



INVITATION TO BID FOR THE PROCUREMENT OF RENTAL OF MULTI-FUNCTION PHOTOCOPIER MACHINES

1. The *Philippine Statistics Authority (PSA)* through the *FY 2022 General Appropriations Act* intends to apply the sum of **Two Million Pesos (Php2,000,000.00)** being the ABC to payments under the contract for ***Procurement of Rental of Multi-Function Photocopier Machines***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *PSA* now invites bids for the above Procurement Project. Delivery of the Goods is required ***within Ten days from issuance of Notice to Proceed up to 31 December 2022 or upon full consumption of the ABC, whichever comes first***. Bidders should have completed, within ***FIVE (5) 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 a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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 No. 5183.

4. Prospective Bidders may obtain further information from *the PSA Bids and Awards Committee (BAC) Secretariat* and inspect the Bidding Documents at the address given below during ***8:00 AM to 5:00 PM except weekends and holidays***.
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***30 May 2022*** from 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 **Php5,000.00**. *The Procuring Entity shall allow the bidder to present its proof of payment for the fees be presented in person.*
6. The *PSA-BAC* will hold a Pre-Bid Conference on ***10 June 2022 at 2:00 PM*** through video conferencing or webcasting *via the Zoom platform* which shall be open to prospective bidders. Interested bidders may contact the BAC Secretariat at these electronic mail (e-mail) addresses, bac-secretariat@psa.gov.ph or bacsecretariat.psa@gmail.com for details.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **9:00 AM of 22 June 2022**. 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 **2:00 PM of 22 June 2022** via Zoom platform. The link for Zoom conference will be sent to the respective email addresses given by the interested bidders. Bids will be opened in the presence of the bidders' representatives who choose to participate in the activity or witness the opening of the bids through video conferencing via Zoom platform. Bidders interested to participate shall coordinate and register with the BAC Secretariat for the link through email address indicated below.
10. The *PSA* 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 IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

JOSEPH P. CAJITA

Head

BAC Secretariat

11th Floor Cyberpod Centris One

EDSA cor. Quezon Ave.,

Diliman, Quezon City

bac-secretariat@psa.gov.ph or bacsecretariat.psa@gmail.com

12. You may visit the following websites:

For downloading of Bidding Documents:

www.psa.gov.ph or <https://procurement.gov.ph>

(SGD)
MINERVA ELOISA P. ESQUIVIAS
Chairperson – Bids and Awards Committee
Philippine Statistics Authority