



## INVITATION TO BID

### DIGITAL MONOCHROME COPIER MACHINE RENTAL SERVICES OF POEA CENTRAL OFFICE FOR CY 2019

1. The **PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION (POEA)**, through the 2018 National Expenditure Program (NEP) intends to apply the sum of **SIX HUNDRED SEVENTY-EIGHT THOUSAND TWO HUNDRED FORTY PESOS (P678,2540.00)** being the Approved Budget for the Contracts (ABC) to payments for the International Courier Services for FY 2018. Bids received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected at the bid opening.

The POEA now invites bids for the following services and interested bidders may refer to the table below for the schedule of bidding activities:

Contract Name	Approved Budget for the Contract (ABC)	DATE & TIME		Price of Bid Documents (Non-Refundable)
		Pre-Bid Conference	Deadline of Submission and Opening of Bid Docs	
<b>DIGITAL MONOCHROME COPIER MACHINE RENTAL SERVICES OF POEA CENTRAL OFFICE FOR CY 2019</b> <i>(ITB 07-2018)</i>	P678,240.00	October 23, 2018 4:00 p.m.	November 6, 2018 4:00 p.m.	P1,000.00

2. Bidders should have at least two (2) completed and/or on-going similar projects, within a five (5) year period from the date of submission and receipt of bids. 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".
4. 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.
5. Interested bidders may obtain further information from the POEA BAC Secretariat and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m.
6. A complete set of Bidding Documents may be acquired by interested Bidders on *16 October 2018* from the address below.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity,

provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

7. The *POEA* will hold a Pre-Bid Conference on 23 October 2018, 4:00 p.m. at the Mezzanine Floor, Conference Room of the Director IV, Welfare and Employment, *POEA BFO Bldg.*, Ortigas Ave., corner Edsa, Mandaluyong City which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat at the address below on or before 06 November 2018, 4:00p.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.
9. Bid opening shall be on 06 November 2018, 4:00p.m. at Mezzanine Floor, Conference Room of the Director IV, Welfare and Employment, *POEA BFO Bldg.*, Ortigas Ave., corner Edsa, Mandaluyong 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.
10. All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference, Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulation (IRR), as amended.
11. The *POEA* 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.
12. The *POEA* assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.
13. For further information, please refer to:  
*POEA Bids and Awards Committee*  
*BFO Bldg., Ortigas Avenue corner Edsa, Mandaluyong City*  
*7221183*  
*poebac2010@yahoo.com*  
*[www.poea.gov.ph](http://www.poea.gov.ph)*

  
**VIRGILIO L. CARREON, JR.**  
Chairperson  
Bids and Awards Committee

15 October 2018