



BIDS AND AWARDS COMMITTEE

FDA-BAC Ref. No. ITB No. 2021-0118- AFS

INVITATION TO BID

Procurement of Lease of 3-in-1 Monochrome/Colored Photocopier Machine/Network Printer/Network Scanner for a total of Thirty Three (33) Units

1. The *Food and Drug Administration*, through the **General Appropriations Act (GAA)** intends to apply the sum of **Seven Million Five Hundred Thousand Pesos (Php7,500,000.00)** being the ABC to payments under the contract for *Procurement of Lease of 3-in-1 Monochrome/Colored Photocopier Machine/Network Printer/Network Scanner*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Food and Drug Administration* now invites bids for the above Procurement Project. Delivery of the Goods is required by *Thirty (30) Calendar days after receipts of Notice to Proceed*. 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.
 - a. 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 *Food and Drug Administration* and inspect the Bidding Documents at the address given below during office hours from *8:00AM to 5:00AM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders from *31 – May 2021 to 2 June 2021* from the given address and website(s) below pursuant to the latest Guidelines issued by the GPPB, in the amount of *Ten Thousand Pesos (Php10,000.00)*. The Food and Drug Administration shall allow the bidder to present its

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proof of payment for the fees and it will be presented upon submission of Bidding Document.

6. The **Food and Drug Administration** will hold a Pre-Bid Conference¹ on *08 June 2021 at 1:30PM* through video conferencing or webcasting via Zoom meeting: <https://zoom.us/j/91648581576?pwd=OHlXUGUwbit6elNjYwIRWjFLTFBJZz09> which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission on or before 21 June 2021, 1:00PM** at the Food and Drug Administration BAC Secretariat Room, FDA Annex Bldg. 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 *21 June 2021, 1:30PM* at the given address at the 2nd floor BAC Secretariat Room, FDA Annex Bldg., Food and Drug Administration. Bids will be opened in the presence of the bidders' representatives who would choose to attend the activity.
10. The *Food and Drug Administration* 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:

Maria Essa C. Tuason
FDA Head, BAC Secretariat
2nd Floor BAC Secretariat Room,
Annex Bldg, Food and Drug Administration,
Civic Drive, Filinvest City, Alabang, Muntinlupa City
Tel No. 8857-1900 Loc 8307
bacsec@fda.gov.ph
www.fda.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: <https://www.fda.gov.ph>

26 May 2021


ENGR. ANA TRINIDAD F. RIVERA, MSc
FDA, BAC Chairperson

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.