



Republic of the Philippines  
**Sandiganbayan**  
Quezon City

**MA. TERESA S. PABULAYAN**  
Executive Clerk of Court IV

**BIDS AND AWARDS COMMITTEE**

**SUPPLEMENTAL BID BULLETIN NO. SB-BID08-2020-01**

November 18, 2020


**One (1) Lot Rental of Eighteen (18) Units of High-Speed Photocopying Machines and Procurement of One Hundred (100) Units of Toners**  
(Reference: SB-BID08-2020)

This Supplemental Bid Bulletin is issued to revise, amend, and/or clarify certain provisions of the Bidding Documents for the above-mentioned procurement project. **Accordingly, this shall form an integral part of the Bidding Documents.**

	<b>Particulars</b>	<b>Amendments</b>
1.	<b>IX. Monthly Invoices and Payments</b> (p. 35, Technical Specifications)  An invoice will be submitted on a monthly basis, in arrears. Although rental payment for the photocopying machine is fixed as indicated in Item VIII, the service provider shall still be required to obtain monthly copy counts. The invoice will contain the following information: office location, copier identification number, copier identification number,	<b>IX. Monthly Invoices and Payments</b> (p. 35, Technical Specifications)  An invoice will be submitted on a monthly basis, in arrears. Although rental payment for the photocopying machine is fixed as indicated in Item VIII, the service provider shall still be required to obtain monthly copy counts. The invoice will contain the following information: office location, copier identification number, copier model number, beginning copy count,

	copier model number, beginning copy count, ending copy count, number of services copies made, <u>spoilage set at two percent (2%)</u> , number of copies produced by the unit and total amount charged.  xxx	ending copy count, number of services copies made, number of copies produced by the unit and total amount charged.  xxx
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For the guidance and information of all concerned.

  
 ATTY. MA. TERESA S. PABULAYAN  
 Executive Clerk of Court IV  
 Chairperson, Bids and Awards Committee