



MEMORANDUM

23 October 2024

TO : **ALL PROSPECTIVE BIDDERS**

SUBJECT : **BID BULLETIN NO. 1**

FOR : **PROCUREMENT FOR THE SUPPLY AND DELIVERY OF 8 UNITS OF SCANNER WITH ADF UP TO A3**

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 8 Units of Scanner with ADF up to A3**.

These changes, revisions, modifications, or clarifications shall become an integral part of both the Contract and Bidding Documents, and shall be taken into account in the submission of sealed proposals.

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

TouchMedia Supply and Services Corporation

1. "For the delivery lead time, we are requesting to extend it to 90 calendar days. As per the big brands, they do not have stock for this item, and the delivery lead time they advised us is 60 to 90 working days. For your consideration please."

ANSWER: The Committee resolved to set the delivery period within 45 calendar days since there is a need to complete the payment within this year.

2. "For the SLCC, kindly consider and allow the "IT Computer Equipment" in general, as this item is not really a specialized item, and can be readily bought off the shelf."

ANSWER: The Committee resolved to allow IT Office Equipment as the basis for SLCC.

3. "For the delivery, as discussed, will it be centralized delivery at the LRA Head Office. Will LRA be the one to distribute to the provincial offices."

ANSWER: The Committee resolved that the delivery is at the Property and Supply Section of LRA Central Office and it will be the one to send to the respective Registry of Deeds which requested the scanner.

4. "For the service, if the unit cannot be resolved over phone call, we would like to request for the unit to be sent to LRA Head Office, which will then be picked up for service by the winning bidder."



ANSWER: The Committee resolved that the required warranty period on parts and labor for the scanner is at least one (1) year. Likewise, it does NOT require a service center in Luzon, Visayas and Mindanao for repair and maintenance needs. Shipment cost to and from the repair center shall be handled by LRA, but only for areas outside Metro Manila. On-site visit is required in Metro Manila offices if problems can not be resolved via phone.

Delsan Office Systems Corporation

1. Authorized reseller/Dealer Certification: "May we request to include in the technical requirements the certification from the Manufacturer that the bidder is an authorized reseller/dealer of the Scanner Brand it offers, Should all certificates from the manufacturer be addressed to LRA indicating the project to be bid?"

ANSWER: The Committee resolved that it requires the submission of Certification from the Manufacturer addressed to LRA stating that the bidder is an Authorized Reseller / Dealer / Distributor / Service Provider of the Scanner being offered, whichever is applicable.

2. Authorized Reseller/Dealer Certification: "May we request to also include in the technical requirements the certification from the Manufacturer that the bidder is an Authorized Service Provider of the brand being offered. Should all Certificates from Manufacturer be addressed to LRA indicating project to be bid?"

ANSWER: The Committee resolved that it requires the submission of Certification from the Manufacturer addressed to LRA stating that the bidder is an Authorized Reseller / Dealer / Distributor / Service Provider of the Scanner being offered, whichever is applicable.

3. Warranty and Service Level Agreement: "We would like to inquire about the warranty of the machines and the associated service level agreement. The other supplier mentioned that for any warranty claims, repairs, or maintenance of the scanners, the machines must be shipped to the Central Office. Given the delicate nature of the A3 scanning machines, proper handling is crucial. Additionally, due to the large size and weight of these machines, a higher shipment cost and risks are anticipated. Therefore, we recommend ON-SITE Service support for this. This approach will not only minimize shipping cost but will also reduce the risk of mishandling the equipment, thus, could reduce significant damage."

ANSWER: The Committee resolved that the required warranty period on parts and labor for the scanner is at least one (1) year. Likewise, it does NOT require a service center in Luzon, Visayas and Mindanao for repair and maintenance.

4. Shipment Cost and Service Center: "Should LRA cover the shipment cost for warranty and service claims? Shipping cost can be significant if the equipment is sent back to the bench for after-sales service. To mitigate these costs and minimize risk of mishandling the scanner device, we strongly recommend requiring the bidders to have their own service centers at least in Luzon, Visayas and Mindanao. This will facilitate easy on-site support,

ensuring LRA receives full value from after sales service.”

ANSWER: The Committee resolved that the required warranty period on parts and labor for the scanner is at least one (1) year. Likewise, it does NOT require a service center in Luzon, Visayas and Mindanao for repair and maintenance needs. Shipment cost to and from the repair center shall be handled by LRA, but only for offices outside Metro Manila. On-site visit is required in Metro Manila offices if problems can not be resolved via phone.

II. LRA-BAC Non-Infra Reminders:

Please be informed that the time for bid **submission** and **opening** originally scheduled on 24 October 2024 at 1:00 PM and 2:00 PM, have been set at 10:00 AM and 11:00 AM, respectively.

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 provisions in the Bidding Documents inconsistent herewith are hereby amended, modified and superseded accordingly.

End of Bid Bulletin No. 1 [Supply and Delivery of 8 Units of Scanner with ADF up to A3]

sgd.

MARY JANE G. YSMAEL

Chairperson, LRA-BAC for Non-Infrastructure