



INVITATION TO BID FOR THE

Supply, Delivery and Installation of Rental Units of Multi-Functional Printer for Two (2) Years or 5,610,000 Copies for the Procurement Service (PS)

PUBLIC BIDDING NO. 004-2020

FUNDING SOURCE:

Government of the Philippines (GOP) through 2020 and 2021 *Approved Budget of the Procurement Service (PS)*

1. The **PROCUREMENT SERVICE** invites PhilGEPS registered suppliers to bid for the following items:

Lot No.	Qty	UOM	Item/Description	Approved Budget for the Contract	Price of Bid Documents	Delivery Period
1	5,610,000	copies	Supply, Delivery and Installation of Rental Units of Multi-Functional Printer for Two (2) Years or 5,610,000 copies	₱ 5,273,400.00	₱ 1,000.00	Refer to Schedule of Requirements (Section VI)

The contract shall be for a Service Agreement for a duration of two (2) years or 5,610,000 copies whichever comes first.

Bidders should have completed, within **Five (5) years** prior to the date of submission and receipt of bids, a contract similar to the Project.

2. The summary of the bidding activities is as follows:

Advertisement/Posting of Invitation to Bid	May 06, 2020
Issuance and Availability of Bid Documents	May 06, 2020
Pre-Bid Conference	May 13, 2020 @ 10:00 AM
Last day of Submission of Written Clarification	May 15, 2020
Last day of Issuance of Bid Bulletin	May 18, 2020
Deadline for Submission of Bids	May 25, 2020 @ 10:00 AM
Opening of Bids	Immediately after the Deadline of Submission of Bids



3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.
4. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138.
5. A complete set of Bidding Documents may be acquired by interested Bidders from the **General Administrative Division** (see address below) and upon payment of a non-refundable fee for the Bidding Documents, in amounts pursuant to the Schedule.

The Bidding Documents may also be downloaded free of charge from the website of the PhilGEPS provided that Bidders shall pay the non-refundable price not later than the submission of their bids.

Interested bidders may inspect the Bidding Documents and obtain further information from the **General Administrative Division** at the address given below.

6. The PS will hold a ***Pre-Bid Conference on May 13, 2020; 10:00 AM at the Procurement Service Conference Room, RR Road, Cristobal St., Paco, Manila*** which shall be open to prospective bidders, both through physical or online access.

Pursuant to the Presidential Proclamation on Enhanced Community Quarantine and STRICT implementation of social distancing due to the Covid19 pandemic, the Procurement Service is equipped with a facility that uses ***video conferencing*** facilities to continuously communicate and collaborate with stakeholders.

In the event that the Enhanced Community Quarantine is not yet lifted at the time of the stated conference, all interested parties may access the Pre-Bid Video Conference call through this link: meet.google.com/qpu-pgwk-ivj using the Google Meet Platform on the scheduled Pre-bid conference as stated above. Potential bidders who access the link shall be required to input their attendance, name, representation, and contact details as traditionally required in physical meetings.

7. Bids must be duly received by the Secretariat-Internal BAC at the address below on or before 25 May 2020; 10:00AM. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.

Bids shall be opened immediately thereafter at the ***Procurement Service Conference Room, RR Road, Cristobal St., Paco, Manila***. Bids will be opened in the presence of the bidders’ representatives who choose to attend at the address below. Late bids shall not be accepted.



8. Bidders shall drop their duly accomplished eligibility requirements, technical and financial proposals in two separate sealed envelopes in the designated bid box located at the Bidding Room.
9. The Procurement Service reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:
*PS-Internal Bids and Awards Committee
Secretariat, Internal BAC
General Administrative Division
2nd Floor, PS Complex
Procurement Service-PhilGEPS
Cristobal Street, Paco, Manila
internal-bacsec@ps-philgeps.gov.ph*



SIGNATURE REDACTED

ATTY. MICHELLE ANNE B. RECTO, LL.M.
Chairperson, Internal Bids and Awards Committee I