



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

MEMORANDUM

23 December 2024

TO : ALL PROSPECTIVE BIDDERS

SUBJECT : BID BULLETIN NO. 2

FOR : EARLY PROCUREMENT ACTIVITY (EPA) FOR THE SUPPLY AND DELIVERY OF 1,237 UNITS OF TONER CARTRIDGE FOR NEW SMALL MULTI-FUNCTION MONO PRINTER (LOT #1) AND SUPPLY AND DELIVERY OF 98 UNITS OF TONER CARTRIDGE FOR NEW MEDIUM SIZE AND LARGE SIZE HEAVY DUTY MULTI-FUNCTION COPIER (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 **Early Procurement Activity (EPA) for the Supply and Delivery of 1,237 Units of Toner Cartridge for New Small Multi-Function Mono Printer (Lot #1) and Toner Cartridge for New Medium Size and Large Size Heavy Duty Multi-Function Copier (Lot#2).**

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 bidder are as follows:**

Quartz Business Products Corp.

1. **BUSINESS PERMIT-** We are writing to formally request an extension of the bidding date.

We understand that the submission of eligibility requirements, including the Business Permit and PhilGEPS documents, is crucial for participation in this bidding process. However, we face timing challenges as all companies are currently operating with Business Permits that expire on December 31, 2024. Given that many businesses will be renewing their permits in alphabetical order post this expiration date, it may lead to difficulties for several bidders in gathering and submitting all required documentation on time.

In consideration of these circumstances, we kindly ask for an extension of the bidding deadline to allow ample time for us and other potential bidders to properly update and submit our eligibility requirements. This would not



only ensure fair participation but also uphold the integrity of the bidding process by allowing all interested parties adequate time to comply with documentation requirements.

ANSWER: The Committee resolved that we shall be accepting the submission of bids on January 2, 2025 or next working day until 9:30 am due to Christmas Holidays even those with expired Mayor/Business permit valid until December 31, 2024. The Opening will be on January 2, 2025 at 10:00 am.

Integrated Computer Systems, Inc.

1. Single Largest Completed Contracts (SLCC): - Completed within the past three (3) years from the submission and receipt of bids.-“Would like to request if you could lower the completed year required into five (5) years”.

ANSWER: The Committee resolved to retain the three (3) year requirement for SLCC.

2. Statement of Ongoing, Awarded yet to be started government and private contracts “Do we need to attach any copy of NOA/PO/NTP/Contract as supporting documents or just an statement only?”

ANSWER: The Committee resolved that supporting documents such as NOA/PO/NTP/Contract of the similar project should be submitted. These will be checked during the Post-Qualification.

3. Statement of Ongoing, Awarded yet to be started government and private contracts- “Since ALL ongoing is required. Are those completely delivered but not yet paid will still be included on the list or it’s just those contracts that are not 100% delivered?”

ANSWER: The Committee resolved that any ongoing or completed similar projects shall be included.

4. May we ask the delivery address of the Toners for Lot#1 and Lot#2?

ANSWER: The Committee resolved that the delivery address for the toners for Lot #1 and Lot #2 is at the Room 03 Property and Supply Section, LRA Building, East Ave. corner NIA Road, Diliman Quezon City

5. For the Legal Documents. May we request if you will allow us to submit the 2024 Mayor’s Permit since this is the first working day of the year? And the application process for the renewals are ongoing. This is also applies with the PhilGEPS Registration Certificate that the Mayor’s Permit is not updated yet.

ANSWER: The Committee resolved that we shall be accepting the submission of bids on January 2, 2025 or next working day until 9:30 am due to Christmas Holidays even those with expired Mayor/Business permit valid until December 31, 2024.

6. For the project title. I would like to clarify the correct project title to be used? 1. Bid for the Early Procurement Activity (EPA) for the Supply and delivery of 1,237 units of Toner Cartridge for New Small Multi-Function Mono Printer (Lot1), or; Supply and Delivery of 1,237 units of Toner Cartridge for New Small Multi-Function Mono Printer?

ANSWER: The Committee resolved that you have to submit a separate bid for each lot.

7. If we will be joining for the 2 lots. Do we need to submit 2 separate envelopes of the technical and Financial documents for Lot#1 & Lot#2

ANSWER: The Committee resolved that even if you are joining two (2) lots, you have to submit a separate bid for each lot complete with the required documents:

- a) Early Procurement Activity (EPA) for the Supply and delivery of 1,237 units of Toner Cartridge for New Small Multi-Function Mono Printer (Lot1);
- b) Early Procurement Activity (EPA) for the Supply and delivery of 98 units of Toner Cartridge for New Medium Size and Large Size Heavy Duty Multi-Function Copier (Lot 2).

II. LRA-BAC Non-Infra Reminders:

This Supplemental Bid Bulletin No. 2 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. 2 [Early Procurement Activity (EPA) for the Early Procurement Activity (EPA) for the Supply and Delivery of 1,237 Units of Toner Cartridge for New Small Multi-Function Mono Printer (Lot #1) and Supply and Delivery of 98 Units Toner Cartridge for New Medium Size and Large Size Heavy Duty Multi-Function Copier (Lot#2)].

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

