



## INVITATION TO BID

### *Procurement of One (1) Year Photocopying Services*

1. The **ENERGY REGULATORY COMMISSION (ERC)**, through the *2018 General Appropriations Act*, intends to apply the sum of **ONE MILLION EIGHT THOUSAND PESOS (PhP1,008,000.00)**, **12% VAT inclusive** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of One (1) Year Photocopying Service, Lot No. 2017-25**. 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 One (1) Year Photocopying Services**. Delivery of the SERVICES 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 09 January 2018 (Thursday) until 1:00 P.M. of 30 January 2018 (Thursday)**.
5. A complete set of Bidding Documents for the **Procurement of One (1) Year Photocopying Services** may be acquired by interested Bidders starting **09 January 2018 (Tuesday), 8:00 A.M. to 5:00 P.M.** from the address below upon payment of a non-refundable fee of **Five Thousand Pesos (PhP5,000.00)**.

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 17 January 2018 (Wednesday), 1:00 P.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 **30 January 2018 (Tuesday) at 1:00 P.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 **30 January 2018 (Tuesday) at 1:30 P.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](mailto:csg@erc.gov.ph)/[procurement@erc.gov.ph](mailto:procurement@erc.gov.ph)

04 January 2018, Pasig City.

  
**MARIA CORAZON C. GINES**  
BAC Chairperson

CLSG/LLG/RGMG/RRFM/SOM

**PROCUREMENT OF ONE (1) YEAR PHOTOCOPYING SERVICES  
(Lot No. 2017-25)**

**Contract Term:** One (1) Year

**Technical Specification:**

1. One Brand / Model of Photocopying Machine for all Services
2. All Machines should be Brand New
3. Heavy-Duty copier based, monochrome photocopiers (minimum of A4, A5 and Legal sizes)
4. Eight (8) Units Photocopier with the following specifications:
  - Black & White networkable photocopier, printer and colored scanned
  - With at least 45 CPM/PPM
  - Reduction and Enhancement: 25%-400%
  - Minimum printing resolution: 600x600 dpi (dots per inch)
  - Continuous copying: 1-999 sheets
  - Power Requirement: 220-230VAC,
  - Energy Efficient / Energy saving fe
  - Energy star Compliant
  - With Automatic Document Feeder
  - With Automatic back to back copyii
  - Electronic Sorting
  - ISO Compliant
  - Direct USB Connection
  - Scan Format: JPEG, PDF, TIFF
  - Prints actual usage for billing purpos
  - Minimum: 250GB Hard Disk Drive (
5. Photocopier must have unlimited warranty and services for the duration of the contract
6. Supplier must conduct preventive maintenance at least once a month for the duration of the contract
7. Supplier must have DOLE Certification – Department Order 18-A (Entitled Rules Implementing Articles 106-109 of the Labor Code)

*note: ask for item regarding sa. Ang ug flat bed*  

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*8,000 pesos / unit*

**Floor Assignment:**

1. 12<sup>th</sup> floor – 1 unit
2. 14<sup>th</sup> floor – 2 units
3. 15<sup>th</sup> floor – 1 unit
4. 16<sup>th</sup> floor – 1 unit
5. 17<sup>th</sup> floor – 1 unit
6. 18<sup>th</sup> floor – 2 units