



Bids and Awards Committee IV

PROJECT NO.: 2022-AdmS2(001)-BIV-CB-020

INVITATION TO BID

FOR THE

Lease Agreement of Photocopying Machines

- The **Department of Education (DepEd)**, through the *Government of the Philippines (GOP) under FY 2022 GASS (Current Funds)*, intends to apply the sum of **Philippine Pesos Four Million and 00/100 (Php4,000,000.00)**, being the total Approved Budget for the Contract (ABC) to payments under the contract for **Lease Agreement of Photocopying Machines** as follows:

Description	Quantity	Approved Budget for the Contract (ABC) In Php
Photocopying Machines	65 units	Php4,000,000.00

Bids received in excess of the ABC for the project shall be automatically rejected at bid opening.

- The **DepEd**, through the **Bids and Awards Committee (BAC) IV**, now invites bids for the goods and services contemplated in this project, as detailed in the Schedule of Requirements and the table of Technical Specifications indicated in the bidding documents. **Expected completion of delivery of the goods is within Fifteen (15) days upon receipt of Notice to Proceed (NTP) at DepEd Central Office, Meralco Avenue, Pasig City.**

Prospective bidder should have completed, within a period of **five (5) years** immediately preceding the deadline for submission of bids, Single Largest Completed Contract (SLCC) similar to the contract to be bid and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be at least fifty percent (50%) of the ABC of the lot bid for; OR at least two (2) similar contracts and the total of the aggregated contract amount should be equivalent to at least fifty percent (50%) of the ABC of the lot/s bid for; and the largest of these similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC of the lot/s to be bid.

- 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 grants similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **DepEd Procurement Management Service** at **Telephone Nos. 8636-6542 or 8633-9343** and inspect the Bidding Documents at the address given below from **Monday to Friday from 8:00am to 5:00pm.**
5. For those who are interested to purchase the Bidding Documents, two (2) options are made available, to wit:
 - a. A complete set of Bidding Documents may be acquired by interested Bidders from the **DepEd Procurement Management Service, Room M-511, 5th Floor, Mabini Building, DepEd Central Office Complex, Meralco Avenue, Pasig City**, upon accomplishing a bidder's information sheet and payment of a non-refundable fee for the Bidding Documents to the **DepEd Cashier**.

Payment in checks should be made payable to **DECS OSEC Trust.**

- b. Interested Bidders may signify their intent to purchase the Bidding Documents through email at depedcentral.bacsecretariat@deped.gov.ph by accomplishing a bidder's information sheet (**Annex "A"**). Upon receipt of the bidder's information sheet, the BAC Secretariat Division will send through email the details of the DECS OSEC Trust Fund Account for payment. Upon payment, bidders may send through email the proof of payment before the deadline for submission of bids. Upon receipt of proof of payment, the BAC Secretariat will send the electronic copy of the Bidding Documents.

Amount of Bidding Documents shall be ***Philippine Pesos Four Thousand and 00/100 (PhP4,000.00).***

6. The **DepEd** will hold a pre-bid conference for this Project on **December 05, 2022, 10:00 A.M.** at **Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave., Pasig City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat on or before **9:30 A.M. of December 21, 2022** at **Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave., Pasig City**.

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 **December 21, 2022, 10:00 A.M.** at **Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave.,**

Pasig City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

For the purpose of constituting a quorum, both the physical and virtual presence of the BAC members shall be considered pursuant to GPPB Resolution No. 09-2020.

10. The **DepEd** 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:

JOHN CARLO M. ESGUERRA

Technical Assistant I

Procurement Management Service - BAC Secretariat Division

Rm. M-511, 5th Floor, Mabini Bldg.

DepEd Central Office Complex Meralco Avenue, Pasig City

Telephone Nos. 8636-6542 or 8633-9343

Email address: depedcentral.bacsecretariat@deped.gov.ph


12. You may visit the following websites:

For downloading of Bidding Documents:

<https://notices.philgeps.gov.ph/>

<https://www.deped.gov.ph/>

Date of Issuance of Bidding Documents: November 24, 2022


Atty. REVSEE A. ESCOBEDO
Undersecretary and Chairperson 