



**INVITATION TO BID**  
**FOR THE BIDDING OF**

**RENTAL OF THIRTY SIX (36) UNITS MULTI-FUNCTION  
PHOTOCOPIING MACHINES FOR A PERIOD OF ONE (1)  
YEAR BY THE DOLE- CENTRAL OFFICE**

Reference No.: DOLE – EP- IB No. 2021-09

Funding Source: Subject to Approval of the FY 2022 General Appropriations Act  
(Early Procurement Activity)

PR Nos.: BAC-EP-AS-2021-10-079

1. The Department of Labor and Employment (DOLE), subject to approval of the FY 2022 General Appropriations Act (GAA) intends to apply the sum of ₱3,000,000.00 being the Approved Budget for the Contract (ABC) to payments under the contract for *Rental of Thirty Six (36) units Multi-Function Photocopying Machines for a Period of One (1) Year by the DOLE – Central Office*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The DOLE invites PhilGEPS registered service provider to apply for eligibility and to bid for the hereunder project:

Lot No.	Qty.	Item/Description	Approved Budget for the Contract	Price of Bid Documents	Delivery Period
1	1 lot	Rental of Thirty Six (36) units Multi-Function Photocopying Machines for a Period of One (1) Year by the DOLE – Central Office+	₱3,000,000.00	₱ 5,000.00	Thirty (30) days upon receipt of Notice to Proceed

2. 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. The schedule of bidding activities is as follows:

ACTIVITIES	SCHEDULE
Issuance of Bidding Documents	29 October 2021 to 16 November 2021
Pre-Bid Conference	4 November 2021; 9:30 a.m.
Deadline of Submission and Opening of Bids	16 November 2021; 9:30 a.m.

4. 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.
5. Prospective Bidders may obtain further information from DOLE and inspect the Bidding Documents at the address given below during office hours.
6. The complete set of Bidding Documents may be purchased at the DOLE BAC Secretariat (see address below) upon payment of price of bid documents indicated above. The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) ([www.philgeps.gov.ph](http://www.philgeps.gov.ph)) and DOLE ([www.dole.gov.ph](http://www.dole.gov.ph)) provided that Bidders shall pay the price not later than the submission of their bids.
7. All interested bidders shall be allowed to attend and participate in the discussion during the Pre-bid Conference to be held via zoom platform. The zoom link will be provided by the BAC Secretariat prior to the schedule of the conference (please see BAC Secretariat contact information below).
8. Bids must be duly received by the BAC Secretariat through manual submission at the DOLE – BAC Secretariat office (see address below) on or before the deadline.
9. The Submission and Opening of Bids shall be held at the LGLC, 2<sup>nd</sup> Floor, Blas F. Ople Hall, San Jose Street, Intramuros, Manila. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity. Late bids shall not be accepted.
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. The DOLE 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.
12. For further information, please refer to:

*BAC Secretariat*

*Department of Labor and Employment (DOLE) Central Office*

*2<sup>nd</sup> Floor, DOLE Main Bldg., Muralla cor. Gen. Luna Sts., Intramuros, Manila*

*Tel. Nos.: 8527-3000 loc. 210*

*Email address: [dolecentralofficebacsec@gmail.com](mailto:dolecentralofficebacsec@gmail.com)*

  
ATTY. PHILIP A. PAREDES

Undersecretary

Concurrent Director, Legal Service  
and Chairperson, BAC

OCT 28 2021