



INVITATION TO BID FOR

Procurement of Multi-Function Printers

1. The **ENERGY REGULATORY COMMISSION (ERC)**, through the *2017 General Appropriations Act*, intends to apply the sum of **SIX HUNDRED SEVENTY THOUSAND PESOS (PhP 670,000.00)**, **12% VAT inclusive** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Multi-Function Printers, Lot No. 2017-20**. Bids received in excess of the ABC for such lot shall be automatically rejected at bid opening.
2. The **ERC** now invites Bids for the **Procurement of Multi-Function Printers**. Delivery of the GOODS is required to be completed within **Thirty (30) calendar days from receipt of the Notice to Proceed (NTP)** and subject to the terms and conditions as may be agreed upon by ERC and the winning bidder. Bidders should have completed, within the last five 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) 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.

4. Interested bidders may obtain further information from ERC-BAC Secretariat and inspect the Bidding Documents at the address given below, **Monday to Friday, 8:00 A.M. to 5:00 P.M. from 05 December 2017 (Tuesday) until 10:00 A.M. of 26 December 2017 (Tuesday)**.
5. A complete set of Bidding Documents for the **Procurement of Multi-Function Printers** may be acquired by interested Bidders starting **05 December 2017 (Tuesday), 8:00 A.M. to 5:00 P.M.** from the address below upon payment of a non-refundable fee of **One Thousand Pesos (PhP1,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), provided that Bidders shall pay the applicable (non-refundable) fee for the Bidding Documents not later than the submission of their bids.

6. The ERC-BAC will hold the **Pre-Bid Conference on 13 December 2017 (Wednesday), 10:00 A.M. at the Mezzanine Floor, Pacific Center Building, San Miguel Avenue, Pasig City**, which shall be open to prospective bidders.
7. Bids must be duly received by the ERC-BAC Secretariat at the address below on or before **26 December 2017 (Tuesday) at 10:00 A.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 **26 December 2017 (Tuesday) at 10:30 A.M.** at the Mezzanine Floor, Pacific Center Building, San Miguel Avenue, Pasig City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The ERC-BAC 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 or bidders.
9. Please see attached **Annex "A"** for the Specification.
10. For further information, please refer to:
Ms. Cherry Lyn S. Gonzales
BAC Secretariat Chairperson
Mezzanine Floor, Pacific Center Building, San Miguel Avenue, Pasig City
Tel No. **689-5365**
csg@erc.gov.ph/procurement@erc.gov.ph

04 December 2017, Pasig City.


MARIA CORAZON C. GINES
BAC Chairperson


OLSG/LLG/RGMG/RRFM/SOM

**PROCUREMENT OF MULTI-FUNCTION PRINTER
(Lot No. 2017-20)**

Specifications:

Four (4) units Multi-Function Printer
Brandnew machines launched & manufactured not earlier than 2015
Black & White networkable photocopier, printer and colored scanner
With at least 23 CPM/PPM
Accepted (feed) originals: A5 (5.8 x 8.3 inches) to A3 Paper
Output: A5 to A3 Size Paper
Minimum printing resolution: 600x600 dpi (dots per inch)
Continuous copying: 1-999 sheets
With 4 cassette trays and Stand
With Automatic Document Feeder
With Automatic back to back copying
Electronic Sorting
Direct USB Connection
Scan Format: JPEG, PDF, TIFF
Warranty: 1 year; 1 day on-site next day
Supplier must conduct preventive maintenance at least once a month
Supplier must have DOLE-Certification – Department Order 18-A
(Entitled Rules Implementing Articles 106-109 of the Labor Code)
Includes End-User Training