

**INVITATION TO BID FOR THE PROCUREMENT OF LEASE OF PHOTOCOPYING /
SCANNING MACHINE FOR FY 2019**

1. The Department of Foreign Affairs, through the authorized appropriations under the General Appropriations Act for year 2018, intends to apply the sum of Thirty-One Million Ninety-Three Thousand Five Hundred Ninety Pesos (PhP 31,093,590.00) only being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Lease of Photocopying / Scanning Machine for FY 2019. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Department of Foreign Affairs now invites bids for the “Procurement of Lease of Photocopying / Scanning Machine for FY 2019”, described as follows”

Lot No.	Project Specification	Approved Budget for the Contract (PhP)	Non-refundable Bid Fee (PhP)
1	<i>Procurement of Lease of Photocopying / Scanning Machine for FY 2019</i>	PhP 31,093,590.00	PhP 25,000.00

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) 9184, otherwise known as the “Government Procurement Reform Act”.
 - (i) Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.
4. Interested bidders may obtain further information from the Department of Foreign Affairs and inspect the Bidding Documents at the address given below during 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on 23 November 2018 from the address below.
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 applicable fee for the Bidding Documents not later than the submission of their bids.
6. The DFA-BAC has scheduled the following activities for the said Project:

Pre-bid	Deadline for Submission and Receipt of Bids	Bid Opening	Post-Qualification
05 December 2018, Wednesday, 10:00 a.m.	18 December 2018, Tuesday, 9:00 a.m.	18 December 2018, Tuesday, 10:00 a.m.	20 December 2018 Thursday, 2:00 p.m.

Venue: Bids and Awards Committee (BAC) Conference Room, 12th Floor, DFA Main Building,
Roxas Boulevard, Pasay City

The DFA-BAC will hold a Pre-Bid Conference on the above-stated date, which shall be open to all interested bidders.

7. Bids must be duly received by the BAC Secretariat at the address below on or before 18 December, 9:00 a.m. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.

Bid opening shall be on 18 December 2018, 10:00 a.m. at the Bids and Awards Committee (BAC) Conference Room, 12th Floor, DFA Main Building, Roxas Boulevard, Pasay City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The Department of Foreign Affairs 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

DFA-BAC Secretariat
Department of Foreign Affairs
12th Floor, DFA Main Building,
2330 Roxas Boulevard, Pasay City 1300
Tel. No. 834-4854 or 834-4823; Fax no. 831-9584
Email address: **bac.secretariat@dfa.gov.ph**

22 November, Pasay City
PB-GS-37-2018

(Sgd.)
IMELDA M. PANOLONG
BAC Chairperson