

**BIDDING FOR THE PROCUREMENT OF ONE (1)  
YEAR RENTAL OF TWENTY (20) MULTIFUNCTION COPY MACHINES FOR 2019**

**BID BULLETIN NO. MM-2019-001**

This Bid Bulletin clarifies the queries raised during the Pre-Bid Conference held on 24 June 2019, and other matters relative to the **Bidding for the Procurement of One (1) Year Rental of Twenty (20) Multifunction Copy Machines for 2019.**

**1. Revised Bidding Schedule**

This revised timetable aims to provide the prospective bidders ample time to pose queries, undertake due diligence, and prepare their bids:

No.	ACTIVITIES	DATE/SCHEDULE (2019)
1.	Pre-Procurement Conference	June 14
2.	Posting / Publication (Website, PhilGEPS, and BCDA Premises)	June 15 - June 21
3.	Issuance of Bid Documents	June 15 - July 04
4.	<b>Pre-Bid Conference</b>	<b>June 24 @ 10:00 AM</b>
5.	Deadline for Request for Clarification, if any	June 26 @ 5:00 PM
6.	Issuance of Bid Bulletin, if any	June 27
7.	<b>Deadline for Submission of the ff:</b> • Eligibility Requirements • Financial Proposal	<b>July 18 @ 10:00AM</b>
8.	<b>Opening of the ff:</b> • Eligibility Requirements • Financial Proposal	<b>July 18 @ 11:00AM</b>
9.	Bid Evaluation (TWG 's detailed evaluation of the submitted bids)	July 19
10.	Sending of letter to the Bidder with LCB advising them on the conduct of Post-Qualification	July 19
11.	Post Qualification on the Bidder with LCB or succeeding LCB (if any)	July 23
12.	Deliberation by BAC of the Results of Post qualification	July 24
13.	Issuance of BAC's Recommendation (based on the Results of Post-Qual)	July 25
14.	Approval of BAC Resolution and Issuance of Notice of Award*	On or before July 29
15.	Issuance of Notice to Proceed and Contract Signing	On or before July 31

**\*Subject to change**

The above schedule amends the posted schedules in the BDS accordingly.



## 2. Queries/Questions by Prospective Bidders

Issues Raised	Clarification/s
1. On the Stocking Capacity of each Multifunction Machines	Minimum of 3,500 sheet-capacity/ per machine
2. Whether the winning bidder can release refurbished machines.	Yes. The winning bidder can release refurbished machines provided that these machines are fully operational. However, the end-users still prefer brand new machines.
3. Whether the contract for the rental of Multifunction Machines can be made to Three Years.	To date, R.A. 9184 and its IRR only provides guidelines for multi-year contracts for janitorial and security services ( <i>Appendix 23 of the IRR of R.A. 9184</i> ).
4. On the compatibility of the Multifunction Machines to Operating Systems	The Multifunction Machines should be compatible with Windows and Mac/Mac OS.

## 2. Clarifications

- a. The bidders must be registered with PhilGEPS under Platinum Membership, otherwise the bidders will be rated failed which shall result in declaring them as "ineligible".
- b. The bid documents can be accessed from the PhilGEPS and BCDA websites.
- c. The necessary bid bulletin shall be posted in PhilGEPS and BCDA websites on **27 June 2019 (Thur)**. However, only those who purchased the bidding documents are entitled to directly receive a copy of the Bid Bulletin by email.
- d. The bidders have to purchase the bid documents before they can be allowed to submit their bids. They can still purchase the bid document until the day of submission.
- e. The computation of the bid security shall be based on the Approved Budget for the Contract (ABC).
- f. Statement / List of all on-going, and completed government and private contracts within the last three (3) years (June 2016 - June 2019) shall be submitted using the following forms and with the related supporting documents:
  - (FORM SF-GOOD-13a) Statement/List of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.



- (FORM SF-GOOD-13b) Statement/List of AT LEAST ONE (1) COMPLETED government and/or private contracts (Section IX, Bidding Forms) similar in nature as the contract subject of bidding with a value of at least fifty (50%) of the Approved Budget for the Contract (ABC); or TWO (2) similar contracts with the aggregate contract amount equivalent to at least fifty percent (50%) of the ABC of the contract subject of the bidding at hand supported with the following documents (in accordance to BDS Clause 5.4 of the BDS):
  1. End User's Acceptance; or
  2. Sales Invoice; or
  3. Official Receipt of the last payment received.
- g. The bidders may submit a notarized Bid Securing Declaration in lieu of other forms of bid security. It is important to note, however, that although the Bid Securing Declaration does not require cash, its enforcement shall include automatic blacklisting and payment of certain fines in the event that the bidder violates any of the conditions set forth in the bidding documents.
- h. The bid should not be more than the ABC, otherwise the bidder will be disqualified.
- i. NFCC Computation shall be based on the audited Financial Statements for the year 2018, using the computation provided in paragraph 5.5 of the Instruction to Bidders, and should be at least equivalent to the ABC.
- j. The bidders are requested to use tabs in compiling their bid documents for quick and easy identification and verification.

### 3. Reminders

- a. BCDA adheres to the "No-Contact Rule". All clarifications shall be made in writing and addressed to the BAC-G Secretariat. **Deadline for Clarification is at 5pm on 26 June 2019 (Wed).**
- b. Visiting or calling the members of the BAC, the TWG, the Secretariat or anyone working for BCDA is not allowed and will not be entertained.
- c. Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays and Holidays.
- d. **The deadline for the submission of bids for the *Bidding for the Procurement of One (1) Year Rental of Twenty (20) Multifunction Copy Machines for 2019* is on 18 July 2019 (Thur) at 10:00 AM** at the BCDA Central Receiving and Releasing Area (CRR) located at the 2<sup>nd</sup> Floor Bonifacio Technology Center, 31<sup>st</sup> St. cor. 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City. The computer system clock at the CRR that is set to Philippine Standard Time (PhST) shall be used as reference in determining the time for the submission of bids. Hence, participating bidders are advised to synchronize their

timepieces with the said computer system clock. **Late bids or those submitted after 10:00 AM of 18 July 2019 (Thur) shall not be accepted.**



- e. Bidders may submit their eligibility documents days ahead of the deadline for submission in order to avoid late submission of bids.
- f. **Bid opening shall be on 18 July 2019 (Thur) at 11:00 AM** at the BCDA Corporate Center, 2<sup>nd</sup> Floor Bonifacio Technology Center, 31<sup>st</sup> St. cor. 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City. Bids will be opened in the presence of the Bidders. Although the bidders' attendance during the Opening of Bids is not compulsory, it is advised that bidders send their representative to assist the BAC and answer clarifications, if any.
- g. Each and every page of the Bid Form must be appropriately signed by the bidder or the bidder's authorized representative. The authorization should also be attached. Failure to do so shall be a ground for the rejection of the Bid.
- h. All licenses, permits and other required clearances should be valid at the time of the submission of bids, Post-Qualification Evaluation, and signing of the contract
- i. The BAC expects the bidders to exercise due diligence in going through the bidding documents so that they can prepare their bids intelligently.
- j. The following documents are required to be NOTARIZED, which should be duly sworn to and include complete information on the PTR No., MCLE No., Authority or Commission Number, etc.:
  - i. Omnibus Sworn Statement
  - ii. Bidder's Representative Authorization (as provided in Paragraph 2 of the Omnibus Sworn Statement )
  - iii. Bid Securing Declaration
- k. BCDA reserves the right to waive minor defects in forms and requirement as long as they do not affect the genuineness and authenticity of the documents submitted.
- l. BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

**Please be reminded that all queries after the release of this Bid Bulletin will not be entertained.**

All provisions, conditions and statements in the bidding documents inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

**Issued on 27 June 2019.**

**BIDS AND AWARDS COMMITTEE FOR GOODS**

  
**BGEN CARLOS F. QUITA (Ret)**  
Chairperson

*Bid Bulletin No. MM-2019-001  
June 2019*

