



**JUDICIARY OF GUAM**  
**Procurement & Fac. Mgt. Division**  
**Procurement Section**  
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*Robert J. Torres*  
*Chief Justice*

*Alberto C. Lamorena III*  
*Presiding Judge*

*Joshua F. Tenorio*  
*Acting Administrator of the Courts*

*Raymond L.G. Taimanglo*  
*Procurement & Fac. Mgt. Administrator*

March 12, 2014

**MEMORANDUM:**

To: All Prospective Bidders

From: Acting Administrator of the Courts

Subject: **Addendum No. 1**  
Invitation for Bid: IFB 14-02  
Lease of two (2) multi-function copier machine

Below are responses to clarifications/questions in reference to the above IFB 14-02:

1. In order to more accurately assess the vendor costs associated with this bid, may we please be provided with the average monthly volume of the devices which are to be replaced by this bid?

**Response:** The volume of 5,000 prints per month as requested through IFB 14-02 has been determined by an average monthly volume of the current machines over the past five years and it includes estimated future needs.

2. Section B, Technical Specifications, item 12 calls for a document feeder. Can you please confirm if the document feeder is required to automatically scan two-sided originals?

**Response:** Yes, the document feeder is required automatic two-sided copy, print, scan, and fax as stated in item 13 of Section B.

3. Section B, Technical Specifications, item 14 calls for stapling. Can you please confirm if convenience stapling (off-line electric stapling) is sufficient for "stapling" requirements?

**Response:** No, convenience off line stapling will not be accepted for this bid and only automatic stapling such as a finisher with built in stapling will be accepted.

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**Please be reminded that this Addendum no. 1 shall be acknowledged in your bid proposal. Failure to acknowledge this addendum shall result in disqualification from this bid.**

Should you have any questions please contact Mr. Raymond L.G. Taimanglo Procurement & Fac. Mgt. Administrator at 475-3393/3175.

A handwritten signature in black ink, appearing to read 'R. Cruz', with a stylized flourish at the end.

Robert S. Cruz

Cc: PFMA  
Bid File