

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 3
2. AMENDMENT/MODIFICATION NO. A001	3. EFFECTIVE DATE Refer to 16C	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)
6. ISSUED BY Contracting & Procurement General Services Office, American Embassy Manila Seafont Compound, Roxas Boulevard, Pasay City		CODE	7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and ZIP Code)			(√)	9A. AMENDMENT OF SOLICITATION NO. SRP380-15-Q-0138
			X	9B. DATED (SEE ITEM 11) 09-03-2015
				10A. MODIFICATION OF CONTRACT/ORDER NO.
				10B. DATED (SEE ITEM 13)
FACILITY CODE				

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers --Is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter of telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(√)	A.	THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B.	THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
	C.	THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D.	OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copy to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

RFQ No. SRP380-15-Q-0138, Copier Rental Services for U.S. Embassy Manila is hereby amended to reflect the following changes:

1. On Pages 6 & 7, Section 1.3.1. BASE YEAR OF SERVICE PRICES, reflect the estimated copies per minute (CPM) per category, to read as:

- CATEGORY ONE: 60- up CPM**
- CATEGORY TWO: 50-59 CPM**
- CATEGORY THREE: 40-49 CPM**

(to be cont.)

15A. NAME AND TITLE OF SIGNER (Type of print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or Print) JOHN A. KLIMOWSKI	
15B. CONTRACT/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 9/16/15

CONTINUATION SHEETREFERENCE NO. OF DOCUMENT BEING CONTINUED
SRP380-15-Q-0138-A001

PAGE

2 of 3

NAME OF CONTRACTOR

(CONT.)

2. On Page 6, Section 1.3.1 **BASE YEAR OF SERVICE PRICES**, CATEGORY THREE, delete item 9, HSI, and reflect new numbering sequence., to read as:**CATEGORY THREE: 40-49 CPM**

	Office	Manufacturer's Model Number/ Type	Unit Type (B&W or Colored)	No. of Copiers	Est. Copies per Month	Price per Copy (PhP)	Estimated Total Price per Month (PhP)
1	CMR (formerly AMB RES)		B&W	1	1,064		
2	CONGEN		B&W	1	800		
3	DHS/CIS		B&W	1	3,000		
4	DOJ/ICITAP		B&W	1	850		
5	FAC-CHANCERY		B&W	1	300		
6	FMC-ACCOUNTING		B&W	1	1,500		
7	FMC-CASHIER		B&W	1	1,500		
8	GFIU		B&W	1	400		
9	IRM/TEL		B&W	1	2,500		
10	JUSMAG-MOTORPOOL		B&W	1	2,000		
11	JUSMAG-OPERATIONS		B&W	1	2,000		
12	GSO/P&S-RECEIVING		B&W	1	1,500		
13	GSO/P&S-SUPPLY WHSE		B&W	1	1,200		
14	PROTOCOL		B&W	1	1,922		
15	PSU		B&W	1	1,200		
16	RSO/DSIU		B&W	1	2,800		
CATEGORY THREE MONTHLY TOTAL						P	

3. On Page 9, Section 1.3.2 **FIRST OPTION YEAR OF SERVICE PRICES**, CATEGORY THREE, delete item 9, HSI, and reflect new numbering sequence to read as:**CATEGORY THREE: 40-49 CPM**

	Office	Manufacturer's Model Number/ Type	Unit Type (B&W or Colored)	No. of Copiers	Est. Copies per Month	Price per Copy (PhP)	Estimated Total Price per Month (PhP)
1	CMR (formerly AMB RES)		B&W	1	1,064		
2	CONGEN		B&W	1	800		
3	DHS/CIS		B&W	1	3,000		
4	DOJ/ICITAP		B&W	1	850		
5	FAC-CHANCERY		B&W	1	300		
6	FMC-ACCOUNTING		B&W	1	1,500		
7	FMC-CASHIER		B&W	1	1,500		
8	GFIU		B&W	1	400		
9	IRM/TEL		B&W	1	2,500		
10	JUSMAG-MOTORPOOL		B&W	1	2,000		
11	JUSMAG-OPERATIONS		B&W	1	2,000		
12	GSO/P&S-RECEIVING		B&W	1	1,500		
13	GSO/P&S-SUPPLY WHSE		B&W	1	1,200		
14	PROTOCOL		B&W	1	1,922		
15	PSU		B&W	1	1,200		
16	RSO/DSIU		B&W	1	2,800		
CATEGORY THREE MONTHLY TOTAL						P	

4. On Page 9, Section 1, correct numbering for **SUMMARY OF PRICING** from 3.2 to 3.3, to read as:**3.3. SUMMARY OF PRICING**

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED SRP380-15-Q-0138-A001	PAGE 3 of 3
NAME OF CONTRACTOR		

(CONT.)

5. On Page 15, Attachment 1, Performance Work Statement, under Paragraph A. Performance Work Statement – Equipment Capabilities, Item I.c), change the number of storage sheets from 1000 sheets to 500 sheets, to read as:

c) Minimum of three paper trays to accommodate A4, B4 and A3 (standard trays shall store at least 500 sheets).

6. On Page 15, Attachment 1, Performance Work Statement, under Paragraph A. Performance Work Statement – Equipment Capabilities, Item II.c), change the number of storage sheets from 1000 sheets to 500 sheets, to read as:

c) Minimum of three paper trays to accommodate A4, B4 and A3 (standard trays shall store at least 500 sheets).

7. On Page 16, Attachment 1, Performance Work Statement, under Paragraph A. Performance Work Statement – Equipment Capabilities, Item III.c), change the number of storage sheets from 1000 sheets to 500 sheets, to read as:

c) Minimum of three paper trays to accommodate A4, B4 and A3 (standard trays shall store at least 500 sheets).

8. On page 22, Attachment 2, Estimated Machine Requirement Schedule, under A. Location: Chancery Compound, Roxas Boulevard, Ermita, Manila, Category Three, delete item 7, HSI, and reflect new numbering sequence to read as:

CATEGORY THREE: 40-49 CPM

	Office	Unit Type (B&W or Colored)	No. of Copiers	Est. Copies per Month	Voltage Reqt	Location
1	CONGEN	B&W	1	800	110V	NOX1 Bldg
2	DHS/CIS	B&W	1	3,000	110V	NOX1 Bldg
3	FAC-CHANCERY	B&W	1	300	110V	Chancery
4	FMC-ACCOUNTING	B&W	1	1,500	110V	NOX1 Bldg
5	FMC-CASHIER	B&W	1	1,500	110V	NOX1 Bldg
6	GFIU	B&W	1	400	110V	Chancery
7	IRM/TEL	B&W	1	2,500	110V	NOX1 Bldg
8	PROTOCOL	B&W	1	1,922	110V	NOX1 Bldg
9	RSO/DSIU	B&W	1	2,800	110V	NOX1 Bldg

9. The revised pages 6,7,9,15,16 and 22 of the solicitation are included as part of this amendment as well as the minutes of the meeting held on September 11, 2015.

10. All other terms and conditions remain unchanged and in full force and effect.

3.1. BASE YEAR OF SERVICE PRICES

CATEGORY ONE: 60- up CPM

	Office	Manufacturer's Model Number/ Type	Unit Type (B&W or Colored)	No. of Copiers	Est. Copies per Month	Price per Copy (PhP)	Estimated Total Price per Month (PhP)
1	CON/ACS 1		B&W	1	10,000		
2	CON/ACS 2		B&W	1	8,000		
3	CON/IV 1		B&W	1	20,000		
4	FCS & FCS-ADB		B&W	1	2,000		
5	GSO/TU		B&W	1	20,000		
6	IRM/DCSU		COLORED	1	20,000 (B)		
					3,000 (C)		
7	PAS		B&W	1	5,000		
CATEGORY ONE MONTHLY TOTAL							₱

CATEGORY TWO: 50-59 CPM

	Office	Manufacturer's Model Number/ Type	Unit Type (B&W or Colored)	No. of Copiers	Est. Copies per Month	Price per Copy (PhP)	Estimated Total Price per Month (PhP)
1	C3/TRAVEL OFFICE		B&W	1	2,500		
2	CON/FPU		B&W	1	5,000		
3	CON/IV 2		B&W	1	2,500		
4	CON/IV 3 (back-up)		B&W	1	2,000		
5	CON/NIV 1		B&W	1	5,000		
6	CON/NIV 2		B&W	1	5,000		
7	FAC-SEAFRONT		B&W	1	4,000		
8	FMC-CITIBANK		B&W	1	2,500		
9	FMC-VOUCHER		B&W	1	5,000		
10	GSO/C&P		B&W	1	2,500		
11	GSO/P&S		B&W	1	3,500		
12	GSO/P&S NEXP WHSE		B&W	1	3,000		
13	HR		B&W	1	5,000		
14	H S I		Colored	1	8,000 (B)		
					1,000 (C)		
15	JUSMAG-COMPTRROLLER		B&W	1	4,000		
16	JUSMAG-SA/SME		B&W	1	4,000		
17	MED-CHANCERY		B&W	1	3,000		
18	MED-SEAFRONT		B&W	1	3,000		
19	VMS & MOTORPOOL		B&W	1	4,000		
CATEGORY TWO MONTHLY TOTAL							₱

CATEGORY THREE: 40-49 CPM

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	Office	Manufacturer's Model Number/ Type	Unit Type (B&W or Colored)	No. of Copiers	Est. Copies per Month	Price per Copy (PhP)	Estimated Total Price per Month (PhP)
1	CMR (formerly AMB RES)		B&W	1	1,064		
2	CONGEN		B&W	1	800		
3	DHS/CIS		B&W	1	3,000		
4	DOJ/ICITAP		B&W	1	850		
5	FAC-CHANCERY		B&W	1	300		
6	FMC-ACCOUNTING		B&W	1	1,500		
7	FMC-CASHIER		B&W	1	1,500		
8	GFIU		B&W	1	400		
9	IRM/TEL		B&W	1	2,500		
10	JUSMAG-MOTORPOOL		B&W	1	2,000		
11	JUSMAG-OPERATIONS		B&W	1	2,000		
12	GSO/P&S-RECEIVING		B&W	1	1,500		
13	GSO/P&S-SUPPLY WHSE		B&W	1	1,200		
14	PROTOCOL		B&W	1	1,922		
15	PSU		B&W	1	1,200		
16	RSO/DSIU		B&W	1	2,800		
CATEGORY THREE MONTHLY TOTAL							₱

Total Estimated Amount Per Month ₱ _____
x 12 months

Total Estimated Amount Per Year ₱ _____

*** MINIMUM AND MAXIMUM AMOUNTS**

During this contract period, the Government will place orders totaling a minimum of **100,000** copies for this period of performance. The maximum quantity of all orders shall not exceed **5,000,000** for this period of performance.

CATEGORY THREE: 40-49 CPM

	Office	Manufacturer's Model Number/ Type	Unit Type (B&W or Colored)	No. of Copiers	Est. Copies per Month	Price per Copy (PhP)	Estimated Total Price per Month (PhP)
1	CMR (formerly AMB RES)		B&W	1	1,064		
2	CONGEN		B&W	1	800		
3	DHS/CIS		B&W	1	3,000		
4	DOJ/ICITAP		B&W	1	850		
5	FAC-CHANCERY		B&W	1	300		
6	FMC-ACCOUNTING		B&W	1	1,500		
7	FMC-CASHIER		B&W	1	1,500		
8	GFIU		B&W	1	400		
9	IRM/TEL		B&W	1	2,500		
10	JUSMAG-MOTORPOOL		B&W	1	2,000		
11	JUSMAG-OPERATIONS		B&W	1	2,000		
12	GSO/P&S-RECEIVING		B&W	1	1,500		
13	GSO/P&S-SUPPLY WHSE		B&W	1	1,200		
14	PROTOCOL		B&W	1	1,922		
15	PSU		B&W	1	1,200		
16	RSO/DSIU		B&W	1	2,800		
CATEGORY THREE MONTHLY TOTAL							₱

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Total Estimated Amount Per Month ₱ _____
x 12 months

Total Estimated Amount Per Year ₱ _____

*** MINIMUM AND MAXIMUM AMOUNTS**

During this contract period, the Government will place orders totaling a minimum of **100,000** copies for this period of performance. The maximum quantity of all orders shall not exceed **5,000,000** for this period of performance.

3.3. *SUMMARY OF PRICING*

BASE YEAR TOTAL ₱ _____

FIRST OPTION YEAR TOTAL ₱ _____

GRAND TOTAL ₱ _____

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ATTACHMENT 1

PERFORMANCE WORK STATEMENT

A. Performance Work Statement - Equipment Capabilities

All models of copier provided under this contract shall comply with the general requirements stated herein. Contractor personnel shall be fully trained to maintain and service all models provided under this contract. The copy paper sizes suited for each machine as indicated per category shall mean as follows:

Letter Size	-	8-1/2" x 11"
Legal Size	-	8-1/2" x 14" or 8-1/2" x 13"
A4	-	8-1/4" x 11-3/4"
A3	-	11.7" x 16-1/2"
B4	-	10-1/8" x 14-5/16"
B5	-	5-1/4" x 7-5/32"

I. Copiers with copy speed of 60 – up copies per minute for letter size copy (Category One) shall provide the following at a minimum:

- a) Console Type
- b) Processor with built-in cassette trays to accommodate letter size, legal size, A4, A3 to B5
- c) **Minimum of three paper trays to accommodate A4, B4 and A3 (standard trays shall store at least 500 sheets)**
- d) Reversing automatic document feeder
- e) Acceptable Originals – Single sheets, books, 3-dimensional objects
- f) Built-in Automatic Duplexing, 1-2, 2-2, 2-1
- g) Electronic Sorting Function
- h) Offset Function: Enables document sorting and grouping
- i) Finisher: On-line (3-position stapling)
- j) Reduction/enlargement: 25% - 400%
- k) Copy control device which inhibits use without a code number, capable of accommodating up to 5 accounts. Monthly copy counts by codes shall be accessible by display screen or printed report. This feature is to be installed and/or activated upon request of the COR on select machines.

II. Copiers with copy speed of 50 – 59 copies per minute for letter size copy (Category Two) shall provide the following at a minimum:

- a) Console Type
- b) Processor with built-in cassette trays to accommodate letter size, legal size, A4, A3 to B5
- c) **Minimum of three paper trays to accommodate A4, B4 and A3 (standard trays shall store at least 500 sheets)**
- d) Reversing automatic document feeder
- e) Acceptable Originals – Single sheets, books, 3-dimensional objects
- f) Built-in Automatic Duplexing, 1-2, 2-2, 2-1

- g) Electronic Sorting Function
- h) Offset Function: Enables document sorting and grouping
- i) Finisher: On-line (3-position stapling)
- j) Reduction/enlargement: 25% - 400%
- k) Copy control device which inhibits use without a code number, capable of accommodating up to 5 accounts. Monthly copy counts by codes shall be accessible by display screen or printed report. This feature is to be installed and/or activated upon request of the COR on select machines.

III. Copiers with copy speed of 40 – 49 copies per minute for letter size copy (Category Three) shall provide the following at a minimum:

- a) Console Type
- b) Processor with built-in cassette trays to accommodate letter size, legal size, A4, A3 to B5
- c) **Minimum of three paper trays to accommodate A4, B4 and A3 (standard trays shall store at least 500 sheets)**
- d) Reversing automatic document feeder
- e) Acceptable Originals – Single sheets, books, 3-dimensional objects
- f) Built-in Automatic Duplexing, 1-2, 2-2, 2-1
- g) Electronic Sorting Function
- h) Offset Function: Enables document sorting and grouping
- i) Reduction/enlargement: 25% - 400%
- j) Copy control device which inhibits use without a code number, capable of accommodating up to 5 accounts. Monthly copy counts by codes shall be accessible by display screen or printed report. This feature is to be installed and/or activated upon request of the COR on select machines.

IV. **Consumable Supplies**

The Contractor shall furnish all consumable supplies required for copying operations. The Government will provide copying paper. To insure that consumables are available at all times, the Contractor is required to supply the Key Operator with a stock of consumables for warehouse storage. The Contractor shall ensure that a stock of two months supply of consumables is available at all times and placed in the location designated by the COR. Each Key Operator will coordinate delivery of supplies to machines and users.

B. Maintenance

Preventive Maintenance - The Contractor shall provide preventive maintenance service calls to ensure that copiers are maintained in good working condition. Maintenance calls shall be at intervals which meet commercial standards, but not less than twice per year. These calls shall be made during normal business hours (See Section 1).

3	FAC-CHANCERY	B&W	1	300	110V	Chancery
4	FMC-ACCOUNTING	B&W	1	1,500	110V	NOX1 Bldg
5	FMC-CASHIER	B&W	1	1,500	110V	NOX1 Bldg
6	GFIU	B&W	1	400	110V	Chancery
7	IRM/TEL	B&W	1	2,500	110V	NOX1 Bldg
8	PROTOCOL	B&W	1	1,922	110V	NOX1 Bldg
9	RSO/DSIU	B&W	1	2,800	110V	NOX1 Bldg

100A

B. LOCATION: Seafront Compound, Roxas Boulevard, Pasay City

CATEGORY ONE: 60- up CPM

	Office	Unit Type (B&W or Colored)	No. of Copiers	Est. Copies per Month	Voltage Reqt	Location
1	GSO/TU	B&W	1	20,000	110V	GSO Bldg

CATEGORY TWO: 50-59 CPM

	Office	Unit Type (B&W or Colored)	No. of Copiers	Est. Copies per Month	Voltage Reqt	Location
1	FAC-SEAFRONT	B&W	1	4,000	110V	FAC Bldg
2	GSO/C&P	B&W	1	2,500	220V	GSO Bldg
3	GSO/P&S	B&W	1	3,500	220V	GSO Bldg
4	GSO/P&S NEXP WHSE	B&W	1	3,000	220V	Seafront
5	JUSMAG-COMPROLLER	B&W	1	4,000	110V	Seafront
6	MED-SEAFRONT	B&W	1	3,000	220V	Seafront
7	VMS & MOTORPOOL	B&W	1	4,000	110V	VMS Bldg
8	DOJ/ICITAP	B&W	1	850	110V	Seafront

CATEGORY THREE: 40-49 CPM

	Office	Unit Type (B&W or Colored)	No. of Copiers	Est. Copies per Month	Voltage Reqt	Location
1	GSO/P&S-RECEIVING	B&W	1	1,500	220V	Seafront
2	GSO/P&S-SUPPLY WHSE	B&W	1	1,200	220V	Seafront
3	PSU	B&W	1	1,200	110V	Seafront

MINUTES FROM PRE-QUOTATION CONFERENCE
September 11, 2015
RFQ No. SRP380-15-Q-0138
Copier Rental Services for the U.S. Embassy Manila

Introduction

The Procurement Agent, Jewela S. Acuzar, welcomed all attendees to the pre-quotation conference.

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted.

SF1449 cover sheet

- Block 8: Deadline of submission of offers: **September 17, 2015, no later than 4PM, to the C&P Office or at the Harrison Gate.**
- **Email submissions shall not be accepted.**

Section 1.1 Performance Work Statement

- photocopier supplies and services based on a firm fixed price (cost per copy) charge at the locations specified.
- The contract is an Indefinite-Delivery Indefinite-Quantity type of contract under which the Government will order all work by placing/ issuing firm-fixed price TASK ORDERS.
- **Firm fixed price.** Price is not subject to adjustments due to any escalation in the cost of labor, materials, transportation or inflation rate, or because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required, or due to fluctuations in currency exchange rates.

Section 1.2, Period of Performance

- The Period of Performance is from the date of contract award and continuing for 12 months with one (1) 1-year option.

Section 1.3, Pricing

- All prices are set forth in Philippine currency.
- estimated copy per month column represents the estimated total number of copies for all copiers combined, within that location.
- The Embassy will pay no monthly lease charge, maintenance, toner or other copier supplies charges under this cost per copy arrangement. No other charges will be accepted.
- VAT – The Embassy is exempted from Value Added Tax

Section 1.3.1 Base Year of Service Prices

- Fill out all the blank spaces (unit cost, total cost, grand total, etc.).

Section 1.3.2 First Option Year of Service Prices

- Fill out all the blank spaces (unit cost, total cost, grand total, etc.).

Section 1.4 Issuance of Task Orders

- Each task order will set forth a ceiling price.

Section 1.6 Invoices

- Submit invoices to the Contracting Officer's Representative through FMC

Section 1.8 Key Personnel

- Assign a key person for this contract.

Attachment 1 – Performance Work Statement

- Contractor is required to supply key operators for Seafront and Chancery compounds

Attachment 2 – Estimated Machine Requirement Schedule

- Provides the location of all required copiers

Section 2 – Contract Clauses

- **FAR 52.222-50, Combating Trafficking in Persons**
The USG has a zero tolerance policy. Every instance of trafficking will be examined and could result in termination of employees or subcontractors, suspension of contract payments or contract terminations.
- **FAR52.201-13 System for Award Management**
This is mandatory for a company to be eligible for award, they need to be registered in SAM.

Section 3 – Solicitation Provisions

- Failure to submit the required number of copies may render the quotation unacceptable and may not be considered for evaluation.

Section 4 – Evaluation Factors

- The Government intends to award the contract to the lowest priced, technically acceptable, responsible offeror.

Section 5 – Representations and Certifications

- Offerors should answer all that applies to their companies. If it does not apply, they should not leave it blank but place "N/A" or "Not Applicable" on the space required in the solicitation.

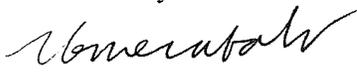
Conclusion

The discussion concluded and attendees were thanked for their presence and expression of interests in serving the U.S. Government. The meeting was adjourned.

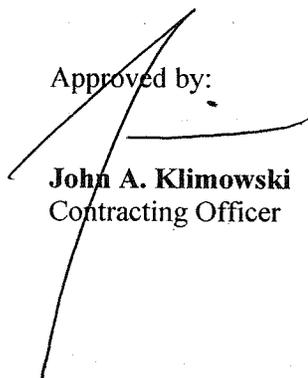
Prepared by:


Jewela S. Acuzar
Procurement Agent

Reviewed by:


Cherry Belle S. Mecabalo
Supervisory C&P Specialist

Approved by:


John A. Klimowski
Contracting Officer