

Republic of the Philippines MUNICIPALITY OF KAPALONG Province of Davao del Norte o0o

INVITATION TO BID

Supply and Delivery of Multifunction Photocopier Machine with Free Toner

- 1. The Local Government Unit of Kapalong, through the **Trust Fund 2024** intends to apply the sum of **Four Hundred Fifty Thousand Pesos Only (450,000.00)** being the ABC to payments under the contract for **Supply and Delivery of Multifunction Photocopier Machine with Free Toner**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
- 2. The Local Government Unit of Kapalong now invites bids for the above Procurement Project. Delivery of the Goods is required by **30 calendar days**. Bidders should have completed, within Five (5) 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).
- 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) No. 9184.
 - a. 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.
- 4. Prospective Bidders may obtain further information from Local Government Unit of Kapalong and inspect the Bidding Documents at the address given below during **8:00 AM** to **5:00 PM**.
- 5. A complete set of Bidding Documents may be acquired by interested Bidders starting on **December 2,2024** from the given address and website(s) 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 Hundred Pesos Only (P 500.00)**.
- 6. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, on or before **December 10, 2024 at 10:00 AM.** Late bids shall not be accepted.
- 7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in *ITB* Clause 14.
- 8. Bid opening shall be on **December 10**, **2024 at 10:00 AM** at the given address below Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
- 9. Interested Bidders shall submit Letter of Intent (LOI) and notarized authorization as representative from the proprietor/Company to attend the Pre-Bid Conference and Bid Opening.

Term of Payment must be a minimum of Ten (10) and maximum of Thirty (30) working days upon Final Acceptance and Inspection.

- 10. The Local Government Unit of Kapalong 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
- 11. For further information, please refer to:

MARY ELIZABETH L. EXALA
BAC OFFICE
Quezon Street, LGU Compound, Maniki, Kapalong, Davao del Norte
dadangmay@ yahoo.com
09176848162
www.kapalong.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: www.philgeps.gov.ph

(SGD.) MARY ELIZABETH L. EXALA
BAC Chairperson or Authorized Representative

Republic of the Philippines							
			Municipality of Kap				
			Davao Province	e			
Refer	ence:	One(1)	unit Multifunction Photocopier Machine	with free Toner			
Item	Qty	Unit	Article/Description	Approved	Unit	Total	Remarks of
			· · ·	Budget of	Price	Price	delivery of
				Contract			articles
1	1	set	Office Equipment- Purchase of One(1)	450,000.00			
			unit Multifunction Photocopier Machine				
			with Free Toner				
			Specifications:				
			Imaging Technology: Laser				
		+					
			Short, A4, Legal, Long. A3				
			Copy/Print Speed (Minimum @ A4 size):				
			22 PPM (Colored/B&W)				
			Scan Speed (Mono/Color): 55 Images/				
		-	minute (Colored/B&W)				
			USB Printing, Bypass Tray, Network				
		-	Printer with ADF, Doubled Sided				_
			Printing, Touch Screen LCD Panel,				
			Automatic Documents Feeder up to 130				
			originals:				
			A6-A3; 35-128g/m2 RADF				
			Print Resolution: at 1,800 x 600dpi				
			System memory : 6GB				
			System Storage: 8GB				+
			Paper Tray Capacity: 1,100 Sheets Multicopy: 1 to 9,999				
			Toner Capacity Black: 23,000 pages				
			(Minimum)				
			Toner Capacity CMY: 20,000 pages per				
			color (minimum)				
			Inclusions:				
			Heavy Duty Electronic Stapler				
			Lifetime Service Maintenance				
			2 sets of Toners				
		\perp					
			Approved Budget for the Contract	450,000.00			
Name of Establishment				Signature of Bidde	rs or his dul	у	
				Authorized Repres	entative		