

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

1. The **Technical Education and Skills Development Authority (TESDA)**, through the National Expenditure Program (NEP) for FY 2025, intends to apply the sum of **Three Million Two Hundred Forty-Three Thousand Seventeen Pesos and 74/100 (PhP3,243,017.74)** for the **Provision of Photocopying Services for TESDA Central Office for FY 2025**. Bids received in excess of the ABC for the lot shall be automatically rejected at bid opening.

This procurement activity is being undertaken in accordance with the provisions under Appendix 31 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184 on the Guidelines for the implementation of Early Procurement Activities (EPA).

EPA shall refer to the conduct of procurement activities from posting of the procurement opportunity, if required, until recommendation of the Bids and Awards Committee (BAC) to the Head of Procuring Entity (HoPE) as to the award of the contract, for goods to be delivered, infrastructure projects to be implemented and consulting services to be rendered in the following fiscal year (i.e., FY 2025), pending approval of their respective funding resources.

The bidders, therefore, are herewith informed of the following:

- a.) Interested bidders are invited/requested to submit their bid proposals based on indicative budget (i.e., subject to final approval) through this Invitation to Bid, together with the bidding documents;
  - b.) The PE will evaluate the bid proposals and determine the winning bidder. The financial bid proposal of the winning bidder will be contract price/amount which is considered fixed price. However, the Notice of Award (NOA) will only be issued upon the approval of the budget (i.e., short of award);
  - c.) Should there be a delay in the award as affected by the possible delay in the budget approval, the bid validity as specified in the bidding documents (which is a maximum of 120 calendar days), the winning bidder may be requested to extend the bid validity accordingly (that is, changing the expiration of the original bid security). In case of the bidder's refusal to extend the bid validity, the bid submitted by said bidder will be rejected.
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 **19 November 2024**.
5. A complete set of Bidding Documents may be acquired by interested Bidders beginning **19 November 2024** 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 face to face 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 and videoconferencing/webcasting on **26 November 2024 at 1:00 P.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](mailto:bacsecretariat@tesda.gov.ph) **NOT LATER THAN 25 November 2024**, 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 **10 December 2024 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 **10 December 2024 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  
3<sup>rd</sup> 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.

*Date of Issue: 18 November 2024*

  
**DDG VIDAL D. III LANUEVA III**  
BAC-A Chairperson  
Deputy Director General  
TESD Operations