



Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
Region 13, Caraga Administrative Region
Tandag City, Surigao del Sur

February 17, 2022

INVITATION TO BID

For

PROCUREMENT, SUPPLY AND DELIVERY OF SIX (6) UNITS OF PHOTOCOPY MACHINES FOR THE DENR PENRO SURIGAO DEL SUR.

The DENR-Provincial Environment and Natural Resources, Tandag City, Surigao del Sur, through the funding source under GAA for CY 2022 intends to apply the sum of of **Six Hundred Thousand Pesos (₱ 600,000.00) only, inclusive of all applicable government taxes and service charge**, being the Approved Budget for the Contract (ABC) to payment under the contract for the **procurement of Six (6) Units Photocopy Machine** best described hereunder:

Stock Prop. N./Lot No.	ITEM DESCRIPTION	QUAN-TITY	UNIT COST Ph₱	TOTAL AMOUNT Ph₱
1	PHOTOCOPY MACHINE Monochrome Multifunctional Printer *Print/copy Speed: min. of 25 pages/minute; Automatic back-to-back; Automatic document feeder *2 cassette tray drawer w/ built in bypass tray; paper size: short, A4, long, legal up to A3; Auto rotate collate functions. *OS: Windows server, Windows 7,8,8.1 *Interface: USB 2.0, Ethernet: Network Ready	6	100,000.00	600,000.00
		TOTAL		₱600,000.00

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

The DENR-PENRO Surigao del Sur now invites bids for the aforesaid **Six (6) Units Photocopy Machine**.

1. Duration of the contract is within thirty (30) calendar days. Prospective bidders should have experience in supplying similar IT Equipment for the last two (2) years.
2. Delivery of the Procured Equipment shall be within Thirty (30) calendar days from the issuance of Notice to Proceed. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II of the Instructions to Bidders as Provided in BDS.
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA (9184) otherwise known as the “Government Procurement Reform Act”.

Bidding is restricted to Filipino citizens/sole proprietorship, partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

4. Interested bidders may obtain further information from the DENR-PENRO Tandag City, Surigao del Sur and inspect the Bidding Documents at the address given below (see item No. 9) from 8:00 A.M. to 5:00 P.M. Monday to Friday, at the Procurement Unit Office, DENR PENRO Tandag City, Surigao del Sur.
5. A complete set of Bidding Documents may be purchased by interested Bidders from the address below and upon payment of a non-refundable fee of One Thousand Pesos (₱1,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees either it will be presented in person, by facsimile, or electronic means.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that bidders shall pay the fee for the Bidding Documents not later than the submission of their bids.

The DENR PENRO Surigao del Sur will hold a Pre-Bid Conference on February 28, 2022 AT 2:00 PM at the DENR PENRO Tandag City, Surigao del Sur which shall be open only to all interested parties who have purchased the Bidding Documents.

6. Bids must be delivered to the address below on or before March 14, 2022 at 9:00 A.M. based on office clock. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bids will be opened on March 14, 2022 at 9:00 A.M. at the DENR PENRO Tandag City, Surigao del Sur in the presence of the bidders' representatives, duly authorized in writing, who chose to attend at the address below. Late Bids shall not be accepted.

7. Each Bidder shall submit one original copy, and four (4) additional copies of the first and second components of its bid. The PROCURING ENTITY is allowing bidders for a complete bid.
8. The DENR PENRO Tandag City, Surigao del Sur reserves the right to accept 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 bidders.
9. For further information, please refer to:

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RUEL O. LADAGA
Chief Management Services Division
BAC Chairperson