



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City
Tel. No.: (02) 8249-3367 | (02) 8248-3367

INVITATION TO BID

PROCUREMENT OF MANAGED PRINTING SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)
Bid Ref. No. DENR-CO-2022-050

Approved Budget for the Contract: ₱14,900,000.00

1. The **Department of Environment and Natural Resources-Central Office (DENR-CO)** through the FY 2023 National Expenditure Program (NEP) intends to apply the sum of **Pesos: Fourteen Million Nine Hundred Thousand (14,900,000.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **PROCUREMENT OF MANAGED PRINTING SERVICES FOR THE DENR-CO**:

Description	Qty.	Total ABC ₱ (VAT Inclusive)	Funding Source	Bid Security: Bid Securing Declaration OR Cash/Cashier's/ Manager's Check, Bank Draft/ Guarantee, Irrevocable Letter of Credit*equivalent to at least 2% of the ABC (₱)	Bid Security: Surety Bond** (5%)(₱)	Cost/Price of Bid Documents (cash payment only) (₱)
<i>Procurement of Managed Printing Services for the DENR-CO</i>	<i>1 lot</i>	<i>14,900,000.00</i>	<i>2023 NEP</i>	<i>298,000.00</i>	<i>745,000.00</i>	<i>25,000.00</i>

* **Only those issued and confirmed by a Local Universal or Local Commercial Bank**

** **Must be callable upon demand issued by a Surety or Insurance Company duly certified by the Insurance Commission as authorized to issue such bond**

2. Bids received in excess of the ABC shall automatically be rejected at Bid opening. Late bids shall not be accepted.
3. DENR now invites Bids from eligible bidders for the **PROCUREMENT OF MANAGED PRINTING SERVICES FOR THE DENR-CO** (hereinafter referred to as GOODS/SERVICES).
4. A prospective Bidder must have completed within the last five (5) years a Single contract of similar nature amounting to at least fifty percent (50%) of the ABC.
*Similar in nature shall mean "**Managed Printing Services**".*
5. The supply, delivery, installation and configuration shall be within **sixty (60) calendar days** from receipt of Notice to Proceed (NTP).
Managed Printing Services covering the period of twelve (12) months shall commence from the issuance of DENR-CO Certificate of Acceptance by the end-user.
6. Open competitive bidding procedures will be conducted using a non-discretionary "pass/fail" criterion as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) 9184, otherwise known as the "Government Procurement Reform Act". All particulars relative to this bidding including Eligibility Checking, Bid Security, Evaluation and Post-Qualification Procedures and Award of Contract shall be governed by R.A. 9184 and its Revised IRR.
7. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organization 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.
8. The Invitation to Bid and Bidding Documents may be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and DENR website at www.denr.gov.ph.
9. The complete set of Bidding Documents may be acquired by interested bidders by requesting a copy of Order Form via email at bac.co@denr.gov.ph prior payment of the corresponding fee as indicated above not later than the schedule of submission of bids. The Bidding Documents shall be received personally by the prospective Bidder or his duly authorized representative upon presentation of proper identification document.

10. The **Schedule of Bidding Activities** shall be as follows:

ACTIVITIES	DATE & TIME	VENUE/MODE
1. Sale and Issuance of Bid Documents	9:00 AM to 4:00 PM only Mondays to Fridays Starting 25 November 2022	BAC Secretariat c/o Dianne G. Ibias at BAC Secretariat Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
2. Pre-Bid Conference	02 December 2022, (Friday) 9:30 AM	Online via Google Meet Platform**
3. Submission of Bid Documents	15 December 2022, (Thursday) 9:30 AM	BAC Secretariat Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
4. Opening of Bids	15 December 2022, (Thursday) 1:30 PM	Online via Google Meet Platform**

**** Only two (2) pre-registered representatives per bidder shall be allowed to participate in the Google Meet video conference.**

11. Prospective Bidders interested to join the Pre-Bid Conference and Bid Opening through Google Meet video conference may send request for the link to the bac.co@denr.gov.ph with the following information together with proof of identity of the attendee at least a day before the scheduled conference:

a. Name of Project:	
b. Bid Reference No.:	
c. Activity:	
d. Company Name:	
e. Company Address:	
f. Name of Representative/s (maximum of 2 personnel only):	i. _____ ii. _____
g. Email Address/es (to which all communications from the Bids and Awards Committee shall be sent):	i. _____ ii. _____
h. Attach Scanned Copy or Photo of Identification Card (ID):	

For the Pre-Bid Conference, bidders are encouraged to send their authorized technical representative/s or personnel who are familiar with the bid requirements and will prepare the documents for the bidder.

12. Interested bidders may obtain further information from the BAC Secretariat c/o Dianne G. Ibias from 9:00 AM to 4:00 PM only, Mondays to Fridays starting **25 November 2022** at Tel. No. (02) 8926-2675. However, any queries relative to the content of the bid documents and the project requirements can only be made not later than ten (10) calendar days prior to the Submission and Opening of Bids.
13. DENR 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 in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder/s.

(sgd.) **NORLITO A. ENERAN, LL.M., CESO III**
 Director, Legal Affairs Service &
 Vice Chairperson, Bids & Awards Committee
 Date: **24 November 2022**