



Republic of the Philippines

**ENERGY
REGULATORY
COMMISSION**

INVITATION TO BID FOR PROCUREMENT OF **MANAGED PRINTING SERVICES**

1. The **ENERGY REGULATORY COMMISSION (ERC)**, through the *Government of the Philippines (GOP) Continuing Appropriations for Fiscal Year 2021 and Current Appropriations for Fiscal Year 2022*, intends to apply the sum of **Five Million Four Hundred Seventy Thousand Sixteen Pesos and Sixty-Seven Centavos (PhP5,470,016.67)**, inclusive of all government taxes, and other fees and charges, being the Approved Budget of Contract (ABC) to payments under the contract for **Procurement of Managed Printing Services, Lot No. 2022-38**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **ERC** now invites bids for the above Procurement Project. Delivery of the Services **shall deliver and install the multi-function printers to various units according to the schedule¹ within fifteen (15) days from receipt of the Notice to Proceed (NTP)**. Bidders should have completed, within the last **three (3) 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.

¹ Refer to the Terms of Reference Item C.1 (b)

4. Prospective Bidders may obtain further information from *ERC BAC Secretariat* and inspect the Bidding Documents at the address given below during *Monday to Friday, 09:00 A.M. to 03:00 P.M.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on **21 May 2022** 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 Ten Thousand Pesos (PhP10,000.00).* The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person.*
6. The *ERC BAC* will hold a Pre-Bid Conference², which shall be open to prospective bidders, on **31 May 2022, 10:00 A.M. through videoconferencing via MS Teams, which can be accessed through:**

https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NGMoNTcwYmQtNTY4OSooMzIwLTllNTktMzBlNGMyNGEzOWU2%40thread.v2/o?context=%7B%22Tid%22%3A%2234a3c75d-10fe-482b-9220-04df09540e89%22%2C%22Oid%22%3A%225f074c63-51dc-4812-9356-3479a48fb753%22%7D
7. Bids must be duly received by the BAC Secretariat through **manual submission at the office address indicated below on or before 16 June 2022, 10:00 A.M.** Late bids shall not be accepted. Bidders are requested to submit one (1) original and one (1) copy of their bids. Bidders are likewise requested to bring the originals of the documents submitted and present the same for comparison during the bid opening.
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.

Bid opening shall be on **16 June 2022, 10:00 A.M.** at the given address below. Bids will be opened in the presence of the bidders'

² 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.

representatives who choose to attend the activity.

10. The **ERC** 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. Arjay Louie Eu B. Cuanan
BAC Secretariat Chairperson
(Competitive-Goods)
ENERGY REGULATORY COMMISSION
8th Floor, Pacific Center Building,
33 San Miguel Avenue, Pasig City
Telephone No. (02) 8689-5322/ 09176590988
Bac.cb@erc.ph / abcuanan.erc@gmail.com /
www.erc.gov.ph

12. You may visit the following website for downloading of Bidding Documents: <https://erc.gov.ph/ContentPage/31061>. Bid forms may be downloaded from the GPPB Website: <https://www.gppb.gov.ph/downloadables.php>

21 May 2022



GREGORIO L. OFALSA
BAC (Competitive) Vice-Chairperson