



Funding the Republic

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
INTRAMUROS, MANILA 1002

INVITATION TO BID

The Bureau of the Treasury (BTr), through the Bids and Awards Committee (BAC), invites interested bidders to apply for eligibility and to bid for the Supply of Photocopying Machines on Straight Lease Basis for the Bureau of the Treasury Central Office including National Capital Region.

Approved Budget for the Contract (ABC) : Php750,000.00 inclusive of all applicable taxes

Brief Description of the Project : The project calls for the supply of twenty one (21) units photocopying machines on a straight lease basis.

Delivery Schedule : Thirty (30) Calendar Days from the date of receipt of Notice to Proceed

Prospective bidders must have at least five (5) years experience in the business. The amount of single largest completed contract that is similar to the services to be bid for the past three (3) years, must be at least 50% of the approved budget of the proposed services for bidding and must at least meet the minimum requirements of the 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 the Revised Implementing Rules and Regulations (IRR) of R.A. 9184.

The schedule of activities are as follows:

<i>ACTIVITY</i>	<i>SCHEDULE</i>
1. Issuance of Bidding Documents (upon payment of non-refundable amount P2,000.00)	January 17 – 28, 2011 Office of the BAC Secretariat Room 302, Bureau of the Treasury Palacio del Gobernador Intramuros, Manila 8:00 a.m. – 4:00 p.m.
2. Pre-bid Conference	January 26, 2011 2:00 p.m. Rm. 401, Bureau of the Treasury Palacio del Gobernador Intramuros, Manila

<i>ACTIVITY</i>	<i>SCHEDULE</i>
3. Submission & Receipt of Bids	February 9, 2011 1:30 p.m. Office of the BAC Secretariat Room 302, Bureau of the Treasury Palacio del Gobernador Intramuros, Manila
4. Opening Bids	February 9, 2011 2:00 p.m. Rm. 401, Bureau of the Treasury Palacio del Gobernador Intramuros, Manila
5. Evaluation of Bids	February 10, 2011
6. Submission of Additional Requirements	February 10 – 14, 2011 Office of the BAC Secretariat 3 rd Floor, Bureau of the Treasury Palacio del Gobernador Intramuros, Manila 9:00 a.m. – 4:00 p.m.
7. Post Qualification	February 11 – 23, 2011
8. Issuance of Notice of Award	February 25, 2011
9. Contract Signing & Issuance of Notice to Proceed	February 28, 2011

The BAC reserves the right to reject documents which do not comply with the requirements, waive any formalities of documents or consider any submission of documents as substantial compliance, reject any and all bids, declare a failure of bidding, annul the bidding process, or not award the contract, without thereby incurring any liability to the affected bidder or bidders or if the funds/allotment for the program/project/activity has been withheld or reduced through no fault of the procuring entity.

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. ELLEN DIUMANO
Tel. No. 5228122 loc. 321; Telefax No. 5250029
or **MS. VIRGINIA J. NICOLAS**
Telefax No. 527-27-91