



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
3rd Floor MWSS Administration Building, Katipunan Road
Balara, Quezon City
Tel. Nos. 927-0030 / 920-7477 • Fax No. 436-4405
www.ogcc.gov.ph
info@ogcc.gov.ph

SECTION I.

INVITATION TO BID

FOR THE RENTAL OF FOUR (4) UNITS PHOTOCOPYING MACHINES (OGCC BAC Reference No. 17-001, Series of 2017)

1. The *OFFICE OF THE GOVERNMENT CORPORATE COUNSEL (OGCC)*, through the General Appropriations Act, intends to apply the sum of *Three Hundred Twenty Five Thousand Pesos (P325,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for the *Rental of Four (4) Units Photocopying Machines* with the following specifications:

FOUR (4) UNITS PHOTOCOPYING MACHINE:

TECHNICAL SPECIFICATION:

- Engine Speed : 75 copies/print per minute output
 - With standard network printing and scanning features
 - With built-in Document feeder and duplexing unit for back to back copying and printing
 - Built-in E-sorting feature
 - 600 x 600 dpi (dots per inch) resolution
 - Multiple Copy up to 9,999
 - 100 sheets capacity of Document Feeder
 - Copy Size: 8.5 x 11 , 8.5 x 13 to A4
 - 25% -200% Reduction/Enlargement Function
 - Automatic Paper Selection
 - Automatic Magnification System
 - Automatic Exposure System
-
- Monthly Cumulative Volume : 45,000 copies more or less

Bids received in excess of the ABC shall be automatically rejected during the bid opening.



2. The *OGCC* now invites bids for the *Rental of Four (4) Units Photocopying Machines*. The goods must be delivered to the address below within five (5) working days from the receipt of the Notice to Proceed. Bidders should have completed, within one (1) year 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 Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

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 5183 in relation to Commonwealth Act 138.

4. Interested bidders may obtain further information from **OGCC** and inspect the Bidding Documents at the address given below starting 12 July 2017 from 9:00 a. m. – 4:00 p.m.

A complete set of Bidding Documents may be purchased by interested Bidders starting 12 July 2017 in the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of Five Hundred Pesos (P500.00).

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement Systems (PhilGEPS) and the website of the OGCC, provided that the Bidders shall pay a nonrefundable fee for the Bidding Documents not later than the submission of their bids.

5. The OGCC will hold a **Pre-Bid Conference on 20 July 2017, 2:00 p.m. at OGCC Conference Room, 3rd Flr. MWSS Bldg., Katipunan Avenue, Balara, Quezon City**, which shall be open only to all interested parties who purchased the Bidding Documents.



6. Bids must be delivered to the address below on or before **31 July 2017, 2:00 p.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 31 July 2017, 2:00 p.m. at OGCC Conference Room, 3rd Floor MWSS Bldg., Katipunan Avenue, Balara, and Quezon City. Bids will be opened in the presence of the Bidders' representatives who decide to attend. Late bids shall not be accepted.

7. The OGCC reserves the right to accept or reject any bid to annul the bidding process, and to reject all bids at any time prior to the contract award, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

MR. AMADO TEODULO E. BAUTISTA II
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
Department of Justice
3rd Flr. MWSS Bldg., Katipunan Avenue, Balara, Quezon City 1100
bautistaamado@yahoo.com
Tel No. 927-0035 / 435-4501 Fax: 436-4475
www.ogcc.gov.ph

A handwritten signature in black ink, appearing to read "Dominador R. Isidoro, Jr.", is written over a horizontal line.

DOMINADOR R. ISIDORO, JR.
BAC Chairman