



Republic of the Philippines  
Province of Palawan  
Municipality of San Vicente  
Email address: [bacsarvicentepalawan@gmail.com](mailto:bacsarvicentepalawan@gmail.com)  
**BIDS AND AWARDS COMMITTEE**

**INVITATION TO BID FOR THE SUPPLY AND DELIVERY OF VARIOUS INFORMATION TECHNOLOGY (IT) EQUIPMENT AND CONSUMABLES FOR MASS PRODUCTION OF MODULES TO BE PROVIDED IN ELEMENTARY AND SECONDARY SCHOOLS, THIS MUNICIPALITY /2020-049**

1. The **MUNICIPAL GOVERNMENT OF SAN VICENTE, PALAWAN**, through the **2020 SPECIAL EDUCATION FUND (SEF)** through **LOCAL SCHOOL BOARD RESOLUTION NO. 4, SERIES OF 2020** intends to apply the sum of **ONE MILLION TWO HUNDRED TWENTY-SIX THOUSAND SIX HUNDRED PESOS (₱1,226,600.00)** for 2020-049/Lot 1; **TWO HUNDRED TWELVE THOUSAND PESOS (₱212,000.00)** for 2020-049/Lot 2; and **ONE HUNDRED SIXTY-EIGHT THOUSAND THREE HUNDRED SIXTY PESOS (₱168,360.00)** for 2020-049/Lot 3 being the ABC to payments under the contract for each lot. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

**LOT-1**

1. unit            7            **PHOTOCOPIER**

**Basic Spec:**

**Machine Type:**

High Speed Digital Master Making/Fully Automatic Printing

**Print Speed:**

60-100 sheets per minute

**Image Processing Mode:**

Line, Photo, Duo, Pencil

**Functions:**

Original Scanning Mode, Scanning Level, Enlargement/Reduction, 2-Up, Speed, Print Position, Program, Idling, Confidential, Meter Display, Proof, Direct Printing, Auto Sleep Setting, Auto Power-OFF Setting, risograph iQuality System

2. cartridge 80    **BLACK INK**  
Ink CV Black  
800mL per cartridge
3. roll            10    **MASTER ROLL**  
Master CV B4  
200 sheets per roll

**LOT -2**

1. unit            20    **PRINTER**  
Paper Size 8.5" x 13", 100 mm x 148 mm, 195 mm x 270 mm, 4 x 6" 5 x 7", A4, A6, B5, B6, C6, DL, Envelopes: #10 (4.125 x 9.5"), Letter Printing Method Inkjet

Function Copy, Print, Scan

**PRINT**

Print Speed (B/W) 33ppm/10ipm

Print Speed (Color) 15ppm/5ipm

Print Resolution 5,760 x 1,440 dpi (with Variable-Sized Droplet Technology)

Page Yield 4,500 (Black), 7,500 (Colour)

Cost Per Page 7 Paise (Black), 18 Paise (Colour)

**COPY**

Maximum Copies 20 copies

Copy Speed Up to 7.0 ipm / 1.7 ipm

**SCAN**

Scanner Type Flatbed colour image scanner

Scan Speed Monochrome (200 dpi) 11 sec Colour (200 dpi) 32 sec

Optical Resolution 600 x 1200 dpi

Maximum Scan Area 216 x 297 mm (8.5 x 11.7")

**2. bottles 10 INK**

003 (Black)

003 (Cyan)

003 (Magenta)

003 (Yellow)

**LOT-3**

**1. reams 920 Bond Paper**

Legal, 70GSM, 216x330mm

2. The **MUNICIPAL GOVERNMENT OF SAN VICENTE, PALAWAN** now invites bids for the above Procurement Project. Delivery of the Goods is required by **thirty (30) calendar days**. Bidders should have completed, within **two (2) 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 **MUNICIPAL GOVERNMENT OF SAN VICENTE, PALAWAN** and inspect the Bidding Documents at the address given below during **8:00 a.m to 5:00, Monday – Friday**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **NOVEMBER 18 TO DECEMBER 7, 2020** from the given address and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **ONE THOUSAND PESOS (₱ 1,000.00) for Lot 1; FIVE HUNDRED PESOS (₱ 500.00) for Lot 2 and FIVE HUNDRED PESOS (₱ 500.00) for Lot 3**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees, in person or through electronic means.

The Bidding Document shall be issued to the prospective bidder or his duly authorized representative upon presentation of the printed copy of Philgeps Bid Notice Abstract to ensure that the organization name of the concerned bidder is included in the Document Request List (DRL). Except in the event that Philgeps post an advisory for the scheduled preventive maintenance wherein the website and online services are not accessible/unavailable.

6. The **MUNICIPAL GOVERNMENT OF SAN VICENTE, PALAWAN** will hold a Pre-Bid Conference on **NOVEMBER 25, 2020, 2:00 p.m at Malagnang Room, Municipal Government Center, San Vicente, Palawan** and/or through video conferencing or webcasting via zoom, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual and online or electronic submission on or before **DECEMBER 7, 2020, 1:15 P.M at the BAC Secretariat Office, Municipal Government Center, San Vicente, Palawan**. 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 **DECEMBER 7, 2020, 1:30 P.M.** at the **Malagnang Room, Municipal Government Center, San Vicente, Palawan** given address below and/or via zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. **FOR ONLINE SUBMISSION**, The bidder shall submit simultaneously their bids in two (2) separate folders ( 1 for technical/eligibility documents and 1 for financial documents) using a two-factor security procedure consisting of an archive format (.zip or .rar) compression and password protection and disclose the password for accessing their respective bid submission only during the actual/virtual bid opening.

Bidding Documents not in compressed archive folders and are not password-protected, shall be rejected. However, bidding documents not properly compressed and password-protected, as required shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for improper compressed or password-protected folder, or for its premature opening.

11. The **MUNICIPAL GOVERNMENT OF SAN VICENTE, PALAWAN** 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:

**LEAH A. OBLIAN**

BAC Secretariat Office

Address: Municipal Government Center, Poblacion San Vicente, Palawan

Electronic mail address: [bacsanvicentepalawan@gmail.com](mailto:bacsanvicentepalawan@gmail.com)

Contact Number: 09985691644

**IMPORTANT REMINDER:**

To ensure the safety and welfare of everyone against the Pandemic Covid-19, all prospective bidders are required to observe the following health protocols in all procurement activities:

1. Wearing of Face Mask
2. Observe Social Distancing
3. Body Temperature Checking
4. Foot Bath
5. Hand Sanitizing

Please be advised also that only one (1) representative per bidder is allowed to enter the venue.



**ALFREDO V. TAN**  
Municipal General Services Officer  
BAC Chairperson