



Republic of the Philippines  
**PUBLIC ATTORNEY'S OFFICE**

**Tanggapan ng Manananggol Pambayan**  
DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City  
Telephone Nos. 929-90-10 / 929-94-36 ; Fax Nos. 927-68-10 / 926-28-78

**INVITATION TO BID FOR**

***Lease of Photocopiers with Consumables for CY 2021  
Under Purchase Request No. 151-02-2021***

1. The **PUBLIC ATTORNEY'S OFFICE**, through the **General Appropriations Act under fiscal year 2020**, intends to apply the sum of **ONE MILLION ONE HUNDRED FIFTEEN THOUSAND PESOS (Php 1,115,000.00)** being the ABC to payments under the contract for the **Procurement of Lease of Photocopiers with Consumables for C.Y. 2021 under Purchase Request No. 151-02-2021**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **PUBLIC ATTORNEY'S OFFICE** now invites bids for the above Procurement Project. Delivery of the Goods is required to be accomplished within **fifteen (15) calendar days** upon receipt of notice to proceed/deliver. 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 PAO-Bids and Awards Committee and inspect the Bidding Documents at the address given below during **8:00am to 5:00pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **02 March 2021** from the given address and website 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 Five Thousand Pesos (Php 5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **in person**.

6. The *PUBLIC ATTORNEY'S OFFICE* will hold a Pre-Bid Conference<sup>1</sup> on **11 March 2021 Thursday 10:30 am** at the PAO-Library at PAO- Central Office, 5<sup>th</sup> Floor DOJ Agencies Bldg and/or through video conferencing or webcasting *via Zoom*<sup>2</sup>, 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 **23 March 2021 5:00pm**. 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 **24 March 2021 10:30 am** at the given address below and/or via *Zoom*<sup>3</sup>. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *PUBLIC ATTORNEYS OFFICE* 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:

ATTY. MIGUEL NARCISO A. ILAGAN  
PBAC, Head Secretariat

MR. CHRISTIAN BACAYCAY  
PBAC, Secretariat Member

MS. CATALINA N. NUÑEZ  
PBAC, Secretariat Member

Public Attorney's Office  
DOJ Agencies Building, NIA Road  
corner East Avenue, Diliman, Quezon City  
Telephone number 929-94-36 locals 121, 122, & 131

12. You may visit the following websites:

<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

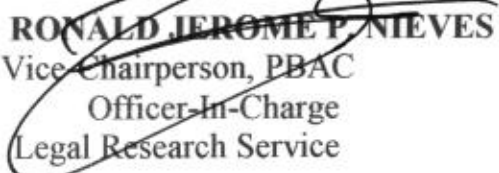
<sup>2</sup> <http://us04web.zoom.us/j/6491347597?pwd=Omk0WjFGelRiOnRXSnpjekZTSEl4dz09> Meeting ID: 649 134 7597 Passcode: PBAC2020

<sup>3</sup> <http://us04web.zoom.us/j/6491347597?pwd=Omk0WjFGelRiOnRXSnpjekZTSEl4dz09> Meeting I: 649 134 7597 Passcode: PBAC2020

For downloading of Bidding Documents: *PAO Website: pao.gov.ph*

*01 March 2021*

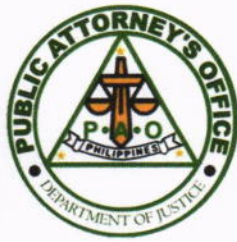
For the PBAC Chairman:

  
**ATTY. RONALD JEROME P. NIEVES**  
Vice Chairperson, PBAC  
Officer-In-Charge  
Legal Research Service

## Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. <i>Sale or lease of photocopiers with consumables</i></li> <li>b. completed within 5 years prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1	
12	The price of the Goods shall be quoted DDP or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>a. The amount of not less than 22,300.00 or <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than 55,750.00 or <i>the amount equivalent to five percent (5%) of ABC</i> if bid security is in Surety Bond.</li> </ol>
19.3	<i>Lease of Photocopier with Consumables for CY 2021 as described in Section VII Technical Specification with an ABC of Php 1,115,000.00.</i>
20.2	<ol style="list-style-type: none"> <li>1. Company profile;</li> <li>2. List of existing and previous clients;</li> <li>3. Certification issued by Head of the company or authorized representative, whether the prospective bidder is a manufacturer, supplier or distributor of the above items;</li> <li>4. Security and Exchange Commission registration or Department of Trade and Industry business permit;</li> <li>5. Valid and current Mayor's permit or business permit;</li> <li>6. VAT registration;</li> <li>7. Latest Income Tax Return;</li> <li>8. Audited Financial Statements for Year 2019 (stamped "received" by the BIR);</li> <li>9. Statement of the prospective bidder that he/she is not "blacklisted" or barred from bidding by the government or any of its</li> </ol>

	<p>agencies/offices;</p> <p>10. Sworn Affidavit that the bidder or any officer of their corporation is not related to the Head of the Procuring Entity by consanguinity or affinity up to the third civil degree;</p> <p>11. Sworn Statement by the Head of the Company or authorized representative that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original and all information provided therein are true and correct;</p> <p>12. Certificate of Registration from <i>PHILGEPS</i>;</p> <p>13. Bid Price;</p> <p>14. Bid Security in accordance with RA 9184 and its implementing rules and regulations.</p>
21.2	<i>Not applicable</i>



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### **Bids and Awards Committee**

#### **TERMS OF REFERENCE (TOR)**

##### **LEASE OF PHOTOCOPIERS WITH CONSUMABLES**

(Through Public Bidding Pursuant to 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184)

#### **1. Approved Budget for the Contract**

The bidder shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **ONE MILLION ONE HUNDRED FIFTEEN THOUSAND PESOS (Php 1,115,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

#### **2. Specification:**

<b>No.</b>	<b>Scope of work / Schedule of Requirements</b>	<b>Schedule delivery</b>
1 Lot	<p><b>1. Lease of Twenty (20) Photocopiers at a rate of P5,575.00 each per month for ten (10) months from the date of the contract, and to be delivered by the winning bidder at the PAO Central Office.</b></p> <p>The bid price rental submitted by the winning bidder shall not be increased during the duration of the contract.</p> <p><b>FREE TONERS</b></p> <p><b>Thirty (20) pieces of Toners</b> which are Original, and NOT RECYCLED OR STARTER KITS, shall be given to PAO with no additional costs. (7,000 pages per toner)</p>	15 Calendar days upon receipt of Notice to Deliver.



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**TECHNICAL SPECIFICATIONS**

Item/Description	Bidder's Statement of Compliance	Demo Unit/Brochure Submitted
<p>Brand new multi copier units.</p> <p>Copy and Print speed: 18-44 copies per minute</p> <p>Unit includes starter toner</p> <p>Succeeding toners shall be on the expense of the PAO</p> <p>Original Paper Size: Minimum of A6 up to Legal size</p> <p>Paper Capacity: 250 to 300 sheets and 100 sheets multi-purpose tray</p> <p>Print resolution : 600x600dpi to 1200x1200dpi</p> <p>Standard USB 2.0 connection</p> <p>Contract term : 10 months</p> <p>Supplier must have branches or regional service centers nationwide. Offers free installation of unit and training of end users.</p> <p>Supplier must pull out their photocopiers deployed to different PAO offices thru their nearest branches or service centers at the end of the contract.</p> <p>Supplier shall provide a certificate that the units are brand new, unused, and have zero meter reading.</p> <p>Warranty: One year free replacement of spare parts and services excluding consumables.</p> <p>Two (2) on-call technician to repair defective machines. Response time shall be within five (5) hours from verbal or written notification</p>		

<p>Machines that cannot be repaired within forty eight (48) hours shall be replaced with a new unit</p> <p>Replacement of defective parts, provided the machine is still functional, shall be made within forty eight (48) hours from response, except justifiable cause</p> <p>Toners can be replaced by the end user without technician intervention, if necessary.</p>		
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**TECHINICAL WORKING GROUP:**

Head:

**ALMA E. DUMAGO – LATOSA**  
 Director II  
 Financial Planning and Management Service

Members:

**THOR ARTHUR B. AVILA**  
 Administrative Officer V  
 Human Resource Management and Development Division  
 Administrative Service

**MICHAEL M. MENDOZA**  
 Administrative Assistant III  
 Cash Section  
 Administrative Service

**ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS FOR THE LEASE OF PHOTOCOPIES WITH CONSUMABLES**

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**SIGNATURE OVER PRINTED NAME  
 OF THE AUTHORIZED REPRESENTATIVE,  
 DESIGNATION AND PRINTED NAME OF COMPANY**