



## INVITATION TO BID FOR *Procurement of One (1) Year Rental of Sixteen (16) Units Multifunctional Photocopying Machines*

1. The *National Electrification Administration (NEA)*, through the *2024 Cash Operating Budget* intends to apply the sum of *One Million Eight Hundred Thousand Pesos (PhP1,800,000.00)* being the ABC to payments under the contract for the *Procurement of One (1) Year Rental of Sixteen (16) Units Multifunctional Photocopying Machines /NEA ITB No. 2024-02*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *National Electrification Administration (NEA)* now invites bids for the procurement of *One (1) Year Rental of Sixteen (16) Units Multifunctional Photocopying Machines*. Delivery of the Goods is for *one (1) year*. 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. 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.

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 **#57 NIA Road, Government Center, Diliman, Quezon City, from Monday to Friday, 8:00 A.M. to 5:00 P.M.**
5. A complete set of Bidding Documents may be acquired by interested Bidders on **17 January 2024** at the address and time stated above.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of Procuring Entity. However, the Bidders shall pay the applicable fee of *Five Thousand Pesos (PhP5,000.00)* for the Bidding Documents not later than the submission of their bids.

6. The *National Electrification Administration (NEA)* will hold a Pre-Bid Conference on **24 January 2024 at 1:00 PM at Cultural Affairs Room, 2<sup>nd</sup> Floor, NEA Building, No. 57 NIA Road, Diliman, Quezon City** which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat at the address below, through manual submission at the office address indicated below, on or before **05 February 2024 at 1:00 P.M.** 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 **05 February 2024 at 1:15 P.M.** at the **Cultural Affairs Room (CAR), 2<sup>nd</sup> Floor, NEA Building.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. 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.
11. For further information, please refer to:

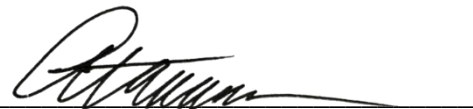
**Ms. Rhina H. Angue**  
**Chairperson, BAC Secretariat**  
**National Electrification Administration (NEA)**  
**#57 NIA Road, Government Center, Diliman, Quezon City**  
**E-mail address: [nea.bac.sec9184@gmail.com](mailto:nea.bac.sec9184@gmail.com)**  
**Tel. No.: 8929-19-09 local 148**

12. You may visit the following websites:

For downloading of Bidding Documents:

**[www.philgeps.gov.ph](http://www.philgeps.gov.ph)**  
**[www.nea.gov.ph](http://www.nea.gov.ph)**

**Quezon City, Philippines, 16 January 2024**



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**ATTY. ALEXANDER PAUL T. RIVERA**  
*Chairperson, Bids and Awards Committee*