




Republic of the Philippines  
CITY OF MALABON  
Metro Manila


**BIDS AND AWARDS COMMITTEE**

**INVITATION TO BID**

**SUPPLY AND DELIVERY OF DIGITAL COPYING MACHINES FOR  
VARIOUS OFFICES OF THE CITY GOVERNMENT OF MALABON**

1. The *City Government of Malabon*, through the *General Fund CY 2014* intends to apply the sum of **Six Hundred Fifty-One Thousand Nine Hundred Four Pesos (P651,904.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Supply and Delivery of Digital Copying Machines for Various Offices of the City Government of Malabon. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *City Government of Malabon* now invites bids for the Supply and Delivery of Digital Copying Machines for Various Offices of the City Government of Malabon. Delivery of goods is required fifteen (15) calendar days after the receipt of Purchase Order (PO). Interested Bidder/Supplier shall be an exclusive distributor of the manufacturer with Certificate of Exclusive Distributorship issued by the Principal under oath and authenticated by the Embassy/Consulate nearest the place of the Principal, in case of foreign manufacturer. 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 Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184), otherwise known as the “Government Procurement Reform Act,” and 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 R.A. 5183 and subject to Commonwealth Act 138.
4. Interested Bidders may obtain further information from the Bids and Awards Committee Secretariat and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be purchased by interested Bidders from the address below and upon payment of a non-refundable fee in the amount of **One Thousand Pesos (P1,000.00)**.
6. Bids must be delivered to the address below on or before **March 4, 2014 (Tuesday); 3:00 p.m.** All Bids must be accompanied by a Bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.
7. Bid Opening shall be on **March 4, 2014 (Tuesday); 3:30 p.m.** at the BAC Secretariat Office, Malabon 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 *City Government of Malabon* 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.
9. For further information, please refer to:

  
ARCH. CHRISTY F. AQUINO  
Head – BAC Secretariat  
F. Sevilla Blvd., San Agustin, Malabon City  
(632) 281-4999 loc. 1802

  
ATTY. VOLTAIRE C. DELA CRUZ  
Chairman – Bids and Awards Committee