

## **INVITATION TO APPLY FOR ELIGIBILITY AND TO BID**

The Bureau of the Treasury (BTr), through the Bids and Awards Committee (BAC), invites suppliers to apply for eligibility and to bid for the Lease of Photocopying Machines for the Central Office of the Bureau of the Treasury (BTr).

**Approved Budget for the Contract (ABC) :** Php680,000.00 inclusive of all applicable taxes

**Brief Description of the Project :** Supply of Photocopying Machines on Straight Lease Basis

**Delivery Schedule :** Thirty (30) calendar days from receipt of Notice to Proceed

Prospective bidders must have at least five (5) years experience in supplying the goods/services to be bid. The amount of completed contract, singly or an aggregate of three (3) completed contracts that is similar to the goods to be bid, must be at least 50% of the approved budget of the proposed goods for bidding and must at least meet the minimum requirements of the goods/services to be procured as stated in the Technical Specifications/Instructions to Bidders (ITB) of the bidding documents. The bidding documents can be obtained from the Office of the BAC Secretariat.

The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use the non- discretionary “pass/fail” criteria.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference, Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulations (IRR).

The schedule of activities are as follows:

<b>ACTIVITY</b>	<b>SCHEDULE</b>
1. Issuance of Bidding Documents (upon payment of non-refundable amount of P1,000.00)	July 24, 2008 Rm. 409, BTr Palacio del Gobernador Intramuros, Manila
2. Pre-bid Conference	July 31, 2008 2:00 p.m. Rm. 401, BTr Palacio del Gobernador Intramuros, Manila

ACTIVITY	SCHEDULE
3. Opening Bids	August 12, 2008 10:00 a.m. Rm. 401, BTr Palacio del Gobernador Intramuros, Manila
4. Bid Evaluation & Post Qualification	August 13 - 25, 2008
5. Issuance of Notice of Award	August 27, 2008
6. Contract Signing & Issuance of Notice to Proceed	August 29, 2008

The BTr BAC reserves the right to reject documents which do not comply with the requirements and reject any and all bids, annul the bidding process, or not award the contract, without thereby incurring any liability to the affected bidder or bidders.

The BAC assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

**ATTY. GISELA F. LOOD**  
Chairperson, BAC

For inquiries, pls. call the BAC Secretariat:  
**MS. MYRNA C. DELA CRUZ**  
Tel. No. 5228122 loc. 410; Telefax No. 5273082  
**or MS. VIRGINIA J. NICOLAS**  
Tel. No. 5228122 loc. 404