



Republic of the Philippines
Supreme Court
Manila

***Invitation to Bid for the Procurement of a Service Provider of Photocopier Machines
for the Supreme Court for Three (3) Years***


1. The **Supreme Court**, through the General Appropriations Act on the year the expense will be incurred, intends to apply the sum of **Sixty Five Million Six Hundred Sixty Two Thousand Nine Hundred Two Pesos and 29/100 (₱65,662,902.29)**, inclusive of all applicable taxes, being the Approved Budget for the Contract (ABC) to payments under the contract for the ***Procurement of a Service Provider of Photocopier Machines for the Supreme Court for Three (3) Years – ITB No. 2024-02***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Supreme Court** now invites bids for the above Procurement Project. Delivery of the Goods is required and must be in accordance with Section VI. Schedule of Requirements of the Bidding Documents. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, contracts 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 SC-BAC-GS Secretariat and inspect the Bidding Documents at the address given below during office hours from Mondays to Fridays at 9:00 AM to 3:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **February 23, 2024 (Friday)** 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 of **Twenty Six Thousand Five Hundred Pesos (₱26,500.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.
6. The Supreme Court will hold a **Pre-Bid Conference** on **March 5, 2024 (Tuesday), 1:00 p.m.** within its premises and/or through video conferencing or webcasting via **Microsoft Teams**, which shall be open to prospective bidders. ***In order to participate in the Pre-Bid Conference, interested bidders shall send a letter of intent (via electronic mail) containing the names and email addresses of interested participants on or before March 5, 2024 (Tuesday), 10:00 a.m.*** Kindly coordinate with the SC-BAC-GS Secretariat prior to said date for further details and instructions.



7. Bids must be duly received by the SC-BAC-GS Secretariat through manual submission at the office address indicated below on or before **March 19, 2024 (Tuesday), 10:00 a.m.** 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 **March 19, 2024 (Tuesday), 1:00 p.m.** at the given address below and/or via **Microsoft Teams**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity, via video-conferencing.
10. The **Supreme Court** 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:

Bids and Awards Committee for Goods and Services (SC-BAC-GS) Secretariat
Office of Assistant Court Administrator Lilian C. Barribal-Co
3rd Floor, Supreme Court Old Building, Taft Ave., Manila.
e-mail: bacgs.sc@judiciary.gov.ph; scbacgs2010@gmail.com
Telephone No. (02) 8536-9233
12. For downloading of Bidding Documents, you may visit: <https://sc.judiciary.gov.ph/bids-and-awards/>


LILIAN C. BARRIBAL-CO
Assistant Court Administrator
and Chairperson, SC-BAC-GS