



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
Tel. 927-4245 Fax 927-4331 E-mail: maine@nica.gov.ph

**INVITATION TO BID FOR THE
RENTAL OF SEVENTEEN (17) UNITS COPYING MACHINE**

1. The *National Intelligence Coordinating Agency (NICA)*, through the *General Appropriations Act for FY 2019 (RA 11260)*, intends to apply the sum of *One Million Fifty Thousand Pesos (P1,050,000.00)*, being the Approved Budget for the Contract (ABC), to payment under the contract for the *Rental of Seventeen (17) Units Copying Machine*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *NICA* now invites bids for the *Rental of Seventeen (17) Units Copying Machine, with the following specifications:*

No.	DESCRIPTION	ABC (PhP)
LOT	Continuous copy speed: Minimum 45 ppm (pages per minute) Printing resolution: At least 600 x 600 dpi Scanning resolution: At least 600 x 600 dpi Print resolution: 1,200 dpi Copying resolution: Up to 1,200 dpi x 1,200 dpi Copy Selector: 1-999 copies Paper drawers/trays: 4 trays (plus 1 bypass tray) Paper capacity: 500 sheets for each tray (100 sheets for bypass tray) Reduce/Enlarge: 25% to 400% Paper sizes: A3, A4, A5, legal and letter size Connectivity/Network: Windows 10, Operating System: Windows Server 2016 Scan File Formats: TIFF and PDF only (12 units) TIFF, JPEG & Searchable PDF (5 units) 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 Provision for replacement of defective units or back-up unit during machine downtime Users training and simple troubleshooting Contract Term – 1 year	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*. 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).

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 9184 (RA 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 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 5183.

4. Interested 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 to 4:00 PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders from *16 August to 11 September 2019* from the address 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)*.

It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The *NICA BAC* will hold a Pre-Bid Conference on *28 August 2019, 10:00 AM* at the *Atrium, NIC Bldg., NICA Compound, No. 5 V. Luna Road, Brgy. Pinyahan, Diliman, Quezon City*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before *10:00 AM of 11 September 2019*. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be at *10:30 AM on 11 September 2019* at the *Atrium, NIC Bldg., NICA Compound, No. 5 V. Luna Road, Brgy. Pinyahan, Diliman, Quezon City*. Bids will be opened in the presence of the bidders' representatives who choose to attend at the aforementioned address. Late bids shall not be accepted.

8. All prospective bidders are reminded that the schedule for the *Opening of Bids* shall be on *11 September 2019, 10:30 AM* at the *Atrium, NIC Bldg., NICA Compound, No. 5 V. Luna Road, Brgy. Pinyahan, Diliman, Quezon City*. Deadline for the submission of *Bids* is on *11 September 2019, 10:00 AM*.
9. 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 RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

Ms. Ruby Anne M. Escandor
NICA BAC Secretariat
No. 5 V. Luna Road, Brgy. Pinyahan, Diliman, Quezon City
Telephone Number: 9274245 local 2300
Email Address : bacsec@nica.gov.ph
Facsimile No. : 9253019



ATTY. ROBERTON G. LAPUZ
Chairperson
Bids and Awards Committee (BAC)

Date posted: 16 August 2019