



BIDS AND AWARDS COMMITTEE

FDA-BAC Ref. No. ITB No. 2022-0054-AFS

INVITATION TO BID

Procurement for the Lease/Rental of at least Twenty-Three (23) Brand New Multifunctional Photocopying Machines for the Food and Drug Administration including FDA Action Center

1. The *Food and Drug Administration*, through the **Special Account in the General Fund (SAGF)** intends to apply the sum of *Six Million Two Hundred Ninety-Five Thousand One Hundred Sixty-Two Pesos and 20/100 centavos Only (Php6,295,162.20)* being the ABC to payments under the contract for Procurement for the Lease/Rental of at least Twenty-Three (23) Brand New Multifunctional Photocopying Machines for the Food and Drug Administration including FDA Action Center. 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 *not more than Thirty (30) Calendar Days after receipt of Notice to Proceed (NTP)*. 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 from **8:00AM to 5:00PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **18 May 2022 to 07 June 2022** from the given address and website(s) below *pursuant to the latest*

A handwritten signature in black ink, located in the bottom right corner of the page.

Guidelines issued by the GPPB, in the amount of Ten Thousand Pesos (Php10,000.00).
The Procuring Entity shall allow the bidder to present its proof of payment for the fees

6. The **Food and Drug Administration** will hold a Pre-Bid Conference¹ on *26 May 2022 at 9:00am* through video conferencing or webcasting via *Google meet: joining info* Video call link: <https://meet.google.com/emd-zbqm-wvx>, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission on or before 07 June 2022, 8:30AM** 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 *07 June 2022 at 9:00am* at the given address below Food and Drug Administration BAC Secretariat Room, FDA Annex Bldg. Bids will be opened in the presence of the bidders' representatives who 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
Food and Drug Administration BAC Secretariat Room,
FDA Annex Bldg.
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>

16 May 2022


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

DTN: 20220406133310

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.