

PROCUREMENT AND SUPPLY  
CNMI GOVERNMENT  
INVITATION TO BID

**ITB NO.: ITB17-DPL-209**

**SUBMISSION DATE: OCTOBER 05, 2017  
TIME: 9:30 A.M.**

**“ 60 MONTHS LEASE TO OWN ON A NEW DIGITAL  
BLACK & WHITE COPIER, NETWORK PRINTER,  
FAX & I-FAX SCANNER  
FOR THE DEPARTMENT OF PUBLIC LANDS”**

COPIES OF THE SPECIFICATIONS MAY BE OBTAINED AT THE OFFICE OF THE DIRECTOR OF PROCUREMENT & SUPPLY, LOCATED AT THE FORMER EMERGENCY MANAGEMENT OFFICE, ASCENCION DRIVE, BUILDING NO. 1301, CAPITOL HILL, SAIPAN, DURING REGULAR WORKING HOURS.

THE PROVISIONS OF THE CNMI PROCUREMENT REGULATIONS, NMIAC SECTION 70-30.3-725 AND 70-30.3-730 PROHIBITING GRATUITIES, KICKBACKS AND CONTINGENT FEES SHALL APPLY.

THE CNMI GOVERNMENT RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, OR PORTIONS THEREOF, AND WAIVE IMMATERIAL DEFECTS IF TO DO SO WOULD BE IN THE BEST INTEREST OF THE CNMI GOVERNMENT.

/S/ MARIANNE C. TEREGEYO  
SECRETARY OF DPL

/S/ HERMAN S. SABLAN  
DIRECTOR, P&S

# BIDDERS CHECKLIST

When preparing a bid, here is a handy reference to make sure you haven't overlooked something which could disqualify your bid.

1. **Have you thoroughly read the solicitation and understand it?**
2. **Have you conformed to all the necessary specifications and standards?**
3. **Have you acknowledged all amendments?**
4. **If any bonding is required, is it included or has it been obtained?**
5. **Have you carefully entered your pricing information? (Lump sum or per item as specified in the bid).**
6. **Are your figures legible?**
7. **Is your offer for delivery in exact accordance with that required in the bid?**
8. **Have you properly completed the "Representations, Certifications and Acknowledgements"?**
9. **If you have any discounts, have they been stated correctly?**
10. **Is the person who signed the bid authorized to do so?**
11. **Have you properly identified your envelope to ensure it reaching the buyer by bid opening?**
12. **Will your bid arrive on time? It is your responsibility to ensure this!**

This is a very general list of items you need to double check. It is not all inclusive and it is important to remember to complete and use care in the preparation of your bids. Mistakes can cost you money!!

## INVITATION TO BID

**NOTE TO BIDDER:** Failure to Provide Company Name, Address, Phone & Fax number on this INVITATION TO BID FORM may result in **bid rejection**.

Company Name:

INVITATION NO.: ITB17-DPL-209

Address:

BID MUST BE IN OUR OFFICE BY:

Phone No.:

THURSDAY, OCTOBER 05 2017 AT 9:30 A.M.

Fax No.:

### SPECIAL NOTICE TO BIDDER

EACH ITEM MUST BE PRICED SEPARATELY FROM OTHERS. THIS REQUEST DOES NOT COMMIT THE GOVERNMENT OF THE NORTHERN MARIANAS IN ANYWAY TO PAY ANY COSTS INCURRED IN THE PREPARATION OR THE SUBMISSION OF THIS SUPPLIES AND SERVICES.

### ADDRESS ALL CORRESPONDENCE TO:

COMMONWEALTH OF THE NORTHERN  
MARIANA ISLANDS  
PROCUREMENT AND SUPPLY  
P.O. BOX 510008 CK  
ATTN: DIRECTOR  
PHONE NO. 664-1500 FAX 664-1515

SUPPLIES OR SERVICES	QTY.	U/M	UNIT PRICE	TOTAL AMOUNT
<b>60 months Lease to Own on a New Digital Black &amp; White Copier, Network Printer, Fax &amp; I-Fax Scanner</b>	<b>60</b>	<b>Months</b>	<b>\$ _____</b>	<b>\$ _____</b>

**DURATION OF CONTRACT:** *The term shall be for sixty (60) months.*

**SEE ATTACHED DETAILED SPECIFICATIONS)**

Sealed bid submittals for this project must be submitted with **one (1) original and three (3) copies** to the Office of the Director of Procurement and Supply located at the former Emergency Management Office, Ascencion Drive, Building No. 1301, Capitol Hill, Saipan no later than **9:30 a.m., local time, October 05, 2017** and must be marked **ITB17-DPL-209**.

Bidders outside the Commonwealth must notify the Director of Procurement and Supply, in writing, of their intent to submit a Notice of Intent to Bid in order to receive this additional seven (7) working days for the receipt of the actual proposal documents. This Notice of Intent to Bid may be any mode of written communication including facsimile to (670) 664-1515 or e-mailed to [procurement@pticom.com](mailto:procurement@pticom.com) but must be received no later than **9:30 a.m., local time, October 05, 2017**.

Bids submitted by firms outside the Commonwealth must be postmarked by the U.S. Postal Service or the official government postal service of a foreign country by **October 05, 2017** and mailed to the Office of the Director of Procurement and Supply to P.O. Box 510008, C.K., Saipan, MP 96950 and the bid documents must be received at the Office of the Director of Procurement and Supply located at the former Emergency Management Office, Ascencion Drive, Building No. 1301, Capitol Hill **October 16, 2017**.

Bids will be publicly opened and read at the Division of Procurement and Supply located at the former Emergency Management Office, Ascencion Drive, Building No. 1301, Capitol Hill, Saipan, at **9:30 a.m., local time, October 18, 2017**. However, if no Notice of Intent to Bid are received from bidders outside the CNMI, bids will be opened at **9:30 a.m., local time, October 05, 2017**.

**The Government reserves the right to reject any and all bids and proposals, in whole or in part and to waive any imperfections in the best interest of the Commonwealth.**

Questions regarding this ITB can contact **Ms. Rosalinda Ayuyu** at [rayuyu@dpl.gov.mp](mailto:rayuyu@dpl.gov.mp) or **Mr. Mark Robles** at [mrobles@dpl.gov.mp](mailto:mrobles@dpl.gov.mp) at (670) 234-3755.

**NOTE: FAILURE TO SIGN THIS BID SUBMISSION WILL RESULT IN ITS REJECTION.**

**Print Name and Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**BREACH OF ETHICAL STANDARDS**

**Gratuities.** It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor. **NMIAC Section 70-30.3-725 (a).**

**Kickbacks.** It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of subcontractor or order. **NMIAC Section 70-30.3-725 (b)**

**Contingent Fees.** It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure government contracts upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. **NMIAC Section 70-30.3-730**

**ITB17-DPL-209**  
**Digital Black and White Copier,**  
**Network Printer, Scanner (w/ Color Sending), Fax and I-Fax**  
**and Bluetooth (air) printing**

**Printer/Copier SPECIFICATIONS:**

**Term:** 60 Months Lease

**Quantity:** 1 Unit

**Type:** Digital Black and White Copier, Network Printer, Fax and I-Fax, Scanner (capable of sending color), and Bluetooth (air) printing

**Warranty/Maintenance:** 60 months, inclusive of all Parts and labor

**Consumables:** Consumable (toner, Drum unit, staples) to be provided by the vendor within the 60 months lease period. Note: the estimated black and white copy/print volume is 12,000+ per month.

**Output Speed:** Minimum of 50 pages per minute with automatic document feeder; minimum of 100 sheets

**Automatic Document Feeder & 2-sided capability:** Single-Pass Dulexing Automatic 2-sided Document Feeder (copying/printing) with minimum of 150 sheets

**Finishing:** Capable of automatic collation/sorting; automatic stapling (provides corner & double stapling, Staple-Free Stapling, and Staple on Demand) 2/3 hole punching

**Paper Source (Cassette) capacity:** Minimum of 2,200 sheets

**Paper size supported:** Statement, Letter, Legal, Ledger, 11x17

**Enlargement & Reduction:** 25% - 400%

**Resolution:** 600 x 600 dpi or greater

**Security:** Required division passwords / Department ID#

**Memory:** Minimum of 1 GB Ram, 80 GB HDD

**Scanning & Sending:** Capable of scanning and sending to multiple destinations simultaneously: e-mail, file server, shared network folders & fax number (Must be capable of combining all these feature settings when scanning and sending).

**Fax:** must be capable of PC Faxing, Fax forwarding & walk up faxing

**USB Interface:** Saving scan data to removable media

**Interface Connection:** RJ 45 (10/100/1000 Base TX), USB 2.0 High Speed; Bluetooth (air) connectivity, Mobile Printing Capabilities

**Network Operating System:** Windows 2000/XP/Windows Vista/7/Server 2003/Server 2008/Server 2012/Windows 10

**Monthly Duty Cycle:** 200,000 or higher

**Others:** Include Surge Protector & Backup Battery

**Delivery Lead Time:** Minimum of 30 days, Maximum of 45 days from the date of issuance of the Notice to Proceed.

**Note to Vendor(s):**

The specifications described herein is not meant to be restrictive. Any bidder whose bid meets substantially the specification provided here-in will be considered. The government has the absolute right to determine equal or better machine.

**The provisions of the CNMI Procurement Regulations NMIAC 70-30.3-725 and 70-30.3-730 prohibiting Gratuities and Kickbacks and Contingent Fees shall apply.**