



INVITATION TO BID FOR
Procurement for the Rental of Photocopier Machines
for FY 2023-2024
(PGC-BAC-2023-013G)

1. The *Philippine Guarantee Corporation (PHILGUARANTEE)*, through the *2023 Corporate Operating Budget* intends to apply the sum of *One Million Eight Hundred Eighty-Four Thousand Two Hundred Fifty-Four Pesos and 40/100 (Php1,884,254.40), inclusive of all applicable taxes* being the ABC to payments under the contract for *Procurement for the Rental of Photocopier Machines for FY 2023-2024/ PGC-BAC-2023-013G*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *PHILGUARANTEE* now invites bids for the above Procurement Project. Delivery of the Goods is required by *30 calendar days upon issuance of the Notice to Proceed and for a contract period of one (1) year*. 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.
 - a. 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 *PHILGUARANTEE* and inspect the Bidding Documents at the address given below during *9:00 A.M. to 4:00 P.M.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on *November 15, 2023* from the given address and website(s) 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 Pesos: Five Thousand (Php5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.
6. The *PHILGUARANTEE* will hold a Pre-Bid Conference¹ on *November 22, 2023; 1:30 P.M.* through video conferencing or webcasting via *Webex/Google Meet* which shall be open to prospective bidders.


¹ 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.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **December 4, 2023; 1:15 P.M.** 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 **December 4, 2023; 1:30 P.M.** at the given address and/or via **Webex/Google Meet**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **PHILGUARANTEE** 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:

MS. KARENINA V. JOAQUIN
BAC Secretariat
PHILGUARANTEE
22nd Floor, BPI Philam Life Building,
6811 Ayala Avenue, Makati City,
Metro Manila, Philippines
bacsecretariat@philguarantee.gov.ph
12. You may visit the following websites:

For downloading of Bidding Documents: *philguarantee.gov.ph / philgeps.gov.ph*

November 15, 2023



ATTY. NELIA O. OANDASAN
BAC Chairperson