



Republic of the Philippines
Sandiganbayan
Quezon City

INVITATION TO BID
for Early Procurement Activity (EPA) of
One (1) LOT
Rental of Eighteen (18) Units of High Speed Photocopying Machines
and Procurement of Twenty-Five (25) Units of Toners
(Reference No. SB-BID14-2022)

1. The Sandiganbayan, through the FY 2023 National Expenditure Program (NEP) intends to apply the sum of **One Million Eight Hundred Thousand Pesos only (PhP1,800,000.00)**, being the ABC to payments under the contract for the Early Procurement Activity (EPA) for the Procurement of **One (1) Lot Rental of Eighteen (18) Units of High Speed Photocopying Machines and Procurement of Twenty-Five (25) Units of Toners with Reference No. SB-BID14-2022**. 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 seven (7) days after the receipt by winning bidder of the Notice to Proceed (NTP)**. 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 the Sandiganbayan and inspect the Bidding Documents at the address given below from 9:00 A.M. to 4:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested bidders starting December 27, 2022 from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, in the amount of Two Thousand Pesos (Php 2,000.00), 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 either through personal, facsimile, or electronic means.

6. The Sandiganbayan will hold a Pre-Bid Conference on **January 3, 2023** through video conferencing 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 **January 16, 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 **January 16, 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. For further information, please refer to:

Atty. Dashell C. Yancha-Po
Head, BAC Secretariat
Legal Research and Technical Staff
Sandiganbayan Centennial Building
Commonwealth Ave., Quezon City
sbbacsecretariat@gmail.com
12. You may visit the following websites:

For downloading of Bidding Documents: <https://sb.judiciary.gov.ph/>

December 23, 2022.

(Sgd)
Atty. Ma. Teresa S. Pabulayan
Chairperson, BAC