



## BIDS AND AWARDS COMMITTEE

0997-308-5718 / 0938-074-3696  bac@elsalvadorcity.gov.ph

### INVITATION TO BID for the PROCUREMENT OF DOCUMENT SCANNER

The LGU-El Salvador City, Misamis Oriental, through its Bids and Awards Committee (BAC), invites interested suppliers, to apply for eligibility and if found eligible, to bid for the contract:

1. Invitation To Bid No. : **2024-03-040**  
Brief Description : **Procurement of Document Scanner**  
Approved Budget for the Contract : **₱ 280,000.00**  
Delivery Period : **Within Thirty (30) Days**  
Source of Fund : **15% trust fund**

Item	Description	Quantity	Unit
1	<p>Document Scanner</p> <p>Scan Resolution: up to 600hardware / up to 600ppi optical Scan speed: up to 120ppm/240ipm Scan media types: ADF: paper (plain, inkjet, inkjet brochure/ Glossy), photo paper, flatbed: all ADF medio, envelopes, Labels, cards, book Maximum scan size: (ADF): up to 11x34 in Scan type: flatbed, ADF Duplex ADF scanning Auto document feeder capacity: standard, 200 sheets @ 75gsm Multi feed detection Light source (scanning) LED Connectivity: standard: 10/100/1000 Ethernet Network ready: standard (built-in gigabit Ethernet Memory: standard: 3584 MB (2560MB on primary board, 1024MB on scanner processor) Minimum system: 2gb available hard disk space</p>	1	unit

Procurement will be conducted through open competitive bidding procedures in accordance with R.A. 9184 and its Revised Implementing Rules and Regulations.

To bid for this contract, a bidder must purchase bid documents and should have experienced in undertaking similar project within the last two (2) years with an amount of at least twenty five percent (25%) of the proposed project for bidding. The eligibility check as well as the preliminary Examination of Bids shall use non-discretionary pass/fail criteria.

The significant time and deadlines for procurement activities are shown below:

ACTIVITY	DATE	TIME
1. Issuance of Bid Documents	April 2-8, 2024	9:00 A.M. – 4:00 P.M. during office hours only
2. Receipts of Bids	April 11, 2024	Deadline until 9:00 o'clock in the morning
3. Opening of Bids	April 11, 2024	9:00 o'clock in the morning

The BAC will issue hard copies of Bidding Documents at the BAC Office 3<sup>rd</sup> floor, City Hall Building of El Salvador, Misamis Oriental, upon payment of a non-refundable fee of **FIVE HUNDRED PESOS (Php500.00) ONLY** to the Treasurer's Office.

Bids must be accompanied by a bid security, in the amount and acceptable form, as stated in Section 27.2 of the Revised IRR.

Prospective bidders shall submit their duly accomplished forms as specified in the BDs in two (2) separate sealed envelopes to the BAC Chairman. The first envelope shall contain the technical component of the bid including the eligibility requirements. The second envelope shall contain the financial component of the bid. Contract will be awarded to the Lowest Calculated Responsive Bid as determined in the bid evaluation and post-qualification.

The LGU-El Salvador reserves the right to accept or reject any bid and to annul the bidding process any time before Contract award and assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

Approved by:

  
**NOLLY ADRIAN B. GABULE**

City Agriculturist  
BAC Chairman

Noted by:

  
**Hon. EDGAR S. LIGNES**

City Mayor

Head of Procuring Entity: April 1, 2024

Posted in conspicuous place, City Hall premises

Website: <https://www.philgeps.gov.ph>