



Republic of the Philippines
Professional Regulation Commission
Manila



**INVITATION TO BID FOR THE EARLY PROCUREMENT ACTIVITY FOR THE
SUPPLY AND DELIVERY OF HEAVY-DUTY PHOTOCOPIER
MACHINES**

1. The **PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE (PRC-CO)** through the **Government of the Philippines (GOP)** and the **FY 2025 National Expenditure Program (NEP)** intends to apply the sum of **SIX HUNDRED THIRTY-THREE THOUSAND SIX HUNDRED PESOS (Php633,600.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Early Procurement Activity for the Supply and Delivery of Heavy-Duty Photocopier Machines / ITB No. 2025-04**. Bids received in excess of the ABC Shall be automatically rejected at bid opening.
2. The **PRC-CO** now invites bids for the Early Procurement Activity (EPA) of the above procurement project in accordance with the provisions under Appendix 31 of the 2016 Revised Implementing Rules and Regulations (IRR) of the Republic Act (R.A) No. 9184. Delivery of the Goods is required within the duration indicated in the Schedule of Requirements from the date of receipt of Notice to Proceed. Bidders should have completed, within the four (4) years, specifically, from **January 2020** to the date of submission and opening 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 **PRC – CO Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below during **office hours**.
5. A complete set of Bidding Documents may be acquired by interested Bidders 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 **FIVE HUNDRED PESOS (Php500.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person at the address given below.

The **PRC** will hold a Pre-Bid Conference on **November 26, 2024 at 10:30 AM** via videoconferencing, which shall be open to prospective bidders. For proper coordination, all interested bidders are hereby requested to submit their Letter of Intent to participate, including their contact details, and send to bac@prc.gov.ph on or before **November 25, 2024**.
6. Bids must be duly received by the BAC Secretariat at the office address indicated below on or before **December 09, 2024 at 09:30 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 **Section II, Instructions to Bidders, Item 14**.
8. Bid opening shall be on **December 09, 2024 at 10:30 AM** at the given address below. Bidders may attend the bid opening via videoconferencing or in person.



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9. The award of contract for procurement projects undertaken through EPA may be made only upon the following conditions shall be in accordance with item 7 of Appendix 31 of the 2016 Revised IRR of R.A. No. 9184:
 - a. Approval and effectivity of the finding sources, to wit: (i) General Appropriations Act; (ii) Corporate Budget; (iii) Appropriations Ordinance; or (iv) loan agreement in the case of FAPs; or
 - b. The reenactment of the previous year's budget, which constitutes the current year's authorized budget, when authorized by the Constitution, law, or rules.
10. The **PRC-CO** 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:

ATTY. KYLIE KAUR M. DADO
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BAC Office, 4th Floor, PRC Annex Bldg.
P. Paredes Street, Sampaloc, Manila
bac@prc.gov.ph
+63 (2) 5310-0037
12. You may visit this website indicated below:

<https://www.prc.gov.ph/procurement-page>

November 18, 2024


L. LOUIS P. VALERA
Chairman, PRC – Central Office BAC
Assistant Commissioner, PRC