Control No. _____

For : Dir. James Benedict Gutierrez
Chairperson, LRA-BAC

RUSH

Papers to which this slip is appended should be given preferential attention over all others.

Signature over Printed Name

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

MEMORANDUM
22 October 2026

TO : **ALL PROSPECTIVE BIDDERS**

SUBJECT : **BID BULLETIN NO. 1**

FOR : **Supply and Delivery of 16 Units of Medium Size Heavy Duty Multi-Function Copier with ADF (up to A3 size) (Project I.D. No. LRABAC-2025-54)**

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-Bids and Awards Committee for the **Supply and Delivery of 16 Units of Medium Size Heavy Duty Multi-Function Copier with ADF (up to A3 size) (Project I.D. No. LRABAC-2025-54)**

These changes, revisions, modifications, or clarifications shall become an integral 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

(1) A bidder suggested that to ensure compliance with the lifetime free service requirement, the bidder must have at least one (1) company-owned branches or service support locations in each of the following regions Luzon, Visayas, and Mindanao, as opposed to the requirement of at least two (2) company-owned branches or service support locations in the aforementioned regions. This is to encourage broader bidder participation while ensuring adequate nationwide service coverage, considering that the bidder is already required to submit a list of the brand's authorized service centers.

ANSWER: The bidder must have at least one (1) company owned branches or service support locations in each of the following regions: Luzon, Visayas and Mindanao and must ensure good services are rendered. Certification shall be submitted.

(2) A bidder suggested that instead of "Warranty: **Lifetime Free** Service and at least Two (2) Years on parts," it must be "Warranty: 2 years **Free** Service and at least Two (2) Years on parts." This is to encourage wider bidder participation and allow more prospective suppliers to qualify, as only a limited number of suppliers can offer lifetime free service. This requirement may favor suppliers offering exclusive products, particularly those that also supply the corresponding consumables. Changing the warranty

requirement to two (2) years of free service and at least two (2) years on parts would provide reasonable warranty coverage while allowing more suppliers to participate and offer competitive products.

ANSWER: At least Two (2) Years Warranty on Parts and Lifetime Free Service Warranty are maintained. This is more advantageous to the government.

(3) Are the supporting documents or attachments for ongoing contracts already required during bid submission?

ANSWER: Submit first the list of all completed and ongoing contracts. Supporting documents shall be verified during the post-qualification.

(4) A bidder requested for a copy of the checklist of bidding requirements.

ANSWER: Please refer to Section 12 (Documents Comprising the Bid: Technical and Financial Components.

(5) A bidder asked if the ADF Capacity of 200 sheets may be reduced to 100 or at least 140 sheets or higher considering that the same is already sufficient for many standard office applications. Moreover, the same is available in any range of commonly offered machine configuration. Allowing such modification would also broaden supplier participation:

ANSWER: The ADF capacity of 200 sheets is maintained

(6) A bidder asked if the Print/Copy Speed of up to 30ppm may be revised to a minimum of 45 ppm. Considering the high approval budget per unit and the greater productivity and faster document processing, 45 ppm would be more reasonable. Moreover, machines in this speed may also offer configuration intended for heavy workload duty cycle, monthly volume and reliability alongside speed to ensure the equipment is appropriate for the needs of the agency.

ANSWER: The Print/Copy Speed of 30 ppm is maintained.

(7) A bidder asked if the Memory Standard of 6GB can be reduced to 5GB to allow a wider range of technically capable models. This adjustment may also preserve adequate processing performance for ordinary office printing, copying, and scanning, subject to the agency's actual workload and application requirement.

Another bidder asked for a reduction of the Memory Standard from 6GB to 4GB RAM with 64GB SSD storage. The reason for the second bidder is that this will allow better competition and that 4GB RAM is already well above the performance threshold for page rasterization and UI handling. Adding a 64GB SSD unlocks critical enterprise functions that 6GB RAM alone cannot perform, no matter how much extra volatile memory you add.

ANSWER: The standard memory of 6GB is maintained

(8) A bidder asked if the scan speed may be revised from 90ipm/80ipm (simple/duplex) to 80ipm (simplex/duplex). This is based on the current industry standard wherein the scan speed for medium-size copiers is 80ipm

on simplex and on duplex images per minute.

ANSWER: Scan speed is set to 80 ipm

(9) A bidder asked if the MITFF file format may be deleted in view of the fact that such is quite an old file. MITFF has no security and it does not contain selectable text and is not OCR-enabled for full keyword search. Most users would opt for PDF file format where there is built-in multi-page layout, password protection, and encryption.

ANSWER: MITFF is optional

(10) A bidder asked if the Scan to SharePoint may be deleted. For this function to work, LRA has to be subscribed to Microsoft for a fee for a SharePoint account, and/or LRA should have an on-premises server for this scanning to work.

ANSWER: Scan to SharePoint is optional

(11) A bidder asked if the Scan to LAN Fax may be deleted. The copier LRA is procuring does not indicate inclusion of a network fax, which is not required in your specifications. Because this is only an optional capability, LRA would incur additional cost to purchase a network fax separately, and that add-on can be expensive in the copier market. It may also create compatibility concerns and vendor lock-in, since the network fax would likely be proprietary to the winning bidder's equipment. For RDs that still require faxing, a stand-alone fax machine is generally much more cost-effective than a fax function tied to a multi-function copier. In contrast, the Scan-to-Email feature is more secure, reliable, and cost-effective than faxing and avoids unnecessary dependency on any vendor.

ANSWER: Scan to LAN Fax is optional

(12) A bidder asked if the Output Paper Capacity may be reduced from 500 sheets to 250 sheets. This is to accommodate differences in the standard output tray configurations of various equipment models. A 250-sheet output capacity may adequately support the intended printing workload, subject to the anticipated print volume, frequency of print jobs, and document-handling requirements of the Procuring Entity. This adjustment would allow greater flexibility in evaluating equipment that provides the required printing functionality and performance without requiring a larger output tray configuration that may not be essential for the intended application.

ANSWER: The Output Capacity of 500 sheets is maintained.

(13) A bidder asked if the 1 SuperSpeed USB 3.0 Interface Requirement under Connectivity can be removed. Additionally, the bidder proposed an amendment such that the specific 1 SuperSpeed USB 3.0 interface requirement be removed and allow alternative standard connectivity interfaces, provided that the offered equipment supports the required printing functions and connectivity requirements of the Procuring Entity. The bidder asks for the removal of the specific USB 3.0 interface requirement, as this particular interface specification may not be essential to the intended operation and functionality of the required equipment. The primary purpose of the interface is to provide reliable connectivity for printing operations. Depending on the intended deployment, equivalent connectivity options, such as USB 2.0 and Ethernet, may adequately support the required

functions without compromising printing performance, reliability, or usability.

Retaining a specific USB 3.0 requirement may unnecessarily limit the range of eligible equipment models, even when alternative models provide the necessary connectivity and meet the other essential technical specifications. Furthermore, the proposed amendment may broaden supplier participation and promote fair competition by allowing consideration of equipment with different standard designs and configurations, while keeping the technical requirements aligned with actual operational needs.

In view of the foregoing, the bidder submitted the following proposal:

Technical Requirement		
	Original Specification	Proposed Specification
Standard Memory	Minimum 6GB	Minimum 5GB
Output Paper Capacity	Minimum 500 sheets	Minimum 250 sheets
Connectivity	1 Gigabit Ethernet 10/100/1000T Network 1 Hi-Speed USB 2.0 (Host) 1 SuperSpeed USB 3.0 (device)	1 Gigabit Ethernet 10/100/1000T Network 1 Hi-Speed USB 2.0 (Host)

ANSWER: Standard Memory is maintained. Output Paper Capacity is maintained. The SuperSpeed USB 3.0 is removed.

(14) A bidder asked if the Scan Speed be revised from "Up to 43 ppm/43 ipm (b&w)" to "Up to 40 ppm / 80 ipm (b&w)." The reason is to broaden competitive bidding and avoid locking out mainstream equipment providers. While the current requirement asks for 43 ppm simplex, a standard market availability configuration for multi-function printers in this class frequently features a base speed of 40 ppm (simplex) paired with a significantly faster 80 ipm (duplex) capability. Relaxing the simplex requirement slightly while capitalizing on duplex scanning speeds provides the agency with a highly efficient document workflow while expanding the pool of prospective bidders.

ANSWER: Scan speed is set to 40 ppm.

(15) A bidder asked if the following revision can be made with respect to the Additional Requirement Specifications:

Bid Docs	Suggestion (underlined)
To ensure compliance with the lifetime free service requirement, the bidder must have at least two (2) company- owned branches or	To ensure compliance with the lifetime free service**/<u>free lifetime onsite technical services</u>** requirement, the bidder must have

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service support locations in each of the following regions: Luzon, Visayas, and Mindanao.	at least two (2) company-owned branches or service support locations in each of the following regions: Luzon, Visayas, and Mindanao **or dedicated technicians**

The inclusion of a "Dedicated Technician" provision is intended to promote broader bidder participation and enhance competitiveness without compromising the quality of service or the operational objectives of the End-User.

By clearly defining the required service deliverables rather than imposing unnecessarily restrictive service arrangements, the Agency may accommodate more qualified bidders with established technical capabilities, service infrastructure, and competent personnel who can deliver equivalent or superior maintenance support.

Ultimately, the proposed clarification promotes fair and competitive bidding while safeguarding the Agency's interests by ensuring service accountability, timely technical assistance, equipment reliability, and uninterrupted operations throughout the contract duration. This approach is consistent with the principles of competitiveness, transparency, efficiency, and value for money under Republic Act No. 12009, or the New Government Procurement Act, while preserving the End-User's required service standards.

ANSWER: To ensure compliance with the Lifetime Free Service requirement, the bidder must maintain at least one (1) company-owned branch in Luzon and established service support locations in Visayas and Mindanao, each with dedicated technical personnel to provide the required services. The bidder shall submit a certification identifying the names of the dedicated technicians assigned to these locations.

(16) A bidder asks if the term "Lifetime Free Service" can be defined. This is to establish a clear, consistent, and mutually understood definition of long-term service obligations while minimizing post-qualification and operational risks.

ANSWER: The Lifetime Free Services refer to the provision of the technician's labor, expertise, and technical assistance, free of labor charges, for the diagnosis, identification, troubleshooting, repair, and resolution of technical issues or problems encountered with the equipment or system covered by the service agreement.

These services include, but are not limited to, the following:

1. **Technical Diagnosis – Conducting inspections, assessments, and technical evaluations to determine the condition of the equipment and identify the cause or source of a malfunction or technical issue.**

2. **Fault Isolation – Systematically identifying and narrowing down the specific component, part, subsystem, or process responsible for a fault or malfunction.**

3. **Troubleshooting – Performing the necessary tests, checks, and technical procedures to investigate reported problems, determine their root causes, and establish appropriate corrective actions.**

4. **Repair Services – Providing the technician's labor and technical expertise to repair defective or malfunctioning components, restore normal operation, and address identified technical issues.**

5. **Problem Resolution – Implementing appropriate corrective measures, conducting functional tests, and verifying that the identified issue has been properly addressed and that the equipment or system is operating as intended.**

6. **On-site support shall be provided in Metro Manila, Cavite, Rizal and Bulacan offices (Central Office and Registry of Deeds).**

The term *lifetime free services* means that the technician's labor for the foregoing services shall be provided without additional labor charges for the lifetime of the covered equipment

II. LRA-BAC 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 provisions in the Bidding Documents inconsistent herewith is hereby amended, modified, and superseded accordingly.

- Make sure to avail or employ a copy of the revised Omnibus Sworn Statement (OSS) which can be downloadable from the website of the GPPB.

- All prospective bidders are reminded to carefully review the Bidding Documents and this Bid Bulletin, and to ensure strict compliance with the documentary, technical, and financial requirements prescribed therein.

End of Bid Bulletin No.1 **Supply and Delivery of 16 Units of Medium Size Heavy Duty Multi-Function Copier with ADF (up to A3 size) (Project I.D. No. LRABAC-2025-54)**

ATTY. JAMES BENEDICT R. GUTIERREZ
Chairperson, LRA-BAC