



Republic of the Philippines
**ENERGY
REGULATORY
COMMISSION**

**INVITATION TO BID
FOR PROCUREMENT OF MULTI-FUNCTION
PRINTERS FOR PHOTOCOPYING, PRINTING &
SCANNING SERVICES
(FY 2021 EARLY PROCUREMENT)**

1. The Energy Regulatory Commission (ERC) is conducting this procurement through the early procurement activity (EPA) for FY2021 to ensure the timely delivery of goods, implementation of infrastructure projects and rendition of consultancy services, consistent with the GPPB Resolution No. 14-2019 dated July 17, 2019 where the procuring entity (PE) is encouraged to start procurement activity short of award.

EPA shall refer to the conduct of procurement activities, from posting of the procurement opportunity, if required, until recommendation of the Bids and Awards Committee (BAC) to the HoPE as to the award of the contract, for goods to be delivered, infrastructure projects to be implemented and consulting services to be rendered in the following fiscal year (i.e., FY 2020), pending approval of their respective funding sources.

The bidders, therefore, are herewith informed of the following:

- a) Interested bidders are invited/requested to submit their bid proposals based on indicative budget (i.e. subject to final approval) through this Invitation to Bid, together with the bidding documents;
- b) The PE will evaluate the bid proposals and determine the winning bidder. The financial bid proposal of the winning bidder will be contract price/amount which is considered fixed



price. However, the Notice of Award (NOA) will only be issued upon the approval of the budget (i.e., short of award);

- c) Should there be a delay in the award as affected by the possible delay in the budget approval, the bid validity as specified in the bidding documents (which is a maximum of 120 calendar days), the winning bidder may be requested to extend the bid validity accordingly (that is, changing the expiration of the original bid security). In case of the bidder's refusal to extend the bid validity, the bid submitted by said bidder will be rejected.
2. In this regard, the *ENERGY REGULATORY COMMISSION (ERC)*, through the *Government of the Philippines (GOP)* intends to apply the sum of *Five Million Four Hundred Sixty Thousand Pesos (PhP5,460,000.00)*, 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 Multi-Function Printers for Photocopying, Printing & Scanning Services (FY 2021 Early Procurement)*, Lot No. 2020-50. Bids received in excess of the ABC shall be automatically rejected at bid opening.
3. The *ERC* now invites bids for the above Procurement Project under the early procurement activity.
4. Delivery of the Service is required to be completed *thirty (30) days from receipt of Notice to Proceed (NTP)*. Bidders should have completed, within the last *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).
5. 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.

6. Prospective Bidders may obtain further information from *ERC BAC Secretariat* and inspect the Bidding Documents at the address given below during *Monday to Friday, 9:00 A.M. to 4:00 P.M.*
7. A complete set of Bidding Documents may be acquired by interested Bidders on **29 November 2020** 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*.
8. The *ERC BAC* will hold a Pre-Bid Conference¹, which shall be open to prospective bidders, on **07 December 2020, 3:00 P.M.** *through videoconferencing via MS Teams, which can be accessed through:*

https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2VkNjk4NmMtZTZkYSooZDQyLTgzNDgtMTMoNDkzYmRjYjgw%40thread.v2/o?context=%7b%22Tid%22%3a%22ofodac9f-433c-41ba-9f57-42be6fe671a9%22%2c%22Oid%22%3a%22638c224b-aae0-4a1f-95d8-6b417df5646d%22%7d
9. Bids must be duly received by the BAC Secretariat through **manual submission at the office address indicated below on or before 22 December 2020, 12:00 P.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.
10. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
11. Bid opening shall be on **22 December 2020, 3:00 P.M.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

12. 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.

13. For further information, please refer to:

Atty. Arjay Louie Eu B. Cuanan
BAC Secretariat Chairperson
ENERGY REGULATORY COMMISSION
Mezzanine Floor, Pacific Center Building,
33 San Miguel Avenue, Pasig City
Telephone No. (02) 8689-5272 / 09176590988
procurement.erc@gmail.com / abcuanan.erc@gmail.com
www.erc.gov.ph

14. You may visit the following website for downloading of Bidding Documents: <https://erc.gov.ph/ContentPage/31061>

29 November 2020



HEIDI VENECIA R. BARROZO
BAC Chairperson