



Republic of the Philippines
Sandiganbayan
Quezon City

INVITATION TO BID
ONE (1) PROCUREMENT FOR THE RENTAL OF NINETEEN (19)
UNITS OF HIGH-SPEED PHOTOCOPYING MACHINES FOR
TWELVE (12) MONTHS FOR CY 2023-2024 FOR THE
SANDIGANBAYAN CENTENNIAL BUILDING
(EARLY PROCUREMENT ACTIVITY)

1. The Sandiganbayan, through the 2024 National Expenditure Program (NEP), intends to apply the sum of Two Million Pesos (Php2,000,000.00), being the Approved Budget for the Contract (ABC) to payments under the contract for the Early Procurement for the **Rental of Nineteen (19) Units of High-Speed Photocopying Machines for twelve (12) months for CY 2023-2024 for the Sandiganbayan Centennial Building** with *Reference No. SB-BID12-2023*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Sandiganbayan* now invites bids for the above Procurement Project. Delivery of the Goods is required by February 4, 2024. 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.
 - a. 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 Sandiganbayan and inspect the Bidding Documents at the address given below from 8:00 A.M to 4:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **December 5, 2023** at the Legal Research and Technical Staff, 2/F, Sandiganbayan Centennial Building, Batasan Road, Commonwealth Ave., Quezon City, or may be downloaded at <https://sb.judiciary.gov.ph/> and upon payment of the applicable fee of **Two Thousand Pesos (Php2,000.00) only**, pursuant to the latest Guidelines issued by the GPPB. The Procuring Entity shall allow the bidder to present its proof of payment for the fees.
6. The *Sandiganbayan* will hold a Pre-Bid Conference on **December 13, 2023, 2:00 P.M.** through videoconferencing platform which shall be open to all prospective bidders.

Interested parties are advised to email the BAC Secretariat at sbbacsecretariat@gmail.com before the scheduled date of Pre-Bid Conference to request for the online meeting credentials.

7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below **on or before December 27, 2023 at 1:30 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 **December 27, 2023, 2:00 P.M.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Sandiganbayan 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. In case any of the above dates are declared a non-working day by a competent national or local government office, the corresponding procurement activity shall be moved to the next working day at the same place and time.
12. For further information, please refer to:

Atty. Dashell C. Yancha-Po
Chief Judicial Staff Officer
Procurement Management Division
Legal Research and Technical Staff
2/F Sandiganbayan Centennial Building
sbbacsecretariat@gmail.com

[December 4, 2023]

Atty. Ma. Teresa S. Pabulayan
Chairperson, Bids and Awards Committee