

INVITATION TO BID FOR THE PROVISION OF PHOTOCOPYING SERVICES FOR TESDA CENTRAL OFFICE FOR FY 2025 - REBIDDING

1. The **Technical Education and Skills Development Authority (TESDA)**, through the General Appropriations Act (GAA) for FY 2025, intends to apply the sum of **Two Million Four Hundred Thirty-Five Thousand Fifteen Pesos and 52/100 (Php2,435,015.52)** for the **Provision of Photocopying Services for TESDA Central Office for FY 2025 - Rebidding**. Bids received in excess of the ABC for the lot shall be automatically rejected at bid opening.
2. The **TESDA** now invites bids for the above Procurement Project. Delivery of the Goods is required by FY 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 TESDA and inspect the Bidding Documents at the address given below during office hours from 8:00 a.m. to 5:00 p.m. starting **10 January 2025**.
5. A complete set of Bidding Documents may be acquired by interested Bidders beginning **10 January 2025** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents in the amount of **Five Thousand Pesos (P5,000.00)**.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

6. The TESDA will hold a Pre-Bid Conference through videoconferencing/webcasting on **17 January 2025 at 10:00 A.M.** which shall be open to prospective bidders.

Prospective bidders are advised to send an e-mail request to the BAC Secretariat at bacsecretariat@tesda.gov.ph NOT LATER THAN **16 January 2025**, together with the following details:

- a. Name of Project
- b. Bid Reference
- c. Activity
- d. Company Name
- e. Address
- f. Name of Representative [maximum of one (1) representative]
- g. Contact Number
- h. Scanned Proof of Identity of the Representative

For the Pre-Bid Conference, bidders are encouraged to send their authorized technical representatives or personnel who are familiar with the bidding requirements and who will prepare the documents for the bidder to minimize errors in the preparation of bids. The bidders' representative shall carefully consider all the discussions during the Pre-bid Conference and be guided by them in the preparation of bids.

- 7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **29 January 2025 at 9:00 AM**. Online submission is not yet available. 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. Bid opening shall be on **29 January 2025 at 1:00 P.M.** at the BAC Conference Room, 5th floor, TESDA Administration Building, Gate 1, TESDA Complex, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

For the Opening of Bids, bidders are required to send their authorized technical representatives or personnel who are familiar with the bidding requirements and who prepared the documents for the bidder. If there are any issues or concerns about the bidder's document(s), the bidder's representative must respond to them during the meeting.

- 10. The **TESDA** 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:

Ms. ARCADIA CRESELDA P. BALINAS

Head, BAC Secretariat

3rd Floor, Procurement Division

TESDA Administration Building

East Service Road, South Luzon Expressway (SLEX)


Fort Bonifacio, Taguig City 1630

Telefax: (02) 8893-8296

E-mail: bacsecretariat@tesda.gov.ph

12. You may visit <https://www.tesda.gov.ph/About/TESDA/149> or
<https://philgeps.gov.ph> for downloading of Bidding Documents.

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