



**INVITATION TO BID
FOR
“ONE (1) LOT RENTAL OF PHOTOCOPYING SERVICES”**

1. The **development academy of the philippines (dap)**, through the Corporate Operating Budget Fund for CY 2018 intends to apply the sum of **ONE MILLION THREE HUNDRED FIFTY THOUSAND PESOS (P1,350,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **“One (1) Lot Rental of Photocopying Services” per IB18-388131-08**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **dap**, now invites bids for **One (1) Lot Rental of Photocopying Services”**. Delivery, Installation and Commissioning Goods is required **Fifteen (15) Calendar days after the receipt of Notice to Proceed (NTP)**. Bidders should have a Single Largest Completed Contract (SLCC) similar to the contract to be bid, within the last two (2) years prior to the date of submission and receipt of bids. 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) 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 any other 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 **development academy of the philippines (dap)** and inspect the Official Bidding Documents (OBD) at the address given below starting **November 27, 2018 (Tuesday)** from **9:00AM** to **5:00PM**.
5. A complete set of Official Bidding Documents may be acquired by interested Bidders on **November 27, 2018 (Tuesday)** from the address below and upon payment of a **non-refundable fee for the Bidding Documents in the amount of ONE THOUSAND FIVE HUNDRED PESOS ONLY (P1,500.⁰⁰)**.

It may also be downloaded free of charge 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 **dap** will hold a Pre-Bid Conference on **December 5, 2018 (Wednesday)** at 2:00PM at **dap** Pasig 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 **December 17, 2018 (Monday)** at 10:00AM 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 on **December 17, 2018 (Monday)** at 10:00AM at **dap** Pasig City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The **dap** 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.
9. For further information, please refer to:

ATTY. REMUS ROMANO A. REYES

Director, BAC Secretariat

Development Academy of the Philippines

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BAC Secretariat email

: dapbacsec@dap.edu.ph

Website address

: <http://www.dap.edu.ph>

For the DAP Bids & Awards Committee:

Originally signed
TRYGVE A. BOLANTE
Vice-Chairperson, BAC

Originally signed
ALAN S. CAJES
Chairperson, BAC