

**Office of the President
Of the Philippines
Malacañang**

BIDS AND AWARDS COMMITTEE

INVITATION TO BID

Invitation to Bid for Procurement of Services and Provision of Eighty-Six (86) Units Monochrome and One (1) Unit Colored Multi-Function Printers (MFP) for the Printing and Photocopying Requirements of Various OP Offices for CY 2021 with Purchase Request Number 20-10-0012 Re-bid

1. The **Office of the President**, through the **General Appropriations Act (GAA) FY 2020** intends to apply the sum of **₱ 5,128,000.00** being the Approved Budget for the Contract (ABC) for **Procurement of Services and Provision of Eighty-Six (86) Units Monochrome and One (1) Unit Colored Multi-Function Printers (MFP) for the Printing and Photocopying Requirements of Various OP Offices for CY 2021 with Purchase Request Number 20-10-0012 Re-bid**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Office of the President** now invites bids for the above Procurement Project. Delivery of the Goods is required by **January to December 2021**. Bidders should have completed, within **the last three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.
4. Interested bidders may obtain further information from **Office of the President** and inspect the Bidding Documents at the address given below from **8:00AM TO 5:00PM**.
5. A complete set of Bidding Documents may be acquired by interested bidders on **January 4, 2021 to January 20, 2021 from 8:00AM to 12:00N and from 1:00PM to 5:00PM, Monday to Friday, and up to 9AM of January 21, 2021 at the given address and**

website/s below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos (P10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **in person at the address given below**.

6. The **Office of the President** will hold a Pre-Bid Conference on **January 7, 2021, Thursday at 2:00PM at the address given below** [one (1) representative per company], which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission or in person at the address given below** on or before **January 21, 2021, Thursday at 10:00AM. Late bids shall not be accepted.**
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **January 21, 2021, Thursday at 10:05AM** at the given address below and/or through videoconferencing/webcasting via **Zoom meeting**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

The BAC Meeting, including its Opening of Bids, will be conducted virtually (e.g. via Zoom) in accordance with the health protocols during COVID-19 pandemic. For observance and participation of the bidders, please send an email request to the BAC Secretariat at opbacsec@malacanang.gov.ph for the internet link of the said Opening of Bids before its scheduled date. The internet link will be sent via email not earlier than 30 minutes before the start of the BAC Meeting. In the event the bidders opt to stay in the Mabini Hall Building, the BAC Secretariat can still accommodate by providing available room for virtual observance and participation.

10. The **Office of the President** 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 Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

Gen Anderson G. Tanhueco
PSO II
BAC Secretariat
1005, BAC Secretariat Office, Room 123,
1st Floor Mezzanine, Mabini Hall Bldg.,
J.P. Laurel St., San Miguel, Malacañang,
Manila, Metro Manila
opbacsec@malacanang.gov.ph
(02) 8784-4286 loc 4161


12. You may visit the following website:

op-proper.gov.ph

For viewing/downloading of Bidding Documents copy the link below and paste it on your browser's search bar:

[https://drive.google.com/drive/folders/1yzKc_onvledbNy1QAGjPQZ -
Z_iMy2Cd?usp=sharing](https://drive.google.com/drive/folders/1yzKc_onvledbNy1QAGjPQZ_Z_iMy2Cd?usp=sharing)

December 29, 2020



Atty. RYAN ALVIN R. ACOSTA
Chairman, Bids and Awards Committee

**Office of the President
of the Philippines
Malacañang**

BIDS AND AWARDS COMMITTEE

December 29, 2020

CERTIFICATION

This is to certify that the attached Invitation To Bid (ITB) for bidding is subject for posting thru the PhilGEPS, OP website, and three (3) conspicuous places within the vicinity of the Malacañan Complex (e.g Mabini Hall; Presidential Complaint Center Bldg. at Bahay Ugnayan, JP Laurel Street.; Motorpool Bldg. at P.Casal Street) from December 29, 2020 to January 21, 2021.


DIR. GLORIA M. BUNDOC
Head, BAC Secretariat