

**BIDDING FOR THE PROCUREMENT OF ONE (1)  
YEAR RENTAL OF TWENTY (20) MULTIFUNCTION COPY MACHINES FOR  
2018**

**BID BULLETIN NO. MM-2018-001**

This Bid Bulletin clarifies the queries raised during the Pre-Bid Conference held on 25 May 2018, and other matters relative to the *Bidding for the Procurement of One (1) Year Rental of Twenty (20) Multifunction Copy Machines for 2018*.

**1. Queries/Questions by Prospective Bidders**

<b>Issues Raised</b>	<b>Clarification/s</b>
1. On the speed of the Multifunction Copy Machines	Monochrome: minimum of <b>55</b> copies per minute  Color: minimum of <b>40</b> copies per minute
2. On the Schedule of Delivery	The Schedule of Delivery is on <b>15 July 2018 (Sun)</b> .

**2. Clarifications**

- a. The bidders must be registered with PhilGEPS under Platinum Membership, otherwise the bidders will be rated failed which shall result in declaring them as "ineligible".
- b. The bid documents can be accessed from the PhilGEPS and BCDA websites.
- c. The necessary bid bulletin shall be posted in PhilGEPS and BCDA websites on **31 May 2018 (Thur)**. However, only those who purchased the bidding documents are entitled to directly receive a copy of the Bid Bulletin by email.
- d. The bidders have to purchase the bid documents before they can be allowed to submit their bids. They can still purchase the bid document until the day of submission.
- e. The computation of the bid security shall be based on the Approved Budget for the Contract (ABC).
- f. The bidders may submit a notarized Bid Securing Declaration in lieu of other forms of bid security. It is important to note, however, that although the Bid Securing Declaration does not require cash, its enforcement shall include automatic

*Bid Bulletin No. MM-2018-001  
May 2018*



blacklisting and payment of certain fines in the event that the bidder violates any of the conditions set forth in the bidding documents.

- g. The bid should not be more than the ABC, otherwise the bidder will be disqualified.
- h. NFCC Computation shall be based on the audited Financial Statements for the year 2016 or 2017 whichever is available, using the computation provided in paragraph 5.5 of the Instruction to Bidders, and should be at least equivalent to the ABC.
- i. The bidders are requested to use tabs in compiling their bid documents for quick and easy identification and verification.

### 3. Reminders

- a. BCDA adheres to the "No-Contact Rule". All clarifications shall be made in writing and addressed to the BAC-G Secretariat. **Deadline for Clarification is at 5pm on 29 May 2018 (Wed).**
- b. Visiting or calling the members of the BAC, the TWG, the Secretariat or anyone working for BCDA is not allowed and will not be entertained.
- c. Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays and Holidays.
- d. The **deadline for the submission of bids for the *Bidding for the Procurement of One (1) Year Rental of Twenty (20) Multifunction Copy Machines for 2018* is on 07 June 2018 (Thur) at 10:00 AM** at the BCDA Central Receiving and Releasing Area (CRRA) located at the 2<sup>nd</sup> Floor Bonifacio Technology Center, 31<sup>st</sup> St. cor. 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City. The computer system clock at the CRRA that is set to Philippine Standard Time (PhST) shall be used as reference in determining the time for the submission of bids. Hence, participating bidders are advised to synchronize their timepieces with the said computer system clock. **Late bids or those submitted after 10:00 AM of 07 June 2018 (Thur) shall not be accepted.**
- e. Bidders may submit their eligibility documents days ahead of the deadline for submission in order to avoid late submission of bids.
- f. **Bid opening shall be on 07 June 2018 (Thur) at 11:00 AM** at the BCDA Corporate Center, 2<sup>nd</sup> Floor Bonifacio Technology Center, 31<sup>st</sup> St. cor. 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City. Bids will be opened in the presence of the Bidders. Although the bidders' attendance during the Opening of Bids is not compulsory, it is advised that bidders send their representative to assist the BAC and answer clarifications, if any.
- g. Each and every page of the Bid Form must be appropriately signed by the bidder or the bidder's authorized representative. The authorization should also be attached. Failure to do so shall be a ground for the rejection of the Bid.

- h. All licenses, permits and other required clearances should be valid at the time of the submission of bids, Post-Qualification Evaluation, and signing of the contract
- i. The BAC expects the bidders to exercise due diligence in going through the bidding documents so that they can prepare their bids intelligently.
- j. The following documents are required to be NOTARIZED, which should be duly sworn to and include complete information on the PTR No., MCLE No., Authority or Commission Number, etc.:
  - i. Omnibus Sworn Statement
  - ii. Bidder's Representative Authorization (as provided in Paragraph 2 of the Omnibus Sworn Statement )
  - iii. Bid Securing Declaration
- k. BCDA reserves the right to waive minor defects in forms and requirement as long as they do not affect the genuineness and authenticity of the documents submitted.
- l. BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

**Please be reminded that all queries after the release of this Bid Bulletin will not be entertained.**

All provisions, conditions and statements in the bidding documents inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

**Issued on 31 May 2018.**

**BIDS AND AWARDS COMMITTEE FOR GOODS**

  
**ATTY. MARIA SOLEDAD C. SAN PABLO**  
Vice Chairperson

## Bid Form

Date: \_\_\_\_\_  
 Invitation to Bid No: \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices presented below:

Type of Machine	Projected Number of Sheets	Proposed Rate per Sheet (inclusive of VAT)	Total
<b>Monochrome</b>	2,420,000	Php _____	
<b>Color</b>	151,500	Php _____	
<b>TOTAL</b>			

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
(if none, state "None")		

*[Handwritten initials]*

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

