



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION

INVITATION TO BID

FOR

***Procurement of Rental of Photocopying Machines for FY 2022***

1. The ***Commission on Higher Education***, through the ***National Expenditure Program for FY 2022 (Early Procurement Activity)*** intends to apply the sum of ***One Million Nine Hundred Thousand Pesos Only (Php1,900,000.00)*** being the ABC to payments under the contract for the ***Procurement of Rental of Photocopying Machines for FY 2022***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The ***Commission on Higher Education*** now invites bids for the above Procurement Project. Delivery of the Goods is required by ***seven (7) days after receipt of 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.

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 ***Commission on Higher Education*** and inspect the Bidding Documents at the address given below during ***8:00AM to 5:00 PM***.
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***November 24 – December 15, 2021*** from the given address and website(s) below ***and upon payment of Five Thousand (P5,000.00), the applicable fee for the Bidding Documents, 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 ***in person, by facsimile, or through electronic means***.

*For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided*

*that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.*


6. The **Commission on Higher Education** will hold a Pre-Bid Conference on **December 2, 2021 at 10:00 AM** through video conferencing or webcasting via **Zoom**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, **on or before December 15, 2021 at 9:00 AM**. 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 15, 2021 at 10:00 AM** at the **CHED BAC Room, 2/F, HEDC Building, C.P Garcia Avenue, Diliman, Quezon City** and/or via **Zoom**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Commission on Higher Education** 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:

**Ms. Beatriz D. Pascual**  
*Head, Bids and Awards Committee Secretariat*  
*Ground Floor, HEDC Building, C.P Garcia Ave.*  
*Diliman, Quezon City, 1101*  
*bacsecretariat@ched.gov.ph*  
*Telephone Number: 8441-1171*  
*Fax Number: 8441-1171*  
*www.ched.gov.ph*

12. You may visit the following websites:

For downloading of Bidding Documents: ***www.ched.gov.ph***

November 24, 2021

  
**ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO**  
*Chairperson, Bids and Awards Committee*