



Republic of the Philippines

National Economic and Development Authority

INVITATION TO BID

Invitation to Bid No.: **2016-05-008**

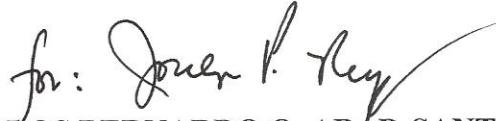
Date : **May 20, 2016**

1. The National Economic and Development Authority (NEDA) intends to apply the sum of **One Million Four Hundred Thousand Pesos (PhP1,400,000.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Provision of Photocopying Machine Services to the NEDA Central office Under a Three (3)-Year Service Agreement**.
2. The NEDA invites bids for the abovementioned procurement.
3. Bidding shall be governed and conducted through open competitive bidding procedures as specified in the Revised Implementing Rules and Regulations of Republic Act No. 9184, and such other requirements as indicated in the Bidding Documents.
4. A complete set of Bidding Documents may be inspected and acquired by interested Bidders in the address below, from **May 21, 2016 to June 12, 2016** (*except on Saturdays, Sundays and Holidays*), from **9:00 a.m. to 5:00 p.m.** and on **June 13, 2016**, from **9:00 a.m. to 12:00 noon**, and upon payment of a non-refundable participation fee for the Bidding Documents in the amount of **PhP5,000.00**. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System and the website of the NEDA. However, only Bidders who have paid the non-refundable participation fee not later than the deadline for submission of bids on **June 13, 2016, 12:00 noon** shall qualify to bid. **Opening of bids shall immediately follow.**
5. The NEDA shall hold the Pre-Bid Conference on **May 30, 2016, 12:00 noon** at the **RDS Conference Room, 7th Floor, NEDA sa Pasig Bldg.**, which shall be open to all interested parties with written authorization letter from their principals.
6. Bids must be submitted in the address below accompanied by a bid security in any of the acceptable forms and in the amount stated in the Bidding Documents. The deadline of submission of bids is on **June 13, 2016, 12:00 noon**. Bid opening shall be held in the presence of the Bidders' representatives who choose to attend.
7. The NEDA reserves the right to accept or reject any bid, including that of the single eligible bidder, waive any minor deviation in the documents submitted which will not materially affect the substance of the bid and to annul the bidding process at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

8. For further information, please contact:

NEDA Bids and Awards Committee Secretariat

c/o Procurement Section, General Services Division, Administrative Staff
2nd Floor NEDA-sa-Pasig Bldg.,
No. 12 Saint Josemaria Escriva Drive, Ortigas Center, Pasig City
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Tel No. 631-3732; 631-0945 to 64 loc. 204; Fax No. 634-7916



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NEDA Bids and Awards Committee
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