

**SUPPLEMENTAL BID BULLETIN NO. 2023-11-005**

**Lease of Digital Multifunction Copiers (Monochrome) for FY 2024 NEP**

In connection with a Memorandum dated 20 November 2023 issued by the Technical Working Group (TWG) for the Lease of Digital Multifunction Copiers (Monochrome) for FY 2024, the technical specifications in the Terms of Reference (TOR) shall be revised as follows:

<b>Particulars</b>	<b>From</b>	<b>To</b>
Type	Digital Multifunction Copier (Monochrome)	<b>Heavy-duty</b> Digital Multifunction Copier (Monochrome) – <b>excluding table-top machines and the like</b>
Paper Supply Capacity	Minimum of 2 paper cassettes per machine ( <b>550 sheets</b> x 2)	Minimum of 2 paper cassettes per machine ( <b>500 sheets</b> x 2)
Output Sorter	With automatic separator/finisher ( <b>built-in</b> )	With automatic <b>sorter</b> /separator/finisher ( <b>built-in or not</b> )
Others	None	<b>With reduction and enlargement function</b>  <b>With network printing and scanning capability</b>  <b>With free monthly maintenance service, parts, and consumables</b>  <b>With at least one (1) back-up toner cartridge for each photocopying machine (excluding the ones installed in the machine) to be delivered within 30 days from receipt of the Notice to Proceed and regularly replenished within 15 days from use.</b>

For your guidance.

Makati City, 22 November 2023

**ASG MARIA VICTORIA V. SARDILLO- SALOM**

Chairperson

**SSS OMAR M. DIAZ**

Vice-Chairperson

**SSS SAMANTHA P. CAMITAN**

Member

**SSS NOEL CEZAR T. SEGOVIA**

Member

**SSS GERALD P. SOTTO**

Member

**SS II JOCELYN P. CASTILLO-SARMIENTO**

Member

**DIR. BERNADETTE M. LIM**

Member