



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Visayas Avenue, Diliman, Quezon City
Tel. No.: (02) 8249-3367 | (02) 8248-3367

INVITATION TO BID

**LEASE OF PHOTOCOPYING MACHINE AND RELATED SERVICES FOR THE
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE
Bid Ref. No. DENR-CO-2022-008**

Approved Budget for the Contract: ₱2,500,000.00

1. The **Department of Environment and Natural Resources (DENR)** through the FY 2022 General Appropriations Act (GAA) intends to apply the sum of **Pesos: Two Million Five Hundred Thousand Pesos (2,500,000.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **LEASE OF PHOTOCOPYING MACHINE AND RELATED SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE:**

Description	Qty.	Total ABC ₱ (VAT Inclusive)	Funding Source	Bid Security: Bid Securing Declaration OR Cash/Cashier's/ Manager's Check, Bank Draft/ Guarantee, Irrevocable Letter of Credit*equivalent to at least 2% of the ABC (₱)	Bid Security: Surety Bond** (5%)(₱)	Cost/Price of Bid Documents (cash payment only) (₱)
LEASE OF PHOTOCOPYING MACHINE AND RELATED SERVICES FOR THE DENR-CO	1 lot	2,500,000.00	FY 2022 GAA	50,000.00	125,000.00	5,000.00

* **Only those issued and confirmed by a Local Universal or Local Commercial Bank**

** **Must be callable upon demand issued by a Surety or Insurance Company duly certified by the Insurance Commission as authorized to issue such bond**

2. Bids received in excess of the ABC shall automatically be rejected at Bid opening. Late bids shall not be accepted.
3. DENR now invites Bids from eligible bidders for the **LEASE OF PHOTOCOPYING MACHINE AND RELATED SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE** (hereinafter referred to as GOODS/SERVICES)
4. Supply, Delivery and Installation must be completed within **fifteen (15) calendar days** from receipt of Notice to Proceed.
- Lease of Photocopying Machine and Related Services covering the period of twelve (12) months shall commence from issuance of Certificate of Inspection and Acceptance.
5. A prospective Bidder must have completed within the last five (5) years a Single contract of similar nature amounting to at least fifty percent (50%) of the ABC.
- Similar in nature shall mean "**Lease of Photocopying Machine**".*
6. Open competitive bidding procedures will be conducted using a non-discretionary "pass/fail" criterion as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) 9184, otherwise known as the "Government Procurement Reform Act". All particulars relative to this bidding including Eligibility Checking, Bid Security, Evaluation and Post-Qualification Procedures and Award of Contract shall be governed by R.A. 9184 and its Revised IRR.

7. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organization 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 5183.
8. The Invitation to Bid and Bidding Documents may be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and DENR website at www.denr.gov.ph.
9. The complete set of Bidding Documents may be acquired by interested bidders by requesting a copy of Order Form via email at bac.co@denr.gov.ph prior to payment of the corresponding fee as indicated above not later than the schedule of submission of bids. The Bidding Documents shall be received personally by the prospective Bidder or his duly authorized representative upon presentation of proper identification document.
10. The **Schedule of Bidding Activities** shall be as follows:

ACTIVITIES	TIME	VENUE/MODE
1. Sale and Issuance of Bid Documents	9:00 AM to 4:00 PM only Mondays to Fridays Starting 14 April 2022	BAC Secretariat c/o Dianne G. Ibias at BAC Secretariat Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
2. Pre-Bid Conference	22 April 2022, (Friday) 1:30 PM	Online via Google Meet Platform**
3. Submission of Bid Documents	12 May 2022, (Thursday) 9:00 AM	BAC Secretariat Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
4. Opening of Bids	12 May 2022, (Thursday) 10:00 AM	Online via Google Meet Platform**

**** Only two (2) pre-registered representatives per bidder shall be allowed to participate in the Google Meet videoconference.**

11. Prospective Bidders interested to join the Pre-Bid Conference and Bid Opening through Google Meet video conference may send request for the link to the bac.co@denr.gov.ph with the following information together with proof of identity of the attendee a day before the scheduled conference:

a. Name of Project:	
b. Bid Reference No.:	
c. Activity:	
d. Company Name:	
e. Company Address:	
f. Name of Representative/s (maximum of 2 personnel only)	
g. Email Address/es (to which all communications from the Bids and Awards Committee shall be sent):	
i. Attached Scanned Copy of Photo of Identity	

For the Pre-Bid Conference, bidders are encouraged to send their authorized technical representative/s or personnel who are familiar with the bid requirements and will prepare the documents for the bidder.

12. Interested bidders may obtain further information from the BAC Secretariat c/o Dianne G. Ibias from 9:00 AM to 4:00 PM only, Mondays to Fridays starting **14 April 2022** at Tel. No. (02) 8926-2675. However, any queries relative to the content of the bid documents and the project requirements can only be made not later than ten (10) calendar days prior to the Submission and Opening of Bids.

13. DENR 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/s.

*(sgd)***EVELYN G. NILLOSAN**
Chief, Management Division &
Alternate Vice Chairperson, Bids & Awards Committee
Date: **13 April 2022**