



Republic of the Philippines
Department of Education
BIDS AND AWARDS COMMITTEE VII

SUBJECT : **BID BULLETIN NO. 1**

PROJECT : **Procurement of Sets of Toner for Demo/Model printer**

PROJECT NO. : **2025c-PAS1(012)-BVII-CB-029**

DATE : **October 3, 2025**

This Bid Bulletin is hereby issued for the information and guidance of all prospective bidders and shall form an integral part of the bidding documents issued earlier for the above project.

1. Section I. Invitation to Bid

- **Item No. 7, page 8**, is hereby amended to be read as follows:

Original	Provision as Amended:
<p>7. Bids must be duly received by the BAC Secretariat at or before 1:00 P.M. (Philippine Standard Time) on 06 October 2025 at Office Facility of the former Systems Division (near Motorpool area) DepEd Complex, Meralco Avenue, Pasig City. Bids will be opened, immediately after the aforementioned deadline for receipt of bids, in the presence of the bidders' representatives who choose to attend the activity.</p> <p>Late bids shall not be accepted.</p> <p>Only two (2) representatives per bidder will be allowed to enter inside the venue.</p> <p>For the purpose of constituting a quorum, both the physical and virtual presence of the BAC members shall be considered pursuant to Section 12.3 of the IRR of RA No. 9184.</p>	<p>7. Bids must be duly received by the BAC Secretariat on or before 10:00 A.M. (Philippine Standard Time), 10 October 2025 at the Office Facility of the former Systems Division (near Motorpool area) DepEd Complex, Meralco Avenue, Pasig City. Bids will be opened immediately after the aforementioned deadline for receipt of bids in the presence of the bidders' representatives who choose to attend the activity.</p> <p>Late bids shall not be accepted.</p> <p>Only two (2) representatives per bidder will be allowed to enter inside the venue.</p> <p>For the purpose of constituting a quorum, both the physical and virtual presence of the BAC members shall be considered pursuant to Section 12.3 of the IRR of RA No. 9184.</p>

WBA - GDA - JBY - SA



Room M-512, 5th Floor, Mabini Building
DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone No.: (02) 8633-9343; 8637-8292
Email Address: depedcentral.bacsecretariat@deped.gov.ph

Doc. Ref. Code	ProcMS_BACSD_F009	Rev	00
Effectivity	September 20, 2021	Page	1 of 4



2. Special Conditions of Contract

- **GCC Clause 1, Delivery and Documents, page 28**, is hereby amended to be read as follows:

Original	Provision as Amended:
<p style="text-align: center;">xxx</p> <p>The delivery terms applicable under this Contract shall be DDP (Duties Delivered Paid) in accordance with INCOTERMS. Risk and title to the goods shall pass from the Supplier to DepEd upon receipt and final acceptance of the goods at the designated delivery site (Public Affairs Service – Publications Division, Aguinaldo Building, Department of Education Central Office, Meralco Avenue, Brgy. Oranbo, Pasig City 1600).</p> <p style="text-align: center;">xxx</p>	<p style="text-align: center;">xxx</p> <p>The delivery terms applicable under this Contract shall be DDP (Delivered Duty Paid) in accordance with INCOTERMS. Risk and title to the goods shall pass from the Supplier to DepEd upon receipt and final acceptance of the goods at the designated delivery sites (Public Affairs Service – Publications Division, Aguinaldo Building, Department of Education Central Office, Meralco Avenue, Brgy. Oranbo, Pasig City 1600 (2 units) and Public Affairs Service-Publications Division, 16th Floor, Techzone Building, Sen. Gil Puyat Avenue, Makati City (1 unit)).</p> <p style="text-align: center;">xxx</p>

3. Section VI. Schedule of Requirements

- **C. Delivery Sites, page 34**, is hereby amended to be read as follows:

Original	Provision as Amended:
<p>The goods shall be delivered at Public Affairs Service – Publications Division, Aguinaldo Building, Department of Education Central Office, Meralco Avenue, Brgy. Oranbo, Pasig City 1600.</p>	<p>The goods shall be delivered at Public Affairs Service – Publications Division, Aguinaldo Building, Department of Education Central Office, Meralco Avenue, Brgy. Oranbo, Pasig City 1600 (2 units) and Public Affairs Service-Publications Division, 16th Floor, Techzone Building, Sen. Gil Puyat Avenue, Makati City (1 unit).</p>


 WBA - GDA - JRM - SPA

4. Section VII. Technical Specifications

- **Technical Specifications, pages 35-38**, is hereby amended having additional specifications/Terms of Reference as follows:

Additional Specifications/Terms of Reference	
1	Provision of three (3) units free-to-use brand new or rebirthed/remanufactured multifunction color printer, with one (1) unit to be located at Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, and two (2) units to be located at Department of Education, Techzone Building, Sen. Gil Puyat Avenue, Makati City. Provided, the units shall be fully compatible with DepEd's existing Ricoh iM C4500 toner set (with black, cyan, magenta, and yellow).
2	For rebirthed/remanufactured machine, supplier must provide certification coming from the factory/manufacturer that the deployed unit is rebirthed/remanufactured within Calendar Year 2025.
3	Factory/manufacturer who will provide the certification must be a certified ISO 9001:2015 and ISO 14001:2015 compliant.
4	Free on-site labor and spare parts replacement within the total consumption of thirty (30) sets of toners.
5	Supplier shall be responsible for the regular maintenance of all machines, including the provision of relevant insurance coverage. Supplier shall deploy the necessary service technician/s to troubleshoot any malfunctions, also at their expense. Supplier shall provide free monthly preventive maintenance to be conducted by authorized technicians.
6	Supplier shall provide at least one (1) on-call technician to repair defective machines, whose response time shall be within three (3) hours upon receipt of notification (via SMS, Viber, or other agreed online messaging platforms) from the End-User between 7:00 am and 4:00 pm of the same day. Notifications received after 4:00 pm shall be responded to before 12:00 pm of the next calendar day.
7	Replacement of defective parts, provided the machine is still functioning, shall be made within forty-eight (48) hours from response time, except for written justifiable cause/s, subject to the approval of the End-User. In the event that the unit cannot be repaired within the three (3) working days, a replacement unit shall be delivered to the End-User's office immediately.
8	Supplier must provide certification coming from the factory/manufacturer that the toner powders provided are original and come with a 16,000-page yield for black and 12,000-page yield for color.
9	Supplier must have a Data Privacy Certification coming from the National Privacy Commission.

For the full version, please see the attached revised Section VII. Technical Specifications

- 5. Attached as Appendix "A" is the list of issues and concerns raised by the prospective bidders.**

- 6. The attached Revised Section VII. Technical Specifications replaces its counterparts in the Bidding Documents. All bidders shall use this revised version.**

All other provisions not herein modified shall remain in full force and effect.

For your information and guidance.

FOR THE BIDS AND AWARDS COMMITTEE VII:



DR. DEXTER A. GALBAN
Assistant Secretary and Chairperson