

Republic of the Philippines
City of Dipolog
BIDS AND AWARDS COMMITTEE

IAEB No. 21-0660

PR no. di - 100-21-08-0842 ✓

INVITATION TO APPLY FOR ELIGIBILITY AND TO BID

Name of Project : Supply and Delivery of Photocopier - DepEd

Brief Description of GOODS : Photocopier & etc.

The City Government of Dipolog, through the General Fund of 2021 intends to apply the sum of Two Million Five Hundred Thousand Pesos (P 2,500,000.00) being the Approved Budget for Contract (ABC) for the above mentioned Project. Bids received in excess of the ABC shall be automatically rejected at Bid Opening.

The City Government of Dipolog now invites sealed Bids from eligible Bidders for the supply and delivery of the Goods described above. Please contact the BAC Secretariat at phone # 212-9862 for details regarding the eligibility requirements.

Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criteria as specified in the Implementing Rules and Regulations Part A (IRR-A) of Republic Act No. 9184 (R.A. 9184), otherwise known as the Government Procurement Reform Act, and is restricted to organizations with at least sixty per cent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, as specified in Republic Act 5183 (R.A. 5183). Only Bids from Bidders who pass the eligibility check will be opened. The Schedule of Prices must be submitted with the Original Copy of the Invitation to Apply for Eligibility and to Bid together with the Photocopy of the Business Permit. The bidder with the Lowest Calculated Bid shall advance to the technical and financial requirements of the project. The Contract shall be awarded to the Lowest Calculated and Responsive Bidder (LCRB) who was determined as such during post-qualification procedure.

Interested Bidders may inspect the Bidding Documents and obtain further information from the Secretariat - Bids and Awards Committee Office, City Hall. A complete set of Bidding Documents shall be issued upon payment of a non-refundable fee in the amount of **P 5,000.00**. The Method of payment shall be in Cash. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative. Bidders shall comply Sec. 23.4.1.3 of the 2016 IRR of 9184.

Activities	Date	Time	Place
1. Issuance of Bid Documents	September 07, 2021- September 28, 2021	Office Hours	BAC Office
2. Pre-bid Conference	September 14, 2021	2:00 PM	BAC Office
3. Deadline for submission of Bids and Eligibility Documents	September 28, 2021	2:00 PM	BAC Office
4. Bid Opening	September 28, 2021	2:00 PM	BAC Office

All bids must be accompanied by a **Bid Security** preferably in the form of Cash and in the amount at least equal to 2% of the ABC or **P 50,000.00** to be deposited at the Office of the City Treasurer and the original Official Receipt of which shall be submitted to the BAC Office. Any of the forms of bid security as provided for under Section 27.2 of the Revised IRR of RA No. 9184, or Bid Securing Declaration pursuant to GPPB Resolution No. 03-2012 shall likewise be Acceptable in lieu of cash. Late Bids will not be accepted.

Bids will be opened in the presence of Bidders' representatives who choose to attend the Bid Opening.

The City Government of Dipolog reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.


ALBERT S. ACIMPULOS
City Planning & Development Coordinator / BAC Chairman
Tel # 212-9862, FAX # (065) 212-4234

Requesting Office: DepEd

Purchase Request No. Di-100-21-08-0842

Approved Budget for Contract (ABC): P 2,500,000.00

ITB No. 21-0660

PURPOSE: To be distributed to 47 schools of DepEd Dipolog City Clustered into ten districts.

SCHEDULE OF PRICES

NAME OF BIDDER / ESTABLISHMENT: _____

Item No.	Description	QTY	Unit	Unit price	Total Price
1	Photo copier with sets of ink, Functions : Copy, Print, Scan Direct WIFI to mobile Op. Panel : 10.1 Touchscreen panel/Smart Operation Panel Copy Speed: 20 copies/prints per minute Standard: 2GB/4GB Maximum HDD: 350 GB Standard Feeder (ARDF) : 100 sheets Auto Reverse Document Feeder Built-in Sorter: Automatic Segregation of copied documents Automatic back to back copying and printing Paper Size : 12 X 18 inch Standard: Ethernet 10 base T/100 base - T, USB Host 1/F Type A, USB Device I/F Type B 120 ipm (simplex) / 240 ipm (duplex) Zoom: 25-400% (in 1% step) With warranty	10	units		
NOTE: Bids received in excess of the ABC shall be automatically rejected at Bid Opening. In case of discrepancy between unit price and total, the unit price shall prevail.				TOTAL BID PRICE: P	

Having Examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we the undersigned offer to supply and deliver all items listed above hereof 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 above hereof and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods within Thirty (30) Days from receipt of the Purchase Order or at the earliest time as may be required by the requisitioning office.

We agree to abide by this Bid for the Bid Validity Period of One Hundred Twenty (120) days and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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 or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements.

Dated this _____ day of _____, 2021

(Name and Signature)

(in the capacity of/ position)

Duly authorized to sign Bid for and on behalf of _____
(Name of Establishment/Firm)

(*Bidder, please fill-up all blank spaces.)