



REPUBLIC OF THE PHILIPPINES  
**Sandiganbayan**  
Quezon City

**APPROVED FOR POSTING**

**MA. TERESA S. PABULAYAN**  
Executive Clerk of Court IV

**Invitation to Apply for Eligibility and to Bid**

**Rental of Seventeen (17) High Speed Photocopying Machines for the Sandiganbayan for One Year**

The Sandiganbayan, through its General Appropriations Act of 2018, intends to apply the sum of **Two Million Forty Thousand Pesos (PhP 2,040,000.00) only**, inclusive of **12% Value Added Tax**, being the Approved Budget for the Contract (ABC), to payments under the contract for the **Rental of Seventeen (17) High Speed Photocopying Machines for the Sandiganbayan for One Year**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

1. The Sandiganbayan Bids and Awards Committee (BAC) invites bids for the "**Rental of High Speed Photocopying Machines for the Sandiganbayan for One Year**", described as follows:

|              | Quantity        | Description  | Approved Budget for the Contract | Non-Refundable Bid Fee |
|--------------|-----------------|--|----------------------------------|------------------------|
| <b>1 Lot</b> | <b>17 Units</b> | <b>Rental of High Speed Photocopying Machines for One Year</b> | PhP 2,040,000.00                 | PhP 5,000.00           |

2. The complete delivery of the goods is required within thirty (30) days from receipt of notice to proceed and will be for the duration of one (1) year. Bidders should have completed, within **three (3) 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 (ITB).
3. Timelines for the above mentioned project is as follows:

| Activities                            | Date/Time/Venue  |
|---------------------------------------|--|
| Posting and Issuance of Bid Documents | <b>June 20, 2018</b><br>Legal Research and Technical Staff<br>2/F Sandiganbayan Centennial Building (LRTS)   |
| Pre-Bid Conference                    | <b>June 28, 2018/ 2:00 P.M.</b><br>Budget and Finance Division (BFD) Conference Room, G/F, Sandiganbayan Centennial Building (BFD Conference Room) |
| Submission and Receipt of Bids        | <b>July 16, 2018/ 1:30 P.M.</b><br>LRTS  |
| Opening of Bids                       | <b>July 16, 2018/ 2:00 P.M.</b><br>BFD Conference Room   |

- Interested bidders may obtain the Bid Documents starting **June 20, 2018** until the date of the bid opening and upon payment of a non-refundable amount of **FIVE THOUSAND PESOS (P5,000.00)**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Late bids shall not be accepted.

Interested bidders may obtain additional information and/or inspect the Bidding Documents at the address given below from Monday to Friday, 8:00 a.m. to 4:30 p.m. The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the Sandiganbayan website provided that Bidders shall pay the non-refundable bid fee for the Bidding Documents not later than the submission of their bids.

- 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 (RIRR) 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 grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138.

- The Pre-Bid Conference is open to all interested persons.
- The Sandiganbayan reserves the right to accept or reject any bid, declare a failure of bidding, or reject all bids at any time prior to contract award in accordance with Section 41 of RA 9184 and its RIRR, without thereby incurring any liability to the affected bidder or bidders.
- For further information, kindly contact:

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**Atty. MA. TERESA S. PABULAYAN**  
*Chairperson, Bids and Awards Committee*