

INVITATION TO BID
Lease of Photocopying Machines
PMO 06-2011

The Privatization and Management Office through its Bids and Awards Committee (PMO-BAC), intends to apply the sum of **Four Hundred Fifty Thousand Pesos (₱450,000.00)** being the Approved Budget for the Contract (ABC) for payment of Lease of Photocopying Machines (PMO 06-2011). Bids received in excess of the ABC shall be automatically rejected.

The PMO-BAC now invites G-EPS registered companies/contractors to bid for the project cited hereunder for a contract duration of one (1) year.

Project	Approved Budget	Location
Lease of Photocopying Machines	P 450,000.00	Privatization and Management Office, 104 Gamboa Street, Legaspi Village, Makati City.

Bid documents will be available starting **Monday, October 10, 2011** from **8:00 a.m. to 5:00 p.m.** at the 3rd Floor PMO-BAC Secretariat upon payment of a non-refundable fee of **TWO THOUSAND PESOS ONLY (Php. 2,000.00)** to the PMO Cashier located at the 6th Floor, Privatization and Management Office, 104 Gamboa Street, Legaspi Village, Makati City.

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 nonrefundable fee for the Bidding Documents not later than the submission of their bids.

The PMO-BAC will hold a Pre-Bid Conference on Monday, October 24, 2011, 10:00 a.m. at 6th Flr. Privatization and Management Office, 104 Gamboa St., Legaspi Village, Makati City, which shall be open only to all interested parties who have purchased the Bidding Documents.

The Eligibility Check, Submission and Opening of Bids shall be on **November 7, 2011, 10:00 a.m.** to be held at the 6th Floor, Privatization and Management Office, 104 Gamboa Street, Legaspi Village, Makati City.

Bids will be opened on the date, time and place cited above in the presence of the bidders or their representatives. Late bids shall not be accepted. All bids must be accompanied by a Bid Security in any of the following forms:

Form of Security	Minimum Amount in % of ABC
1. Cash, cashier's/manager's check, bank draft/guarantee; OR	Two percent (2%)
2. Surety Bond issued only by the GSIS	Five percent (5%)

The PMO-BAC shall not compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Moreover, **the PMO-BAC reserves the right to reject any or all bid proposals, waive any formality in the bid requirements, declare the bidding a failure without thereby incurring any liability to the**

affected Bidder or Bidders, or award the contract to the bidders whose offer is the Lowest Calculated and Responsive Bid, and the most advantageous to the Government.

BIDS AND AWARDS COMMITTEE (BAC)
PRIVATIZATION AND MANAGEMENT OFFICE
104 Gamboa Street, Legaspi Village, Makati City
Tel. No. 818-8305 Fax No. 892-2145

Approved by:

ELLEN H. RONDAEL
Deputy Privatization Officer and
Chairperson, PMO-BAC