



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 PhilGEPS registered suppliers/contractors to apply for eligibility and to bid for the Rental of Multi-Function Digital Photocopying Machines for CY 2020, with a total Approved Budget for the Contract (ABC) of **Two Million One Hundred Fifteen Thousand Four Hundred Seventy One Pesos (Php2,115, 471.00)** inclusive of all applicable taxes. Bids received in excess of the ABC shall be automatically rejected at the bid opening.

Prospective bidders must be operating in the Philippines continuously for the past 3 years in the business. Prospective bidders must have completed within the past three (3) years a single largest contract similar to the goods to be bid with a contract price equivalent to at least 50% of the approved budget of the proposed goods for bidding and must at least meet the minimum requirements of the goods to be procured as stated in the Technical Specifications/Instructions to Bidders (ITB) of the bidding documents.

The bidding documents may be obtained from the Office of the BAC Secretariat on the place and dates mentioned below upon payment of a non-refundable amount of Two Thousand Pesos (Php2,000.00) in cash for Rental of Multi-Function Digital Photocopying Machines for CY 2020.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that bidders shall pay the fee for the Bidding Documents not later than the submission of their bids.

The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use the non-discretionary “pass/fail” criteria. Failure to submit the required document under the bidding documents or the submission of a document which does not comply with the legal formalities shall be rated “failed”.

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 Revised Implementing Rules and Regulations (RIRR).

The schedules of activities are as follows:

A. ACTIVITY	SCHEDULE
1. Advertisement and issuance of Bidding Documents	December 4, 2019 Office of the BAC Secretariat, Ground Floor, Ayuntamiento Bldg., Intramuros, Manila 8:00 a.m. –5:00 p.m.

2. Pre-bid Conference	December 11, 2019, 9:00 a.m. Legaspi Conference Room, 3rd Floor Ayuntamiento Bldg., Intramuros, Manila
3. Request for Clarification	Until December 12, 2019 Office of the BAC Secretariat, Ground Floor, Ayuntamiento Bldg., Intramuros, Manila 8:00 a.m. –5:00 p.m Email: bac@treasury.gov.ph
4. Issuance of Supplemental Bid Bulletin	December 13, 2019 Office of the BAC Secretariat, Ground Floor, Ayuntamiento Bldg., Intramuros, Manila 8:00 a.m. –5:00 p.m
5. Submission and Receipt of Bids	December 20, 2019, 8:30 a.m. Legaspi Conference Room, 3rd Floor Ayuntamiento Bldg., Intramuros, Manila
6. Opening of Bids	December 20, 2019, 9:00 a.m. Legaspi Conference Room, 3rd Floor Ayuntamiento Bldg., Intramuros, Manila

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, or if the funds/allotment for the program/project/activity has been withheld or reduced through no fault of the procuring entity 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.

(Sgd.) **ATTY. GISELA F. LOOD**
Deputy Treasurer of the Philippines
and Chairperson, BAC