

Invitation to Bid No. 686-23

**Republic of the Philippines
Batangas City**

Invitation to Bid for the rental of Photocopying Machine for use of different offices of Batangas City Government

The Batangas City Government intends to apply the sum of P 1,195,000.00 being the Amount reflected in APP (Indicative) for CY-2024 and based on **City Ordinance No. 22-25 S. 2023 dated October 13, 2023** (*An Ordinance Appropriating the amount of Three Billion Eighty-Four Million Three Hundred Forty-Three Thousand and Five Hundred Pesos 3,084,343,500.00 for the Annual Budget of the City Government of Batangas for Calendar Year 2024*). Bids received in excess of Budget for the Contract shall be automatically rejected at Bid Opening.

The Batangas City Government now invites bids for the ***rental of Photocopying Machine for use of different offices of Batangas City Government***. Delivery of the Goods is required within 5 calendar days upon contract signing. Bidders should have completed, within 1 year 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. Instruction to Bidders.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 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 grants similar rights or privileges to Filipino citizens, pursuant to RA 5183.

Interested Bidders may obtain further information from the Batangas City Government and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m.

A complete set of Bidding Documents may be acquired by interested Bidders starting on December 05, 2023 at 8:30 a.m.-5:00 p.m. from the address below and upon payment of a non-refundable fee in the amount of Php 5,000.00, payable to the Batangas City Treasurer’s Cashier.

The City Government of Batangas will hold a Pre-Bid Conference on December 12, 2023 at 09:00 a.m. at the address given below and/or through video conferencing/webcasting via zoom meeting. Only those who have purchased the Bidding Documents shall be allowed to participate in the Pre-bid Conference.

Bids must be duly received by the BAC Secretariat at the address below on or before December 28, 2023 at 08:30 a.m. Late Bids shall not be accepted. All bids must be accompanied by a Bid Security in any of the following form:

Form of Bid Security	Amount
1. Cash , cashier’s/manager’s check, bank draft Guarantee confirmed by a Universal or Commercial Bank (2% of the Budget for the Contract)	23,900.00
2. Irrevocable Letter of Credit (2% of Budget for the Contract)	23,900.00
3. Surety Bond (5% of the Budget for the Contract)	59,750.00
5. Any Combination of the Foregoing (Proportionate to share of form with respect to total Amount of Security)	59,750.00

Bid Opening shall be on December 28, 2023 at 09:00 a.m. at the address given below and/or through video conferencing/webcasting via zoom meeting. Bids will be opened in the presence of the Bidder’s representatives who choose to attend at the address below.

The City Government of Batangas reserves the right to accept or reject any Bid, to annul the bidding process, and to reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

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