



Republic of the Philippines

## Office of the Solicitor General

134 Amorsolo St., Legaspi Village, Makati City  
Tel No. 988-1674 loc. 691 / Telefax No. 813-11-74  
Website: [www.osg.gov.ph](http://www.osg.gov.ph)

### INVITATION TO BID

#### ANNUAL RENTAL OF DIGITAL PHOTOCOPYING MACHINES

The **Office of the Solicitor General (OSG)**, through the FY 2019 National Expenditure Program (NEP), intends to apply the sum of **Four Million Five Hundred Thousand Pesos (P4,500,000.00)** being the Approved Budget for the Contract (ABC) to payment for the:

Description	Pre-Bid Conference	Submission of Bids	Opening of Bids	Delivery Schedule	Amount of Bid Document
Annual Rental of Digital Photocopying Machines for FY 2019	October 30, 2018 @ 1:30 p.m.	November 12, 2018 @ 1:25 p.m.	November 12, 2018 @ 1:30 p.m.	Within thirty (30) days from receipt of NTP	P4,500.00
Venue for the Pre-Bid Conference & Opening of Bids: <b>9<sup>th</sup> Floor, Padilla Hall, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City.</b>					

The OSG now invites bids for the annual rental of digital photocopying machines with a maximum rate per copy of Php0.60 inclusive of 12% VAT. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Bidders should have completed, within two (2) 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, Instruction to Bidders.

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 of R.A. 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 capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws and regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

Bids must be duly received by the BAC Secretariat at the **Administrative Division 2<sup>nd</sup> Flr., OSG Bldg., 134 Amorsolo St., Legaspi Village, Makati City** on or before 1:25 p.m. of 12 November 2018. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address above. Late bids shall not be accepted.

A complete set of bidding documents may be acquired by interested bidders from the OSG on 24 October 2018 between 8:00 a.m. to 5:00 p.m. until 12:00 noon of 12 November 2018, Monday to Friday, and upon payment of a non-refundable fee in the amount stated above, pursuant to the latest Guidelines issued by the GPPB.

The OSG reserves the right to accept or reject any bid and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:  
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**JOSEPH L. GUEVARRA**  
Assistant Solicitor General  
Chairperson, Bids and Awards Committee