



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 3865659  
**Procuring Entity** OCCIDENTAL MINDORO STATE COLLEGE  
**Title** PROCUREMENT OF COPYPRINTER, PHOTOCOPIER MACHINE AND HIGH YIELD TONER FOR PHOTOCOPIER  
**Area of Delivery** Occidental Mindoro

<b>Solicitation Number:</b>	B-8661-16-13	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	6
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Office Equipment	<b>Date Published</b>	30-May-2016
<b>Approved Budget for the Contract:</b>	PHP 608,800.00	<b>Last Updated / Time</b>	30-May-2016 00:00 AM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	20-Jun-2016 16:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Aileene T Dagos Administrative Officer V San Jose, San Jose Occidental Mindoro Philippines 5100 63-43-4570259 63-43-4911460 dagosaileene@gmail.com		

#### Description

##### INVITATION TO BID

PROCUREMENT OF COPYPRINTER, PHOTOCOPIER MACHINE AND HIGH YIELD TONER FOR PHOTOCOPIER

- The OCCIDENTAL MINDORO STATE COLLEGE (OMSC), through the General Fund/Special Trust Fund intends to apply the sum of Six Hundred Eight Thousand Eight Hundred Pesos (Php608,800.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Copyprinter, Photocopier Machine And High Yield Toner For Photocopier (B-8661-16-13). Bids received in excess of the ABC shall be automatically rejected at bid opening.
- The OCCIDENTAL MINDORO STATE COLLEGE (OMSC) now invites bids for Procurement of Copyprinter, Photocopier Machine And High Yield Toner For Photocopier (B-8661-16-13).
- Delivery of the Goods is required thirty (30) calendar days after receipt of Notice to Proceed. Bidders must have an experience of having completed, within a period of five (5) years from date of submission and receipt of bids, at least one (1) contract that is similar to the project to be bid and whose value must be at least 50% of the ABC.
- 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 (RA) 9184, otherwise known as the "Government Procurement Reform Act".

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 5183 and subject to Commonwealth Act 138.

5. Interested bidders may obtain further information from OCCIDENTAL MINDORO STATE COLLEGE and inspect the Bidding Documents at the address given below during office hours, Mondays to Fridays (8:00-12:00/1:00-5:00) from May 30 to June 20, 2016.

6. A complete set of Bidding Documents may be purchased by interested Bidders May 30 to June 20, 2016 from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of One Thousand Pesos Only (Php1,000.00) to the OMSC Cashier. 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.

7. The Occidental Mindoro State College will hold a Pre-bid Conference on June 6, 2016 at 4:00 PM at the BAC Office, 2F Administration Building, OMSC Main Campus, San Jose, Occidental Mindoro which shall be open only to all interested parties who have purchased the Bidding Documents.

8. Bids must be delivered to the address below on or before 4:00 PM, June 20, 2016. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

The authorized representative shall submit a letter from the authorized management officer authorizing him/her to drop their bid, attend the bidding process and present ID for verification.

Should the scheduled date of Pre-Bid and Opening of Bids falls under special holidays, the same shall be re-scheduled a day after or on succeeding working days.

Bids will be opened on the same day at 5:00 PM. Late bids shall not be accepted.

9. Prospective bidders are strongly encouraged to order or download the electronic copy of the Bidding Documents from the PhilGEPS website: [www.philgeps.net](http://www.philgeps.net), for them to be included in the Document Request List of the project.

Prospective bidders shall quote the brand they are offering. For the winning bidder, a Retention Fee of ten percent (10%) of the Contract Price shall be withheld on top of the six percent (6%) VAT and Withholding Tax.

10. The OCCIDENTAL MINDORO STATE COLLEGE 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.

11. For further information, please refer to:

CATHELYN M. ALACABA  
 BAC Secretary for Goods and Services, Occidental Mindoro State College  
 San Jose, Occidental Mindoro, Email Address: [mumay\\_cathz06@yahoo.com](mailto:mumay_cathz06@yahoo.com)  
 Tel/Fax No. (043) 457-0259 Mobile No. 0918-9574839

MA. PAZ FATIMA D. PALMARES  
 Chairperson  
 Bids and Awards Committee

**Pre-bid Conference**

Date	Time	Venue
06-Jun-2016	4:00:00 PM	BAC Office, 2F Administration Building, OCCIDENTAL MINDORO STATE COLLEGE OMSC Main Campus, San Jose, Occidental Mindoro

**Created by** Aileene T Dagos  
**Date Created** 28-May-2016

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