



**INVITATION TO BID
FOR
PROVISION OF ONE (1) YEAR LEASE OF FIFTEEN (15) UNITS
HEAVY DUTY PHOTOCOPYING MACHINES**

1. The *National Electrification Administration (NEA)*, through the *2023 Corporate Operating Budget* intends to apply the sum of *One Million Five Hundred Thousand Pesos (₱1,500,000.00)* being the ABC to payments under the contract for *Provision of One (1) Year Lease of Fifteen (15) Units Heavy Duty Photocopying Machines (NEA IB No. 2022-01 EPA)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *National Electrification Administration (NEA)* now invites bids for above Procurement Project. Delivery of the Goods is required within **15 days upon receipt of Notice to Proceed (NTP)**. Bidders should have completed, at least *three (3) years* prior 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.

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.

4. Prospective Bidders may obtain further information from *National Electrification Administration (NEA)* and inspect the Bidding Documents at the address given below during *Mondays to Fridays, 8:00am to 5:00pm*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 08, 2022** 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 P 5,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.
6. The *National Electrification Administration (NEA)* will hold a Pre-Bid Conference on *November 21, 2022 at 10:00 AM at NEA Bldg., 57 NIA Road, Government Center, Diliman, Quezon City and/or through video conferencing or webcasting via Zoom* which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below, on or before **December 06, 2022 at 10:00 AM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **December 06, 2022 at 10:15 AM** at the given address below *and/or via Zoom*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. This Procurement is undertaken through Early Procurement Activities (EPA) of the goods and services for procurement for the FY 2023.

Thus, this EPA shall be governed by GPPB Circular No. 06-2019 dated 17 July 2019, which shall include, but not limited to the:

a. rules and procedure of EPA:

The conduct of EPA from posting to recommendation of the BAC to the HoPE as to the award of the contract shall observe the mandatory timelines set forth in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act No. (RA) No. 9184, including the period for re-bidding which shall be within fifteen (15) days after each declaration of failure of bidding, which may be extended up to thirty (30) days upon approval of the HoPE.

b. fixed price rule in procurement

No changes shall be made on the Contract Price by reason of escalation in currency. Any adjustment in Contract Price shall be done in accordance with guidelines provided by law.

c. extension of the bid validity and security

The validity of their bidders' bid securities shall be beyond one hundred twenty (120) calendar days, prior to their expiration, if the funding source for the Procurement Project has yet to be approved and made effective. A change in the form of the bid security is allowed if this is made prior to the expiration of the bid validity sought to be extended. If the bidder refuses to extend the bid validity, the NEA shall reject the bid submitted by said bidder.

d. validity of the eligibility requirements prior to the award of contract

e. conditions of award

- i. Procurement Projects undertaken through EPA may be awarded upon approval and effectivity of the GAA, reenacted budget, appropriations ordinance, corporate budget or loan agreement, as the case may be.
- ii. If the amount authorized for a Procurement Project has been reduced, the PE may still make an award if the contract price to be awarded is within the

amount authorized in the GAA, reenacted budget, appropriations ordinance, corporate budget, or loan agreement regardless of the posted ABC.

- iii. The HoPE shall not award any Procurement Project if the amount therefor has been withdrawn or in the event the amount authorized in the GAA, reenacted budget, appropriations ordinance, corporate budget, or loan agreement is lower than the amount of contract to be awarded.
- iv. In all instances, the HoPE has the authority to exercise the reservation clause under Section 41 of RA No. 9184, which grants the HoPE the right not to award the contract if, for any justifiable and reasonable ground, the award of the contract will not redound to the benefit of the government.

f. date of earliest delivery.

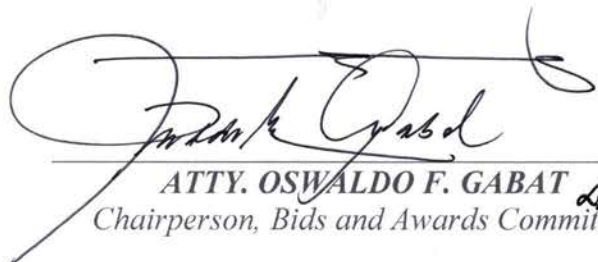
- 11. The *National Electrification Administration (NEA)* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
- 12. For further information, please refer to:

ATTY. OSWALDO F. GABAT
Chairperson, Bids and Awards Committee (BAC)
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National Electrification Administration (NEA)
57 NIA Road, Government Center, Diliman, Quezon City
E-mail address: nea.bac.secretariat9184@gmail.com
Tel. No.: 8929-1909 local 184
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- 13. You may visit the following websites:

For downloading of Bidding Documents: *nea.gov.ph* and *philgeps.gov.ph*

November 08, 2022



ATTY. OSWALDO F. GABAT
Chairperson, Bids and Awards Committee