



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF SOILS AND WATER MANAGEMENT**  
SRDC Bldg., Elliptical Road corner Visayas Avenue,  
Diliman, Quezon City

## **INVITATION TO BID FOR THE PROVISION FOR LEASE TO OWN AND PREVENTIVE MAINTENANCE OF PHOTOCOPIERS FOR CY 2021 - IB No. BSWM 2021-01-010**

1. The Bureau of Soils and Water Management, through the General Appropriation Act for CY 2021 intends to apply the sum of:

**Lot 1- Preventive Maintenance of Photocopier Machine in the amount of One Million Two Hundred Thousand Pesos (Php 1, 200,000.00)**

**Lot 2- Lease to Own of Photocopier Machine in the amount of Two Million Forty-Nine Thousand Eight Hundred Seventy-Six Pesos (Php 2,049,876.00)**

being the Approved Budget for the Contract (ABC) to payments under the contract for **PROVISION FOR LEASE TO OWN AND PREVENTIVE MAINTENANCE OF PHOTOCOPIERS FOR CY 2021**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The Bureau of Soils and Water Management now invites bids for the above Procurement Project. **Delivery of goods is required within thirty (30) calendar days upon receipt of Notice to Proceed (NTP)**. Bidders should have completed, **within two (2) consecutive 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 5183.

4. Prospective Bidders may obtain further information from **BUREAU OF SOILS AND WATER MANAGEMENT – BIDS AND AWARDS COMMITTEE SECRETARIAT'S OFFICE** and inspect the Bidding Documents at the address given below during **MONDAY TO FRIDAY, 8:00AM TO 5:00PM EXCEPT ON DECLARED HOLIDAYS OR WORK SUSPENSION**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **January 20 to February 11, 2021 9:00AM** from the address and website 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 Php 1,200.00 for LOT 1 and Php 2,000.00 for LOT 2**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees to BAC Secretariat on or before the deadline of Submission and Opening of Bids.
6. The **BUREAU OF SOILS AND WATER MANAGEMENT** will hold a **Pre-Bid Conference<sup>1</sup> January 28, 2021, 9:30AM at BSWM CONVENTION HALL** shall be open to prospective bidders. Pre-Bid Conference **will be**

<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (Php1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

available “live” thru BSWM Procurement Service FB Page (<https://www.facebook.com/bswmpms>) . Furthermore, all interested bidders can participate **through videoconferencing**. Please coordinate with BAC Secretariat at least a day before the meeting at [bswm.bacsec@gmail.com](mailto:bswm.bacsec@gmail.com).

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **February 11, 2021, 9:00AM**. 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 16.
9. Bid opening shall be on **February 11, 2021, 9:30AM** at **CONVENTION HALL, 2<sup>ND</sup> FLOOR, SRDC BLDG., VISAYAS AVE. COR. ELLIPTICAL ROAD, DILIMAN, QUEZON CITY** and through **videoconferencing/webcasting via ZOOM** and streamed live through BSWM Procurement Service Facebook Page. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.

During the opening of bids, Bidder’s representative must present his/her Company Identification Card and Authorization Letter from the Head of the Company.

10. Schedules of the above-mentioned bidding is subject to change due to the Community Quarantine enforced by the government in line with the COVID-19 pandemic. Please refer to the BSWM PhilGEPS posting for updates (<https://www.philgeps.gov.ph/>) and BSWM Procurement Service FB Page (<https://www.facebook.com/bswmpms>) .
11. The **BUREAU OF SOILS AND WATER MANAGEMENT** 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.
12. For further information, please refer to:

**DENISE A. SOLANO**

BIDS AND AWARDS COMMITTEE SECRETARIAT’S OFFICE

2<sup>ND</sup> FLOOR, SRDC BLDG.,

VISAYAS AVE. COR. ELLIPTICAL ROAD,

DILIMAN, QUEZON CITY

TELEFAX NUMBER: +63-2-8352-8012; 0905-4010778

EMAIL ADDRESS: [bswm.bacsec@gmail.com](mailto:bswm.bacsec@gmail.com)

WEBSITE: [www.bswm.gov.ph](http://www.bswm.gov.ph)

FB Page: <https://www.facebook.com/bswmpms>

*A food-secure Philippines*

*with prosperous farmers and fisherfolk*



13. You may visit the following websites:

For downloading of Bidding Documents:

PhilGEPS- <https://notices.philgeps.gov.ph/>, BSWM Website- [www.bswm.gov.ph](http://www.bswm.gov.ph) or BSWM Procurement Service Facebook Page- <https://www.facebook.com/bswmpms>

JANUARY 19, 2020

---

**(Sgd) ENGR. SAMUEL M. CONTRERAS**  
Chairperson, Bids and Awards Committee

*A food-secure Philippines*  
*with prosperous farmers and fisherfolk*

