



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

SECTION I. INVITATION TO BID

"Lease of Multi-Functional Photocopying Machine"

1. The Bureau of Customs (BOC) through the authorized appropriations under the CY 2025 National Expenditure Program (NEP) intends to apply the sum of Eight Million One Hundred Twenty Thousand Pesos (Php8,120,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the "Lease of Multi-Functional Photocopying Machine". For the purpose of **EARLY PROCUREMENT ACTIVITY** authorized under section 7.6 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the proposed budget under FY 2025 National Expenditure Program shall be used as basis. Further, consistent with the requirement in the same Section 7.6. **NO AWARD OF CONTRACT SHALL BE MADE UNTIL THE APPROVAL AND EFFECTIVITY OF THE FY 2025 GENERAL APPROPRIATIONS ACT.** Bids received in excess of ABC shall be automatically rejected at the bid opening.
2. The Bureau of Customs now invites bids for the above Procurement Project for the period January 2025 to December 2025. 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.

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 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.
5. A complete set of Bidding Documents may be acquired by interested Bidders on November 21, 2024, from the given address and website 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 Ten Thousand Pesos (P10,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees to be presented in person.
6. The BOC will hold a Pre-Bid Conference on November 28, 2024, 11:00 a.m. at the GSD Conference Room, Ground Floor, OCOM Building, South Harbor, Gate 3, Port Area, Manila,

and/or through videoconferencing/webcasting via Microsoft Teams, which shall be open to prospective bidders. The Letter of Intent shall be sent through email, thereafter, confirmation link shall be sent via Microsoft Teams.

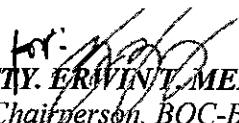
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before December 10, 2024, 8:45 a.m. Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. The bid opening shall be conducted on December 10, 2024, 11:00 a.m. at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The BOC 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

BOC-BAC Secretariat
General Services Division
OCOM Bldg., South Harbor, Gate 3, Port Area, Manila
Telefax No. 526-6571
Email address: bacsecretariat@customs.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: <https://customs.gov.ph/bid-opportunities/>

Date issued: November 21, 2024


ATTY. ERWIN T. MENDOZA
Chairperson, BOC-BAC