

INVITATION TO BID

ONE (1) YEAR RENTAL OF TWENTY (20) COLOR MULTIFUNCTION COPY MACHINES

1. The BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA), through its 2022 Corporate Budget, intends to apply the sum of **Three Million Six Hundred Twenty Thousand Pesos (P3,620,000.00)**, inclusive of VAT and all other applicable government taxes, fees and other charges, being the Approved Budget for the Contract (ABC) to payments under the contract for the **ONE (1) YEAR RENTAL OF TWENTY (20) COLOR MULTIFUNCTION COPY MACHINES**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. BCDA now invites bids for the submission of Eligibility Documents for the One (1) Year Rental of Multifunction Copy Machines. Bidders should have completed, within three (3) years (January 2019 to January 2022) prior to the date of submission and receipt of bids, a contract similar to the Project equivalent to at least 50% of the ABC; or at least two (2) similar contracts and the aggregate contract amount should be equivalent to at least 50% of the ABC, with the largest of these similar contracts equivalent to at least twenty-five percent (25%) of the ABC. The description of an eligible bidder is contained in the Instruction to Bidders (ITB) of the Bid Documents.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

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.
4. Prospective bidders may obtain further information from the BCDA Bids and Awards Committee (BAC) for Goods Secretariat and inspect the Bidding Documents at the address given below from Monday to Friday, from 8:00 a.m. to 3:00 p.m.
5. A complete set of Bidding Documents may be purchased by interested bidders from **04 February 2022 (Friday) to 28 February (Monday) from 8:00 AM to 3:00 PM** except Saturdays, Sundays and Holidays, and **until 01 March 2022, (Tuesday) at 9:00 AM** at a non-refundable fee of **Five Thousand Pesos (Php5,000)** at the BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City.

The bidding documents may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of BCDA (www.bcdagov.ph). Only interested bidders who purchased the Bidding Documents will be allowed to participate in the bidding.

6. BCDA will hold a Pre-Bid Conference on **11 February 2022 (Friday) at 10AM** at the BCDA Corporate Center, 2F Bonifacio Technology Center (BTC), BGC, Taguig City and/or through video conferencing or webcasting via zoom or google meet, which shall be open to prospective bidders.
7. Bids must be duly submitted on or before **01 March 2022 (Tuesday) at 09:00 AM** at the **BCDA Central Receiving and Releasing Area (CRRA)** located at the **BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center, 31st St. corner 2nd Ave, Bonifacio Global City, Taguig City.**
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 **01 March 2022 (Tuesday) at 10:00 AM** on the same address given above. Bids will be opened in the presence of the Bidders' representatives who choose to attend. Late bids shall not be accepted.
10. The Pre-bid Conference and the Opening of Bids are hybrid events. Bidders may choose to attend online via zoom or attend in person at the BTC Office.

For those attending in person, the following guidelines must be followed:

- Only one (1) representative per interested bidder is allowed to attend the Pre-bid Conference and Opening of Bids and will be required to follow the BCDA Health Protocol for Visitors;
- Visitors are required to download the contact tracing app, i.e. StaySafe PH;
- The representative is required to present his/her vaccination card **or** RT-PCR negative test result valid for 72 hours before he/she can be allowed inside the BCDA office;
- Compliance to social distancing, wearing of face masks, body temperature screening inside BCDA office; and
- Observers/representatives who show signs of COVID-19 related symptoms such as cough, flu, fever, high body temperature, and sneezing are advised not to proceed to the BCDA Office since they will not be allowed to enter the BCDA premises.

11. BCDA reserves the right to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the documents submitted.
12. BCDA reserves the right to accept or reject any bid, to annul or cancel the bidding process, to 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.

For further information, please refer to:

Mr. Raul G. Buensalida, Head, BAC for Goods Secretariat, (02) 8575-1700
bacgsecretariat@bcda.gov.ph

BIDS AND AWARDS COMMITTEE FOR GOODS


JOSHUA M. BINGCANG
Chairperson

Bids and Awards Committee for Goods