printing: Automatic (standard) Paper input (Standard): 250-sheet cassette, 100-sheet multi-purpose tray Media sizes Cassette (Standard and optional): A4, A5, A5 (Landscape), A6, B5, Legal, Letter, Executive, Statement, OFFICIO, Foolscap Duty cycle Max.: 120,000 pages per month Memory: 1GB or better Cartridge yield: 11,000 pages</p>	
2	<p>The Brand New Network Ready Color Printers shall have the following minimum specifications:</p> <p>Print speed: 29 ppm (letter) Printing method: Color Laser Print quality: 600 x 600 dpi First Print Out Time, A4: 10 sec Printer languages: PCL6, PostScript Level 3 Emulation, Native PDF printing, Apple AirPrint. Interface type: Hi-Speed USB 2.0 Host/Device Ports; Fast Ethernet 10 Base-T/100 Base-TX, Gigabit Ethernet 10/100/1000BASE-T network Operating System: Microsoft® Windows and Mac OS X Double-sided printing: Standard Paper input (Standard): cassette: 250 sheets; MP Tray: 50 sheets Media sizes Cassette (Standard and optional): A4, B5, A5, Legal (*1), Letter, Executive, Statement, Foolscap, Indian Legal Duty cycle Max.: 65,000 pages Memory: 1 GB or better Cartridge yield: Cartridge BK, High Yield: 8,600 pages Cartridge C/M/Y, High Yield: 6,900 pages</p>	

VII. OTHER DELIVERABLES

Item	Specification / Particular	Statement of Compliance
	<p>The PROVIDER shall also deliver the following services:</p> <p>Printer consumables (drum, developer, and fuser) and replacement parts free of charge (except breakable plastic parts due to user fault). Free on-site maintenance and technical support. No security deposit required.</p>	

VIII. PRINTER DISTRIBUTION

The **OSG** printer device distributions are as follows:

OFFICES	Monochrome Printer	Colored Printer	Statement of Compliance
Secretariat	2	1	
Legal Divisions	82		
DMS	11	1	
FMS	3	1	
HRMAS	3	2	
CMS	2	1	
SCN	1	1	
Planning	1	1	
Internal Audit	1		
Library	1		
COA	1	1	
TOTAL	108	9	

** Deployment may vary per number of employees per division*

IX. OTHER PROJECT REQUIREMENTS IF AWARDED THE CONTRACT

Item	Specification / Particular	Statement of Compliance
	<p>PRE-INSTALLATION Provide a detailed work plan specifying installation design, detailed activities, and network diagram showing connectivity from the end user’s printer services, print server, and Active Directory server within 15 calendar days from the receipt of the Notice to Proceed.</p>	
	<p>ACTUAL INSTALLATION Deliver and install the hardware in each office indicated in the distribution list. Supply of original printing supplies (new toners, drum kits) installed on each machine upon delivery of the printers. Complete the delivery, installation, and configuration within forty-five (45) calendar days from the receipt of the Notice to Proceed. Otherwise, the WINNING BIDDER shall pay the corresponding penalties/liquidated damages in the amount of one-tenth of one percent (1/10 of 1%) of the total contract price for every calendar day of delay.</p>	

	<p>CONFIGURATION Configure Drivers to all workstation accessing the printers. Configure connectivity to Active Directory Services for printer visibility.</p>	
	<p>IMPLEMENTATION Managed Printing Services covering the Contract period shall commence from the issuance of Certificate of Inspection and Acceptance. The in-house technician shall maintain all equipment in proper working order. Provide an escalation list and procedure in reporting fault and outages.</p>	
	<p>MAINTENANCE The WINNING BIDDER, during the duration of the Contract, shall provide the following: Response time within twenty-four (24) hours from receipt of request thru telephone, fax, or email from the authorized personnel of the Case Management Service of the Office of the Solicitor General Quarterly preventive maintenance Installation of printer, if necessary Repair or replacement of spare parts due to inherent defects and/or caused by normal wear and tear of printer. In case a printer would need repair and/or replacement due to ordinary wear and tear and/or inherent factory defects, the PROVIDER shall replace the printer with one in equally good working condition within twenty-four (24) hours. Shall collect the disposal of devices and consumables at the end of life. The WINNING BIDDER shall provide training to adequately instruct the personnel in the use of the equipment. The training shall also include orientation with the staff assisting with network setup at no additional charge. A manual or manuals containing operating and service instructions for the equipment shall be delivered with each unit. Necessary warnings and safety precautions should be included. The WINNING BIDDER shall respond with and provide both remedial and preventative service maintenance for all units at no cost.</p>	

X. DUTIES AND RESPONSIBILITIES OF OSG

Item	Specification / Particular	Statement of Compliance
	Grant the WINNING BIDDER 's authorized representative access to its premises, equipment, and facilities located therein to perform its obligations, provided that the duly assigned OSG CMS personnel shall accompany such representative.	
	Responsible for the safe custody and use of the equipment installed by the winning BIDDER/PROVIDER .	
	Issue Certificate of Inspection and Acceptance.	

XI. PRE-TERMINATION OF THE CONTRACT

Item	Specification / Particular	Statement of Compliance
	The Contract may be pre-terminated by the OSG for violating the terms therein. In case of pre-termination, the PROVIDER shall be informed by the OSG thirty (30) days prior to such pre-termination.	

	In case of pre-termination, The PROVIDER shall be liable for additional liquidated damages equivalent to one percent (1%) of the total contact price as provided by the Government Accounting and Auditing Manual (GAAM) and forfeiture of the Performance Security Bond.	
	The OSG shall have the right to blacklist the PROVIDER in case of pre-termination.	

XII. EXTENSION CLAUSE

Item	Specification / Particular	Statement of Compliance
	If the new contract is not yet awarded after the expiration of the present Contract, the parties shall extend the existing contract on a month-to-month basis, not to exceed six (6) months, under the same provisions, terms, and conditions stipulated in the Contract and Terms of Reference.	
	If the initial purchased toner is insufficient, OSG guarantees to purchase the toners exclusively from the WINNING BIDDER at the same unit price provided in the bidding tender.	

XIII. WARRANTIES ON TONERS

Item	Specification / Particular	Statement of Compliance
	The BIDDER/PROVIDER shall provide a warranty covering any manufacturing defects, functional inefficiencies, or premature spoilage of toners within 12 months from the date of purchase. As part of the supply contract, the supplier shall deliver an additional 2% of the total order quantity (i.e., 7 extra toners for a total of 395 toners) to serve as an initial buffer for any defective units. Should the number of defective or non-functional toners exceed this 2% threshold, the supplier will be obligated to replace the excess faulty units at no additional cost to the OSG. Defects may include, but are not limited to, leakage, poor print quality, and mechanical failure. The OSG admin is required to report the defect upon identifying the issue, accompanied by relevant documentation such as product serial number, and a description of the problem.	

XIV. DELIVERIES OF THE CONTRACTOR

Item	Specification / Particular	Statement of Compliance		
	<p>To guarantee the performance by the winning bidder of its obligations under the contract, it shall post a performance security prior to the signing of the contract. The performance security shall be in an amount not less than the required percentage of the total contract price in any of the following forms and in accordance with the following schedule:</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="text-align: center;">Form of Performance Security</td> <td style="text-align: center;">Amount of Performance Security (Not less than the required % of TCP)</td> </tr> </table>	Form of Performance Security	Amount of Performance Security (Not less than the required % of TCP)	
Form of Performance Security	Amount of Performance Security (Not less than the required % of TCP)			

Cash or cashier's/manager's check issued by a Universal of Commercial Bank.	5%	
Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	5%	
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	30%	
<p>The OSG shall pay the CONTRACTOR in accordance with the following schemes/ schedules:</p>		
	Particulars	Remarks/ Conditions
First release (delivery of printers - 45 days after the issuance of notice to proceed)	35% of the Total Contract Price, or upon completion of delivery of printers.	The percentage of accomplishment must be 100% delivery and installation of printers. Delivery of 35% of Toners
Second release (Delivery of 50% of toners right after the completion of delivery and installation of printers)	35% of the Total Contract Price upon completion of delivery toners.	The accomplishment must be delivering 35% of all types of toners.
Third release	30% of the Total Contract Price upon completion of full delivery of toners.	The accomplishment must be the delivery of 30% of all types of toners.

	Fourth release	Release of 5% withheld warranty deposit of the Total Contract Price	For the procurement of Goods, to assure that the supplier shall correct manufacturing defects, warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.	
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***Section VIII. Checklist of Technical and
Financial Documents***

Checklist of Technical and Financial Documents

Note: Forms/Templates are downloadable at the GPPB website <https://www.gppb.gov.ph/downloadable-forms/#tab-61412>

TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

FINANCIAL COMPONENT ENVELOPE

- Original of duly signed and accomplished Financial Bid Form; **and**
- Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- [For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

