



Republic of the Philippines
BIDS AND AWARDS COMMITTEE
9017 Población, El Salvador City
Misamis Oriental
Email: bac.elsalvadorcity@gmail.com



INVITATION TO BID for the PROCUREMENT OF ONE (1) UNIT COLORED COPIER, PRINTER AND 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.: | 2024-05-073 |
| Brief Description: | PROCUREMENT OF ONE (1) UNIT COLORED COPIER, PRINTER AND SCANNER |
| Approved Budget for the Contract: | ₱ 260,000.00 |
| Delivery Period: | within 15 calendar days upon receipt of NTP |
| Source of Fund: | BAC- General Fund CY 2024 (SB No.1) |

Item	Quantity	Unit	Item Description
1.	1	unit	Colored Copier, Printer and Scanner
			Basic Specification
			25 pages per minute for print and copy output
			1,200 dpi x 2,400 dpi print resolution
			Automatic document feeder
			Automatic Back to Back, electronic sorting
			29 second or less warm up time
			52-300 gsm paper weight
			A3(11"x17")paper size capacity
			25% to 400% (in 1% increment)
			2 standard cassette tray
			With Built in paper cabinet
			Stack Bypass in paper cabinet
			ID Copy Function
			Mobile Printing
			15,000-20,000 monthly copy volume
			Parts Warranty
			The Machine parts are guaranteed 1 year warranty, LIFETIME FREE SERVICE MAINTENANCE WITH MONTHLY REGULAR CHECK UP
			XXXXXXXXXX

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 fifty percent (50%) 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	From May 28, 2024 to June 4, 2024	9:00 A.M. – 4:00 P.M. during office hours only
2. Receipts of Bids	June 6, 2024	Deadline until 9 o'clock in the morning
3. Opening of Bids	June 6, 2024	9 o'clock in the morning

The BAC will issue hard copies of Bidding Documents at the City Hall Building of El Salvador, Misamis Oriental, upon payment of a non-refundable fee **FIVE HUNDRED PESOS ONLY (500.00)** 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 Chairperson

Noted by:

Hon. EDGAR S. LIGNES
City Mayor

Head of Procuring Entity

DATE OF PUBLICATION: May 28, 2024
Posted in conspicuous place, City Hall premises
Website: <https://www.philgeps.gov.ph>