

# **SUPPLY & DELIVERY OF PHOTOCOPYING AND DUPLICATING MACHINES FOR MO-ADMIN AND MO- EXECUTIVE OF LGU-IROSIN**

Local Government Unit of Irosin

GOOD 14-2017

Supply & Delivery of Photocopying and Duplicating Machines for  
MO-Admin and MO-Executive of LGU-Irosin  
Irosin, Sorsogon

Standard Form Number: SF-GOOD-05

Revised on: July 28, 2004

## **INVITATION TO BID**

The Local Government Unit of Irosin, through its Bids & Awards Committee (BAC), invites suppliers/manufacturers/distributors/contractors to apply for eligibility and to bid for the hereunder project:

**Name of Project : SUPPLY &  
DELIVERY OF PHOTOCOPYING  
AND DUPLICATING MACHINES FOR MO-ADMIN AND  
MO-EXECUTIVE OF LGU-IROSIN**

**Brief Description : one(1) unit photocopying machine:  
scanning resolution-  
600x600dpi/printing resolution-600x600dpi/text photo/original  
size-maximum of 297x432mm(A3,11x17") for both sheet &  
book/output tray capacity: 250 sheet(A4 LEF)/warm-up time: 19  
seconds  
or less(20 degrees celsius room temperature/first copy output**

**time-6.5 seconds or less(A4 LEF)/continuous copy speed-A4 LEF/BS**

**LEF 20ppm, in duplex-17ppm/paper tray capacity: 1,250, by pass/tray 100 sheet/scanner type-colour scanner**

**one(1) unit duplicating machine:  
resolution-300x600dpi/scanning  
method-flat bed(ADF optional/feeding capacity-1300 sheet/paper size-  
maximun-297mmx432mm minimum-100mmx148mm/paper weight-45gsm-210gsm/print speed-60-130ppm,3 steps/zoom-50-200%/contrast control-3 steps/ink supply method-automatic control(600ml)/with  
free initial consumables and pedestal**

**Approved Budget for the**

**Contract : P 420,000.00**

**Contract Duration : 30 calendar days**

**Delivery Period : 7 calendar days after the issuance of Notice to Proceed**

**Source of Fund : General Fund**

Prospective bidders should have experience in undertaking a similar project within the last two years with an amount of at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-qualification and Award of Contracts shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and

Regulations(IRR). Prospective bidders must be registered with the PHILGEPS at [www.philgeps.net](http://www.philgeps.net).

The complete schedule of activities is listed, as follows:

| <b>Activities</b>                          | <b>Schedule</b>  |
|--|--|
| 1. Period of Availability of Bid Documents | June 2-8, 2017, 8:00AM-5:00PM<br>June 9, 2017, 8:00AM-8:59AM |
| 2. Opening of Bids                         | June 9, 2017, 9:00AM   |
| 3. Bid Evaluation                          | June 9, 2017-after the bidding                               |
| 4. Post-qualification                      | June 13-15, 2017, 8:00AM-5:00PM                              |
| 5. Notice of Award                         | June 22, 2017, 10:00AM                                       |

A complete set of Bidding Documents maybe purchased by interested bidders upon payment of non-refundable fee for the Bidding Documents in the amount of **Five Hundred Pesos (P 500.00)** to the Municipal Treasurer of the Local Government Unit of Irosin. It may also be downloaded from the PHILGEPS website provided that the bidder shall pay the nonrefundable fee for the bidding documents not later than the submission of their bids.

The Local Government Unit of Irosin assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of bids.

The Local Government Unit of Irosin 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.

Approved by:

**NOEL D. MERCADO II**

BAC Chairman

The BAC Secretariat shall prepare the draft IAEB for approval by the BAC At the pre-procurement conference.