



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE
2330 Roxas Boulevard, Pasay City
Tel. Nos.: 834-4823; Fax No.: 831-9584
Email: bac.secretariat@dfa.gov.ph

SUPPLEMENTAL / BID BULLETIN No. 1

Project : Lease of Photocopying/ Scanning Machines for the
Department of Foreign Affairs for FY 2024
Reference : PB-GS-36-2023-EP12
ABC : PhP 18,452,900.00
Date : 01 December 2023

This Supplemental/Bid Bulletin is issued to provide the prospective proponents/bidders clarification on the Approved Budget for the Contract (ABC) for the above-mentioned procurement:

No. 1 of Section 1 of the Invitation to Bid should be read as:

“The Department of Foreign Affairs, through the National Expenditure Program FY 2024, intends to apply the sum of **Eighteen Million Four Hundred Fifty-Two Thousand Nine Hundred Pesos (PhP 18,452,900.00)** only being the ABC to payments under the contract for the Procurement of Lease of Photocopying/ Scanning Machines for the Department of Foreign Affairs for FY 2024 with identification number PB-GS-36-2023-EP12. Bids received in excess of the ABC shall be automatically rejected at bid opening.”

For the information and guidance of all concerned.

SULPICIO M. CONFIADO
Assistant Secretary and BAC Chairperson



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

INVITATION TO BID

Lease of Photocopying / Scanning Machines for the Department of Foreign Affairs for FY 2024

1. The Department of Foreign Affairs, through the National Expenditure Program FY 2024, intends to apply the sum of Eighteen Million Four Hundred Fifty-Two Thousand Nine Hundred Pesos (PhP 18,452,900.00) only being the ABC to payments under the contract for the Procurement of Lease of Photocopying/ Scanning Machines for the Department of Foreign Affairs for FY 2024 with identification number PB-GS-36-2023-EP12. 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 above Procurement Project. Delivery of the Goods is required by 01 January 2024. 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.

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 the Department of Foreign Affairs and inspect the Bidding Documents at the address given below during Mondays to Fridays, 8:00 A.M. to 5:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested Bidders on 29 November 2023 from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of PhP 25,000.00*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *through electronic means by sending an email at bac.secretariat@dfa.gov.ph*.
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
06 December 2023,	20 December 2023,	20 December 2023,	26 December 2023,

Wednesday, 9:00 A.M.	Wednesday, 9:00 A.M.	Wednesday, 10:00 A.M.	Tuesday, 1:00 PM
Note: All Procurement Activities, except for the submission of bids shall be conducted through Online Video Conference			

The Department of Foreign Affairs will hold a Pre-Bid Conference on 06 December 2023, Wednesday, 9:00 A.M. through video conferencing which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before 20 December 2023, Wednesday, 9:00 A.M. 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 20 December 2023, Wednesday, 10:00 A.M. via online video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. 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 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:

DFA-BAC Secretariat
Department of Foreign Affairs 12th Floor,
DFA Main Building
2330 Roxas Boulevard, Pasay City 1300
Tel. No. 8834-4060 or 8834-4823
Email address: bac.secretariat@dfa.gov.ph
12. You may visit the following websites for downloading of Bidding Documents:
<https://dfa.gov.ph/transparency-dfa/procurements>.

Sulpicio M. Confiado
Assistant Secretary and
BAC Chairperson