



Republic of the Philippines
Professional Regulation Commission
Manila



INVITATION TO BID
EARLY PROCUREMENT ACTIVITY FOR
VARIOUS HP TONERS FOR YEAR 2025
[FOUR (4) LOTS]

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 amount of **SIX MILLION ONE HUNDRED TWENTY THOUSAND TWO HUNDRED TWENTY-TWO PESOS AND FIFTY-FIVE CENTAVOS (Php6,120,222.55)** being the Total Approved Budget for the Contract (ABC) to payments under the contract for early procurement of **VARIOUS HP TONERS FOR YEAR 2025 [FOUR (4) LOTS] / ITB NO. 2025-09:**

Lot	Quantity	ABC per unit	Total ABC
<u>ITB No. 2025-09 – Lot 1</u> HP Toner 107A, Black	410	Three Thousand Two Hundred Fifty-Nine Pesos and Thirty-Three Centavos (Php3,259.33)	One Million Three Hundred Thirty-Six Thousand Three Hundred Twenty-Five Pesos and Thirty Centavos (Php1,336,325.30)
<u>ITB No. 2025-09 – Lot 2</u> HP CF237A Toner, Black	35	Fourteen Thousand Four Hundred Forty-Five Pesos and Thirty-Three Centavos (Php14,445.33)	Five Hundred Five Thousand Five Hundred Eighty-Six Pesos and Fifty-Five Centavos (Php505,586.55)
<u>ITB No. 2025-09 – Lot 3</u> HP 215A Toner, Black	61	Three Thousand Seven Hundred Thirty-Two Pesos and Sixty-Seven Centavos (Php3,732.67)	Two Hundred Twenty-Seven Thousand Six Hundred Ninety-Two Pesos and Eighty-Seven Centavos (Php227,692.87)
HP 215A Toner, Cyan	50	Four Thousand Forty-Four Pesos and Thirty-Three Centavos (Php4,044.33)	Two Hundred Two Thousand Two Hundred Sixteen Pesos and Fifty Centavos (Php202,216.50)
HP 215A Toner, Yellow	50	Four Thousand Forty-Four Pesos and Thirty-Three Centavos (Php4,044.33)	Two Hundred Two Thousand Two Hundred Sixteen Pesos and Fifty Centavos (Php202,216.50)
HP 215A Toner, Magenta	50	Four Thousand Forty-Four Pesos and Thirty-Three Centavos (Php4,044.33)	Two Hundred Two Thousand Two Hundred Sixteen Pesos

			and Fifty Centavos (Php202,216.50)
<u>ITB No. 2025-09 – Lot 4</u>			
HP 416x Toner, Black	99	Nine Thousand Twenty-Five Pesos and Sixty-Seven Centavos (Php9,025.67)	Eight Hundred Ninety-Three Thousand Five Hundred Forty-One Pesos and Thirty-Three Centavos (Php893,541.33)
HP 416x Toner, Cyan	70	Twelve Thousand Two Hundred Three Pesos (Php12,203.00)	Eight Hundred Fifty-Four Thousand and Two Hundred Ten Pesos (Php854,210.00)
HP 416x Toner, Yellow	69	Twelve Thousand Two Hundred Three Pesos (Php12,203.00)	Eight Hundred Forty-Two Thousand and Seven Pesos (Php842,007.00)
HP 416x Toner, Magenta	70	Twelve Thousand Two Hundred Three Pesos (Php12,203.00)	Eight Hundred Fifty-Four Thousand and Two Hundred Ten Pesos (Php854,210.00)
TOTAL			<i>Six Million One Hundred Twenty Thousand Two Hundred Twenty-Two Pesos and Fifty-Five Centavos (Php6,120,222.55)</i>

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 Republic Act (R.A.) No. 9184. Delivery of the Goods is required within the duration indicated in the Schedule of Requirements from the receipt of Notice to Proceed. Bidders should have completed, within four (4) years specifically from **January 2020** to the date of submission and opening of bids, a contract equivalent to at least 50% of the ABC that is 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 **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 on 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 given below. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person at the address given below.

Bidders are not required to bid for all lots. Hence, the cost of bidding documents shall correspond to the total ABC of the lot/s bidding for.

ABC	Cost of Bidding Documents
More than 500,000 up to 1 Million Pesos	One Thousand Pesos (Php1,000.00)
More than 1 Million up to 5 Million Pesos	Five Thousand Pesos (Php5,000.00)
More than 5 Million up to 10 Million	Ten Thousand Pesos (Php10,000.00)

6. The **PRC-CO** will hold a Pre-Bid Conference on **NOVEMBER 20, 2024 at 10:00 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 contact details, and send to **bac@prc.gov.ph on or before NOVEMBER 19, 2024**.
7. Bids must be duly received by the BAC Secretariat at the office address indicated below on or before **DECEMBER 3, 2024 at 9:00 AM**. 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 **Section II, Instructions to Bidders, Item No. 14**.
9. Bid opening shall be on **DECEMBER 3, 2024 at 10:00 AM** at the given address below. Bidders may attend the bid opening via videoconferencing or in person.
10. The award of contract for procurement projects undertaken through EPA may be made only upon the following conditions and shall be in accordance with Item 7 of Appendix 31 of the 2016 IRR of R.A. No. 9184:
- a. Approval and effectivity of the funding 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.
11. 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.
12. For further information, please refer to:

ATTY. KYLIE KAUR M. DADO
Secretary, Bids and Awards Committee
BAC Office, 4th Floor, PRC Annex Building
P. Paredes Street, Sampaloc, Manila
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13. You may visit this website: <https://www.prc.gov.ph/procurement-page>

November 5, 2024

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

[Handwritten initials]