

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

INVITATION TO BID

Supply and Delivery of One (1) unit Duplicating Machine

- 1. The Local Government Unit of Kapalong, through the **Trust Fund 2025** intends to apply the sum of **Four Hundred Eighty Thousand Pesos Only (480,000.00)** being the ABC to payments under the contract for **Supply and Delivery of One(1) unit Duplicating Machine.** 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 **60 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 July 14,2025 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 July 21, 2025 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 **July 21**, **2025** 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 Philip Municipality of Kapa				
			Davao Province				
Refer	ence:	Purch	ase of Color A3 Multifunctional Duplicating	g Machine			
ltem	Qty	Unit	Article/Description	Approved Budget of	Unit Price	Total Price	Remarks of delivery
			COLOR A3 MULTIFUNCTIONAL	Contract			of articles
1	1	unit	DUPLICATING MACHINE	480,000.00			
			Specifications:				
			Imaging Technology: Laser				
			Short, A4, Legal, Long, A3				
			Copy/Print Speed (Minimum @A4 Size): 22 pages per minute (Colored & B&W)				
			Scan Speed (Mono/Color): 55 Image per minute (Colored/ B&W) (Minimum)				
			USB Printing, Bypass Tray, Network Printer with ADF, Double sised printing, Touch screen LCD panel				
			Automatic Document feeder up to 130				
			originals: A6-A3; 35-128 g/m2 RADF Print Resolution (Minimum): at 1,800 x 600 dpi				
			Paper Tray Capacity (Minimum): 1,100 sheets				
			Multicopy: 1 to 9,999 (Minimum)				
			Up to 70 sheets stapling 6 to 18mm				
			Package with:				
			Two sets CMYK Toner for the Machine				
			Lifetime free services, monthly scheduled check-up (no call needed)				
			One year warranty on parts				
			Free delivery & installation				
			Approved Budget of the Contract	480,000.00			
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Name of Establishment				Signature of Bidders or his duly Authorized Representative			
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