



Republika ng Pilipinas
Tanggapan ng Pangulo

**PAMBANSANG AHENSIYA NA TAGAPAG-UGNAY SA PAMALAYAN
(National Intelligence Coordinating Agency)**

Bilang 5 Daang V. Luna, Lungsod Quezon 1100
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**INVITATION TO BID FOR THE
RENTAL OF NINETEEN (19) UNITS COPYING MACHINE
(FISCAL YEAR 2021 EARLY PROCUREMENT)**

1. The *National Intelligence Coordinating Agency (NICA)* is conducting this bidding as part of the Agency's early procurement activity (EPA) for FY 2021 to ensure the timely delivery of goods consistent with GPPB Resolution No. 14-2019 dated July 17, 2019 where the Agency as the procuring entity (PE) is encouraged to start procurement activity in the current fiscal year *short of award* for procurement projects scheduled for the succeeding fiscal year.

EPA shall refer to the conduct of procurement activities in the current fiscal year -- from posting of the procurement opportunity, if required, until recommendation of the Bids and Awards Committee (BAC) to the Head of Procuring Entity for the award of the contract for goods to be delivered in the following fiscal year (i.e. FY 2021), pending approval of their respective funding sources.

The bidders, therefore, are hereby informed of the following:

- a. Interested bidders are invited to submit their bid proposals based on the indicative budget for 2021 through this Invitation to Bid, together with the bidding documents;
 - b. The PE will evaluate the bid proposals and determine the winning bidder. The financial bid proposal of the winning bidder will be considered as the fixed contract price notwithstanding any changes that may occur in the succeeding year with respect to the market price of the goods to be procured. Moreover, the Notice of Award (NOA) will only be issued upon the approval of the budget; and
 - c. Should there be a delay in the award on account of any delay in the budget approval, the winning bidder may be requested to extend the bid validity as specified in the bidding documents. In addition, the expiration of the original bid security may likewise be requested to be extended. In case the bidder refuses to extend its bid validity, the bid submitted by the said bidder will be rejected.
2. In this regard, the NICA, through the 2021 indicative budget, intends to apply the sum of **One Million Fifty Thousand Pesos Only (P1,050,000.00)**, being the Approved Budget for the Contract (ABC), to payment under the contract for the **Rental of Nineteen (19) Units Copying Machine**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

3. The *NICA* now invites bids for the *Rental of Nineteen (19) units Copying Machine*, under the early procurement activity, *with the following specifications:*

LOT No.	DESCRIPTION	ABC (PhP)
One (1) lot	<p>Continuous copy speed: Minimum 35 ppm (pages per minute)</p> <p>Printing resolution: At least 600 x 600 dpi</p> <p>Scanning resolution: At least 600 x 600 dpi</p> <p>Print resolution: 1,200 dpi</p> <p>Copying resolution: Up to 600 dpi x 600 dpi</p> <p>Copy Selector: 1-999 copies</p> <p>Paper drawers/ trays: At least 2 trays (plus 1 bypass tray)</p> <p>Paper capacity: 500 sheets for each tray (100 sheets for bypass tray)</p> <p>Reduce/Enlarge: 25% to 400%</p> <p>Paper sizes: A4, A5, legal and letter size (for 11 units) A3, A4, A5, legal & letter size (for 8 units)</p> <p>Connectivity/Network Operating System: Windows 10, Windows Server 2016</p> <p>Scan File Formats: TIFF, JPEG and PDF (11 units) TIFF, JPEG & Searchable PDF (8 units)</p> <p>Added Features: Automatic back-to-back copy/print Reversible automatic document feeder Password capability Electronic sorting and collating Capable as network printer and scanner Regular preventive maintenance support Standard 220 V, 60 Hz</p> <p>Response time: For checkup/evaluation during machine downtime - within 24 hours For replacement of defective units - within 24 hours after check-up/evaluation</p> <p>Users training and simple troubleshooting Contract Term – 1 year</p>	1,050,000.00

Delivery of the said copying machines is required *not later than thirty (30) calendar days from the issuance of the Notice to Proceed or 26 February 2021, whichever comes later.* Bidders should have completed, within three (3) 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 (ITB).

4. 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.

5. Prospective bidders may obtain further information from *NICA* and inspect the Bidding Documents at the address given below from Monday to Friday ***between 9:00 AM and 4:00 PM.***
6. A complete set of Bidding Documents may be acquired by interested Bidders from ***23 October 2020 to 16 November 2020*** from the given address and website below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of ***Five Thousand Pesos (P5,000.00).***
7. The ***NICA Bids and Awards Committee (BAC)*** will hold a Pre-Bid Conference on ***03 November 2020, 10:30 AM*** at the ***7th Floor Conference Room, NIC Bldg., No. 5 V. Luna Road, Quezon City,*** which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before ***10:00 AM of 16 November 2020.*** Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the **ITB** Clause 14.
10. Bid opening shall be at ***10:30 AM on 16 November 2020*** at the ***7th Floor Conference Room, NIC Bldg., No. 5 V. Luna Road, Quezon City.*** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. All prospective bidders are reminded that the schedule for the ***Opening of Bids*** shall be on ***16 November 2020, 10:30 AM*** at the ***7th Floor Conference Room, NIC Bldg., No. 5 V. Luna Road, Quezon City.*** Deadline for the submission of Bids is on ***16 November 2020, 10:00 AM.***
12. The *NICA* 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 Section 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

13. For further information, please refer to:

Ms. Ruby Anne M. Escandor
NICA BAC Secretariat
No. 5 V. Luna Road, Quezon City
Email Address: bacsec@nica.gov.ph
Telephone Nos.: 89274245 local 2300; 89253019 (telefax)

14. You may visit the Agency website www.nica.gov.ph for downloading of Bidding Documents.

23 October 2020

ATTY. ROBERTON G. LAPUZ
Chairperson, BAC