



REPUBLIKA NG PILIPINAS  
KAGAWARAN NG KATARUNGAN  
**PANGASIWAAN SA PATALAAN NG LUPAIN**  
**(LAND REGISTRATION AUTHORITY)**  
East Avenue cor. NIA Road, Diliman, Quezon City

**MEMORANDUM**  
20 August 2024

**TO :** ALL PROSPECTIVE BIDDERS

**SUBJECT :** BID BULLETIN NO. 1

**FOR :** SUPPLY AND DELIVERY OF 435 UNITS OF SMALL MULTI-FUNCTION MONO PRINTER (UP TO LONG PAPER) (LOT 1); AND 24 UNITS OF MEDIUM SIZE HEAVY DUTY MULTI-FUNCTION COPIER WITH ADF (UP TO A3 SIZE) (LOT 2)

This Bid Bulletin is hereby issued for the information and guidance of all prospective bidders, and for inclusion in the Bid Proposal to be submitted to the LRA-BAC for Non-Infrastructure (LRA-BAC Non-Infra) for the **Supply and Delivery of 435 Units of Small Multi-Function Mono Printer (Up to Long Paper (Lot 1) and 24 Units of Medium Size Heavy Duty Multi-Function Copier with ADF (Up To A3 Size) (Lot 2).**

These changes, revisions, modifications, or clarifications shall form part of the Contract as well the Bidding Documents, and shall be taken into account in the submission of the sealed proposal.

- I. **The issues and concerns raised by the prospective bidders are as follows:**

**PHILCOPY Corporation**

**(LOT 1): SUPPLY AND DELIVERY OF 435 UNITS OF SMALL MULTI-FUNCTION MONO PRINTER (UP TO LONG PAPER)**

Technical Specifications	What we offer	Recommended Revision	Reason for Revision	Answer
Monochrome Printer with ADF	Monochrome with DP			The Committee has resolved to retain the Technical Specifications stated in the Bidding documents.
Model: Year 2023 up to latest (Give Certification)	Year 2023			The Committee has resolved to retain the Technical Specifications stated in the Bidding documents.



Screen Display: Large screen for image preview, displaying up to 16 pages with capability of automatic or manual rotation of pages after scanning prior to saving	7 inch color touchscreen with page preview up to 150 pages and automatic page rotation prior to saving	Screen Display: Large screen for image preview, displaying up to 16 pages or more with capability of automatic (with perpetual license, OCR, searchable PDF and Microsoft file (.docx, .xls, .ppt) or manual rotation of pages after scanning prior to saving	The page preview must not be limited to 16 pages but more. It is more advantageous to LRA if you can preview more than 16 pages which will give ease in operation. Also, if it is standard to the machine you have less worries about licenses. And having extended features such as OCR, searchable PDF and Microsoft files (.docx, .xls, .ppt) is strategic for future purposes	<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Print technology: Laser Scan Type: Flatbed and ADF	Laser Technology with a flatbed scanner and ADF up to legal size.			<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Input: 100-sheet multi-purpose Tray, 550-sheet input Tray 2, automatic duplex printing	100-sheets Multipurpose tray, 2 x 500 sheets input tray, automatic duplex printing	Input: 100-sheet multi-purpose Tray, 550-sheet input tray or 2 x 500 sheets tray, automatic duplex printing	If there is 2 x 500 sheets of tray you can put two kinds of paper sizes be it legal or A4 and more paper capacity, compared to a 1 x 550 sheets. The 2 x 500 sheets tray will be advantageous to LRA.	<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Output: Standard: 250-sheet output bin: up to 250 sheets Standard; Transparencies: up to 75 sheets Duplex options: Automatic (Standard)	Max. 250 sheets face down. Standard			<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Auto-document Feeder capacity: Standard 100 sheets; duplex ADF scanning; Yes, single pass duplex scanning	75 sheets, continuous scan or batch scanning reversing ADF	At least 75 sheets reversing ADF with continuous scanning and batch scanning	The machine segment in the market mostly has 50 reversing ADF. It will be a more competitive bidding.	<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Standard tray: 2	2 standard tray + Multipurpose Tray	1 x 550 -F multipurpose tray or 2 x 500 sheets + multipurpose tray	If there is 2 x 500 sheets of tray you can put any paper up to legal size and more paper capacity than 1x550 sheets. It will be advantageous to LRA.	<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Media Types: Paper (bond, color, letterhead, plain, preprinted, pre-punched, recycled, rough); envelopes; labels; cardstock; transparencies; user-defined	Paper (bond, color, letterhead, plain, preprinted, pre-punched, recycled, rough); envelopes; labels; cardstock; transparencies; user-defined			<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Media Sizes TRAY 1; A4, A5,A6,RA4, B5 (JIS), B6 (JIS), 10 x 15cm, Officio II (216 x 340) TRAY 2; A4, A5,A6,RA4, B5 (JIS), B6 (JIS), 10 x 15cm, Officio II (216 x 340)	Multi-purpose tray: 100 sheets, 60 to 220 g/m <sup>2</sup> , A4, A5, A6, B5, B6, Letter, Legal, Folio, Custom (70 x 140 to 216 x 356 mm), Banner paper up to 915 mm. Standard universal paper cassette: 500 sheet,			<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>





Scan Speed: up to 43 ppm	60 ipm BW, 40 ipm colored simplex				The Committee resolved to retain the Technical Specifications stated in the Bidding documents.
Compatible operating system: Windows 10, Windows 11	All current Windows operating systems, MAC OS X Version 10.9 or higher, Chrome OS, Linux.				The Committee resolved to retain the Technical Specifications stated in the Bidding documents.
Warranty: At least 1 year warranty on parts and labor	1 year warranty on parts and 2 years free service				The Committee resolved to retain the Technical Specifications stated in the Bidding documents.
<b>Other Important Features</b>					
scanner advance features	OCR, Auto rotate, Mixed Size Original, Original Orientation, Contrast Adjustment, Sharpness, Background Density Adjustment, Skip Blank Page, Continuous Scan, Job Finish Notice, File Separation			Delete this features	The Committee resolved to retain the Technical Specifications stated in the Bidding documents.
Optimize text/pictures	Sharpness adjustment, Original Resolution, Original Image (Text + Photo, Text, Photo, Graphic/ Maps)				The Committee resolved to retain the Technical Specifications stated in the Bidding documents.
Image Adjustment	Sharpness adjustment				The Committee resolved to retain the Technical Specifications stated in the Bidding documents.
Output quality settings	Zoom, Density adjust, Sharpness, Collate and Contrast				The Committee resolved to retain the Technical Specifications stated in the Bidding documents.
Selectable scan resolution 75 to 600dpi	200x100 dpi minimum & 600x600 dpi Max	remove 75dpi		Agreed to change it to "up to 600 dpi"	The Committee resolved to change the scan resolution up to 600 dpi
Auto detect color	Auto color, Full color, Grayscale and B&W				The Committee resolved to retain the Technical Specifications stated in the Bidding documents.

Edge Erase	Boarder erase			<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Job Notification	Job Finish Notice			<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Blank page suppression	Skip blank pages (blank pages only, With ruled lines or with some text (header or footnote)			<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
<b>Digital Sending Standard</b>				<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Scan to Email Scan to Network folder Scan to USB Drive	Compliance Compliance Compliance			<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Scan to SharePoint		Remove the scan to sharepoint	Request to remove it. LRA needs an additional server for the sharepoint, this is an additional cost for operation. Also, putting additional specifications would cost the supplier. Moreover, it is not advantageous to the LRA to maintain an additional server for these additional specifications.	<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Scan to FTP	Compliance			<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Scan to sFTP	Compliance			<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Scan to LAN Fax	Compliance	with network fax system	LRA uses it as fax to email. Some Register of Deeds this might be useful.	<u>The Committee resolved that the technical Specifications Scan to LAN Fax be deleted.</u>
Automatically detect color/mono,high compression PDF	Auto color select			<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Image adjustment (darkness, contrast, background cleanup, sharpness); Optimize text/picture (text, mixed, printed picture, photograph)	Image adjustment			<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Content Orientation; Scan mode (book, sided ID)	ID card copy (2-sided)			<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Erase Edges	book erase			<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>

					<u>the Technical Specifications stated in the Bidding documents.</u>
Auto page crop		DP auto crop			<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
image preview		Page preview			<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Blank page suppression		Skip blank page			<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Automatically straighten image		Scan extension kit (A)			<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
<b>Additional Requirement Specifications:</b>					
1. Submit Datasheet with specifications of the Brand and Model being offered (Note: Make sure ALL specifications stated above are complied)					
2. Submit a Certification from the manufacturer addressed to Land Registration Authority (LRA) that the Bidder is an authorized reseller, dealer or distributor of the brand being offered. A valid and current certification must be submitted as part of the technical compliance with the current dates					
3. The Bidders must be an authorized Service Center of the brand being offered. A current and valid certification as to its being an Authorized Service Provider of the manufacturers shall be submitted as part of the technical compliance. The said certification must be issued by the service provider participating in the bidding.					
4. In Compliance to the Green Procurement ACT- The Bidder must be DENR certified for non-hazardous chemical products. A valid certification must be submitted.		Manufacturer standards	Supplier will provide ISO certification from non hazardous and environmental standards.	LRA is open to changing it to manufacturer standards.	<u>The Committee resolved to replace additional requirements to Manufacturer standards in compliance to non-hazardous chemical products. A valid certification must be submitted.</u>
5. Machines to be supplied must be brand-new and Certification from the Manufacturer must be submitted.					
6. The Bidders and all its agents, personnel must comply with the data privacy protection requirements under RA NO. 10173 (Data Privacy Act) it's implementing rules and regulations and other issuances by the National Privacy Commission and other laws, rules, regulations on the handling of personal data.					
7. All information obtained in this conduct of activities related to this project shall					



not be disclosed to other parties and shall only be used for providing warranty services. Information obtained during the warranty period shall be disposed of after the end of warranty.			Delete the SMTC certification	It is advantageous to the LRA that the machine has ISO standard for environmental impact using genuine toners.	The Committee resolved that the SMTC (Standardized Test Methods Committee) be deleted.
8. The Bidder must be an SMTC (Standardized Test Methods Committee) / ISO (International Organization for Standardization) certified. A valid certification must be submitted as part of technical compliance.					
9. The Bidder must at least have 2 owned distribution/service centers in Luzon, Visayas, and Mindanao. Proof of business operation must also be submitted as part of technical compliance	Philcopy Corporation offers more than 2 owned distribution and service centers in Luzon, Visayas, and Mindanao. Proof of business operation must also be submitted as part of technical compliance.	The Bidder must at least have 2 owned distribution and service centers in Luzon, Visayas, and Mindanao. Proof of business operation must also be submitted as part of technical compliance	We recommend 2-owned distribution and service centers for this is the most advantageous to LRA, that the supplier has a distribution and service center which has stock of spare parts and consumables which are readily available, thus, less downtime and maintenance.	The Committee resolved to retain the additional requirements stated in the Bidding documents.	
10. The Bidder must have its own ticketing system that will capture service performance in compliance to the SLA as specified in the contract agreement.					
11. The Bidder must also submit an escalation matrix for the after sales support which will serve as a guide for LRA end users.					

**(LOT 2): 24 UNITS OF MEDIUM SIZE HEAVY DUTY MULTI-FUNCTION COPIER WITH ADF (UP TO A3 SIZE)**

Technical Specifications	What we offer	Recommend revision	Reason for revision	Answer
Monochrome Mid-range A3 printer with ADF	Monochrome with DP			The Committee resolved to retain the Technical Specifications stated in the Bidding documents.
Model: Year 2023 up to latest (Give certification)	Year 2023			The Committee resolved to retain the Technical Specifications stated in the Bidding documents.
Display: at least 10.1 in (25.65cm) touchscreen, WXGA color graphic display (CGD)	256.5 (10.1 inch) full-color touch panel display, speaker for job notification, 15-90 swivel mounted			The Committee resolved to retain the Technical Specifications stated in the Bidding documents.
Printer technology: Laser	Laser technology			The Committee resolved to change Specification stated in the Bidding documents from Laser to Laser Technology
Print/Copy speed: up to 30 ppm	32ppm			The Committee resolved to retain the Technical Specifications stated in the Bidding documents.

Scan Speed: 90 ppm/80 ipm	80 ipm/48 ipm	Scan speed to at least 80 ipm in simplex mode and 48 ipm in duplex mode	In your requirements in ADF, 200 sheets complement 90 ipm/80 ipm (simplex/duplex). These specifications fit a certain brand in the market. We are requesting to 100 sheets ADF for most manufacturers in this segment have this mid-range specifications and the scan speed would be 80 ipm/48 ipm (simplex/duplex)	The Committee resolved to retain the Technical Specifications stated in the Bidding documents
Color scanning: Yes	Color/BW scanner			The Committee resolved to retain the Technical Specifications stated in the Bidding documents.
ADF: 200 sheets	140 Sheets	ADF at least 100 sheets	The 200 sheets of ADF favor a certain brand in this market segment, since you are looking for a mid-range A3 printer usually in this market segment is 100 sheets ADF (for most manufacturers this is the mid-range specifications)	The Committee resolved to retain the Technical Specifications stated in the Bidding documents.
Resolution: 1200x1200dpi	1200 x 1200dpi			The Committee resolved to retain the Technical Specifications stated in the Bidding documents.
Processor: Quad core 1.6Ghz	PANTHER ARM A531.6GHz Quad core			The Committee resolved to retain the Technical Specifications stated in the Bidding documents.
Memory: 6GB	4GB + 32GB SSD, (320GB or 1TB HDD optional)	at least 4GB memory	Most of the manufacturer in this segment has 4GB memory which is fast enough to process the temporary data.	The Committee resolved to retain the Technical Specifications stated in the Bidding documents.
Duty Cycle: 110,000 pages	150,000 pages per month			The Committee resolved to retain the Technical Specifications stated in the Bidding documents.
Standard Input Capacity: Up to 1,140 sheets	Multi-purpose tray: 100 sheets, standard universal paper cassette: 2 x 500 sheets.	at least 1,100 pages	Most of the manufacturers in this segment have a standard input capacity of 500 x 2 trays and 100 sheets of Multipurpose tray. The specifications that you posted fits to 2 x 550 paper cassettes and a 40-sheets multipurpose tray that is favoring a certain brand with paper cassette design of 550 and very minimal 40-sheets multipurpose tray.	The Committee resolved to retain the Technical Specifications stated in the Bidding documents.



Output: 500 sheets	Max. 250 sheets face down	at least 250 sheets	Most manufacturers in this segment has at least 250 sheets output tray and to level the competition.	The Committee resolved to retain the <u>Technical Specifications</u> stated in the <u>Bidding documents</u> .
Copier Resize: 25- 400%	25 -400% (1% adjustment)			The Committee resolved to retain the <u>Technical Specifications</u> stated in the <u>Bidding documents</u> .
Standard Tray: 3 + Bypass tray	2 standard tray+ Multipurpose Tray	Standard tray: 2 + bypass tray	Most of the manufacturers in this segment have a standard input capacity of 500 x 2 trays and 100 sheets of Multipurpose tray.	The Committee resolved to change <u>Technical Specifications</u> from 3+Bypass Tray to 2+Bypass Tray
Media Size Supported: up to A3	A3 -ASR			The Committee resolved to retain the <u>Technical Specifications</u> stated in the <u>Bidding documents</u> .
Supported file types: P00F, Hi-compression PDF, PDF/A, Hi-compression PDF/A, JPEG, TIFF,MTIFF, XPS	TIFF/JPEG, XPS, Open XPS, PDF, PDF/A, PDF/A-1a/b, PDF/A-2a/b/u, Encrypted PDF, High compression PDF.	Supported file types: PDF, Hi-compression PDF, PDF/A, Hi-compression PDF/A, JPEG, TIFF, XPS	Request to delete the MTIFF because you can use the PDF file format and has a better quality compare with MTIFF file.	The Committee resolved to retain the <u>Technical Specifications</u> stated in the <u>Bidding documents</u> .
Duplex Printing: Automatic duplex	Standard			The Committee resolved to retain the <u>Technical Specifications</u> stated in the <u>Bidding documents</u> .
Compatible operating system: Windows 10, Windows 11	All current Windows operating systems, MAC OS X Version 10.9 or higher, Chrome OS, Linux.			The Committee resolved to retain the <u>Technical Specifications</u> stated in the <u>Bidding documents</u> .
Connectivity: 1 Gigabit Ethernet 10/100/1000T network; 1 Hi-speed USB 2.0 (host); 1 superspeed USB3.0 (Device)	USB 3.0 (Super-Speed USB), 4 x USB Host Interface, Gigabit Ethernet (10BaseT/100BaseTX/1000BaseT, IPv6, IPv4, IPsec, 802.3az support), optional Wi- Fi (IEEE 802.11b/g/n), 2 eKUIO slots for optional internal print server or for optional fax system, slot for optional Wireless LAN, Slot for optional SD Card, NFC tag			The Committee resolved to retain the <u>Technical Specifications</u> stated in the <u>Bidding documents</u> .
<b>Digital Sending Standard</b>				

Scan to Email	Compliance				
Scan to Network folder	Compliance				
Scan to USB Drive	Compliance				
Scan to SharePoint		Remove the scan to sharepoint		Request to remove it. LRA needs an additional server for the sharepoint, this is additional cost for operation. Also, putting additional specification would cost the supplier. Moreover, it is not advantageous to the LRA to maintain an additional server for these additional specifications.	<u>The Committee resolved that the Technical Specifications Scan to Sharepoint be deleted</u>
Scan to FTP	Compliance				
Scan to sFTP	Compliance				
Scan to LAN Fax	Compliance, Fax system 12		with network fax system	LRA uses it as a fax to email. Some Register of Deeds this might be useful.	<u>The Committee resolved that the Technical Specifications Scan to LAN Fax be deleted</u>
Automatically detect color/mono;high compression PDF					<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Image adjustment (darkness, contrast, background cleanup, sharpness); Optimize text/picture (text, mixed, printed picture, photograph)	Image Adjustment				<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Content Orientation; Scan mode (book, 2-sided ID)	Books scanning, ID card copy (2-sided)			The LRA explained that this function is not only for scanning purposes, it may be used in a copy mode.	<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Erase Edges	Book erase				<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Auto page crop					<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
image preview	Page preview				<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Blank page suppression	Skip blank page				<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
Automatically straighten image	Scan extension kit (A)				<u>The Committee resolved to retain the Technical Specifications stated in the Bidding documents.</u>
<b>Additional Requirement specifications</b> 1. Submit Datasheet with specifications of the Brand and Model being offered (Note: Make sure					

ALL specifications stated above are complied)					
2. Submit a Certification from the manufacturer addressed to Land Registration Authority (LRA) that the Bidder is an authorized reseller, dealer or distributor of the brand being offered. A valid and current certification must be submitted as part of the technical compliance with the current dates.					
3. The Bidders must be an authorized Service Center of the brand being offered. A current and valid certification as to its being an Authorized Service Provider of the manufacturers shall be submitted as part of the technical compliance. The said certification must be issued by the service provider participating in the bidding.					
4. In Compliance to the Green Procurement ACT- The Bidder must be DENR certified for non hazardous chemical products. A valid certification must be submitted.	Manufacturer standards	Supplier will provide ISO certification from non hazardous environmental standards.	LRA is open to changing it to manufacturer standards.	The Committee resolved to replace additional requirements to Manufacturer standards in compliance to non-hazardous chemical products. A valid certification must be submitted.	
5. Machines to be supplied must be brand-new and the Certification from the Manufacturer must be submitted.					
6. The Bidders and all its agents, personnel must comply with the data privacy protection requirements under RA NO. 10173 (Data privacy act) it's implementing rules and other regulations and other issuance of the National Privacy Commission and other laws, rules, regulations of the handling on the handling of personal data.					
7. All information obtained in this conduct of activities related to this project shall not be disclosed to other parties and shall only be used for providing warranty services. Information obtained during the warranty period shall be disposed of after the end of warranty.					
8. The Bidder must be an SMTC (Standardized Test Methods Committee)/ ISO (International Organization for Standardization) certified. A valid certification must be submitted as part of technical compliance.	Philcopy Corporation offers more than 2	Delete the SMTC certification	It is advantageous to the LRA that the machine has ISO standard for environmental impact using genuine toners.	The Committee resolved to the SMTC (Standardized Test Methods Committee) be deleted.	
9. The Bidder must at least have 2 owned distribution/service	The Bidder must at least have 2 owned		We recommend	The Committee resolved to retain the additional requirements stated	




<p>centers in Luzon, Visayas, and Mindanao. Proof of business operation must also be submitted as part of technical compliance</p>	<p>owned distribution and service centers in Luzon, Mindanao, Visayas, and business operation must also be submitted as part of technical compliance.</p>	<p>distribution and service centers in Luzon, Visayas, and Mindanao. Proof of business operation must also be submitted as part of technical compliance</p>	<p>2-owned distribution and service centers for this is the most advantageous to LRA, that the supplier has a distribution and service center which has stock of spare parts and consumables which are readily available, thus, less downtime and maintenance.</p>	<p><u>in the Bidding documents.</u></p>
<p>10. The Bidder must have its own ticketing system that will capture service performance in compliance to the SLA as specified in the contract agreement.</p>				
<p>11. The Bidder must also submit an escalation matrix for the after sales support which will serve as a guide for LRA end users.</p>				

**II. LRA-BAC Non-Infra Reminders:**

This Supplemental/Bid Bulletin No. 1 shall form part of the Bidding Documents and must be included in the submission of the Bid Proposal. Any provision in the Bidding Documents inconsistent herewith is hereby amended, modified and/or superseded accordingly.

End of Bid Bulletin No.1 [Supply and Delivery of 435 Units of Small Multi-Function Mono Printer (Up to Long Paper (Lot 1) and 24 Units of Medium Size Heavy Duty Multi-Function Copier with ADF (Up To A3 Size) (Lot 2)]

**Ms. MARY JANE G. YSMAEL**   
 Chairperson  
 LRA-BAC for Non-Infrastructure 