SUPPLEMENTAL BID BULLETIN NO. 2025-12-002

Lease of Digital Multifunction Copiers (Monochrome) for CY 2026

In connection with the discussion held during the 4 December 2025 Pre-bid Conference for the Lease of Digital Multifunction Copiers (Monochrome) for CY 2026, the Technical Working Group (TWG) has resolved to amend the Terms of Reference (TOR) in this wise:

Technical Specification	From	To
Platen Glass	None (Not reflected in the Bid Documents)	Up to A3 size
Output Tray Capacity	High-end: Minimum of 2 paper cassettes per machine (500 sheets per cassette) Super High-end: Minimum of 4 paper cassettes per machine (500 sheets per cassette)	High-end copiers: At least 150 sheets, A4 and long bond paper Super High-end Copiers: At least 250 sheets, A4 and long bond paper
Machine Condition	Brand new with Manufacturing date of at least 2024, as evidenced by Manufacturer's Certificate (with indicated serial numbers) with zero meter reading.	Brand new or certified Original Equipment Manufacturer (OEM) - remanufactured/ refurbished. Manufacturing date of machines is at least 2024, as evidenced by the Manufacturer's Certificate (with indicated serial numbers). Meter Reading for High-end units: not more than 300,000 copies per machine Meter Reading for Super High-end units: not more than 600,000 copies per machine

With regard to the clarification raised by the prospective bidder(s) concerning the Bid Security, please note that the Bid Security shall be in the form of a Bid Securing Declaration, and any of the forms stated under Paragraph 16.1 of the Bid Data Sheet.

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For your guidance.

Makati City, 9 December 2025.

ASG MARIA VICTORIA V. SARDILLO
Chairperson

SSS OMAR M. DIAZ
Vice-Chairperson

SSS NOEL CEZAR T. SEGOVIA
Member

SSS GERALD P. SOTTO
Member

SSS JAYROUS L. VILLANUEVA
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SS II JOCELYN P. CASTILLO-SARMIENTO
Member

SS I ROWENA F. MUTIA
Member

SS II JENNIFER G. SIRON
Alternate Member

SS I JOSEPH BENJAMIN P. TAGSA
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