**Invitation to Bid**

**LEASE OF MULTI-FUNCTIONAL PHOTOCOPYING MACHINES FOR CY 2016**

1. The Bureau of Customs (BOC) through the authorized appropriations under the FY 2016 General Appropriations Act intends to apply the sum of Three Million Six Hundred Pesos (P3,600,000.00)being the Approved Budget for the Contract (ABC) to payments under the contract for Lease of Multi-Functional Photocopying Machines for CY 2016. Bids received in excess of the ABC shall be automatically rejected at the bid opening.

1. The BOC now invites bids for the project, Lease of Multi-Functional Photocopying Machines for CY 2016. Delivery of the goods shall be in accordance with the delivery schedule under Section VI, Schedule of Requirements. Bidders should have completed, within three (3) years prior to the date of Pre-Bid Conference, 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 (ITB).
2. 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 (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act.”
3. Interested bidders may obtain further information from the BOC Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during office hours from 8:00 a.m. to 5:00 p.m.
4. A complete set of Bidding Documents may be acquired by interested Bidders on March 5, 2016 from the address below and upon payment of a non-refundable fee for the Bidding Documents, pursuant to the latest guidelines issued by the GPPB, in the amount of Five Thousand Pesos (P5,000.00). It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the BOC, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.
5. The BOC will hold a Pre-Bid Conference on March 14, 2016, 1:00 p.m. at the GSD Conference Room, Ground Floor, OCOM Building, South Harbor, Gate 3, Port Area, Manila, which shall be open to all interested parties.
6. Bids must be delivered to the address below on or before March 29, 2016, 1:00 p.m. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 18.

Bid opening shall be on March 29, 2016, 1:00 p.m. at the GSD Conference Room, Ground Floor, OCOM Building, South Harbor, Gate 3, Port Area, Manila. 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.

1. The bidders shall drop three (3) copies of their bids containing the technical component of the bid, including the eligibility requirements, and the financial component of the bid, in two (2) separate sealed envelopes in the bid box located at the above-mentioned address.
2. The BOC 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.
3. For further information, please refer to:

BOC-BAC Secretariat

General Services Division

OCOM Bldg., South Harbor, Gate 3, Port Area, Manila

Telefax No. 527-9757

Email address: bocbacsecretariat2014@gmail.com

**DIR. EXEQUIEL C. CEMPRON**

Officer-In-Charge

Internal Administration Group

*Chairperson, BOC-BAC*