



## INVITATION TO BID RENTAL OF SEVENTEEN (17) UNITS PHOTOCOPIING MACHINES

1. The National Electrification Administration through the 2018 Corporate Operating Budget approved by the NEA Board of Administrators intends to apply the sum of **One Million One Hundred Thousand Pesos Only (Php1,100,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Rental of Seventeen (17) Photocopying Machines**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The National Electrification Administration now invites bids for the rental of **seventeen (17) units photocopying machines plus two (2) back-up units (1 unit high-end & 1 unit medium end) and the cost per copy/page is P0.60, VAT inclusive**. Delivery of the Goods is required on **October 1, 2018 to September 30, 2019**. Bidders should have completed, within **two (2) years** prior 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) 9184, otherwise known as the "Government Procurement Reform Act".

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. Interested bidders may obtain further information and inspect the Bidding Documents at **4<sup>th</sup> Floor c/o GSD, National Electrification Administration (NEA) Bldg., #57 NIA Road, Government Center, Diliman Quezon City, Monday to Friday, 8:00 A.M. to 5:00 P.M.**
5. A complete set of Bidding Documents may be acquired by interested Bidders on **August 28, 2018 to September 18, 2018 at the address and time stated above**.
6. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee of **Five Thousand Pesos (P5,000.00)** for the Bidding Documents not later than the submission of their bids.

7. The National Electrification Administration will hold a Pre-Bid Conference on *September 4, 2018, 1:30 pm at the 2nd Floor, Cultural Affairs Room (C.A.R.), NEA, 57 NIA Road, Government Center, Diliman, Quezon City* which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat at the address below on or before *September 18, 2018 at 10:00 a.m.* All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be *on September 18, 2018, 10:30 a.m. at the 2nd Floor, C.A.R., NEA, #57 NIA Road, Government Center, Diliman, Quezon City.* Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

9. The National Electrification Administration 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

ATTY. OSWALDO F. GABAT  
BAC Secretariat Chairperson  
National Electrification Administration  
#57 NIA Road, Diliman, Quezon City  
Tel. No. 929-1909 local 121

  
ATTY. XERXES D. ADZUARA  
Chairperson, Bids & Awards Committee

# NATIONAL ELECTRIFICATION ADMINISTRATION

## TERMS OF REFERENCE RENTAL OF SEVENTEEN (17) UNITS PHOTOCOPYING MACHINES

### 1. BACKGROUND OF THE PROJECT

The National Electrification Administration (NEA) was created in July 1969 by virtue of Republic Act 6038 and is responsible for the electrification of rural areas in the Philippines and provides technical, institutional and financial assistance to different electric cooperatives in the distribution of electricity throughout the country.

NEA is in need of photocopy machines for rent for its reproduction needs. Its present contract with the current photocopying company will expire on September 31, 2018, thus, the need to conduct a public bidding in compliance with RA 9184 or the Government Procurement Law.NE

### 2. PROJECT OBJECTIVES

To engage the services of a company that can provide the Agency its reproduction needs through rental of photocopying machines for its day-to-day operations.

### 3. SPECIFIC REQUIREMENT

Minimum of 100,000 copies per month; rate per copy is inclusive of VAT and all applicable taxes;

### 4. TECHNICAL AND OTHER REQUIRMENT

Hereunder are the minimum technical requirement required by NEA for the rental photocopying machines:

#### 4.1 (a) Eight (8) units High End Photocopying Machines

##### I. 75CPM

Specification	
Print Speed	75 copies per minute
Copy Resolution	600x600 dpi
Gradation	256 gradations
Multiple Copy	1-9,999 sheets
Original Size	A5-A3
Magnification	25-400%
Memory Capacity	512 MB
Warm-up time	300 sec.

First copy time	2.9 sec.
Toner System	Polymerized toner
<b>Printer Specification</b>	
Speed	75 prints per minute
Print Resolution	1,200 X 600 dpi with smoothing
<b>Scanner Specification</b>	
Scan Speed	75 originals scanned per minute
Scan Resolution	600 x 600 dpi
<b>System Specification</b>	
System Memory	512 MB
Interface Standard	Ethernet 10Base-T/ 100Base-Tx/ 1000Base-T
Reverse Automatic Document Feeder	Up to 100 originals A6-A3 35-128 g/m2 simplex 50-128 g/m2 duplex
Paper Size	A5 – A3 Customized paper sizes
Paper input capacity	Main body x 4 trays (upper right: 1,000 sheets, 500-sheet universal tray x 2) multi-bypass: 100 sheets

**(b) Nine (9) units Medium-End Photocopying Machines**

II. 35CPM

<b>Specification</b>	
Print Speed	35 copies per minute
Copy Resolution	600x600 dpi
Gradation	256 gradations
Multiple Copy	1-999 sheets
Original Size	A5-A3
Magnification	25-400%
Memory Capacity	192 MB
Warm-up time	24 sec. or less
First copy time	4.8 sec.
Toner System	Polymerized toner
<b>Printer Specification</b>	
Speed	35 prints per minute
Print Resolution	600 X 600 dpi
<b>Scanner Specification</b>	
Scan Speed	35 originals scanned per minute
Scan Resolution	600 x 600 dpi
<b>System Specification</b>	
System Memory	192 MB
Interface Standard	Ethernet 10Base-T/

	100Base-Tx/ 1000Base-T
Reverse Automatic Document Feeder	Up to 100 originals A6-A3 35 -128 g/m2 simplex 50-128 g/m2 duplex
Paper Size	A5 – A3 Customized paper sizes
Paper input capacity	Standard: Tray 1: 500 sheets Tray 2: 500 sheets Multi-bypass: 150

**OTHERS:**

One (1) on-call technician to repair defective machines. Response time shall be within two (2) hours from verbal or written notification. Machines that cannot be repaired within (8) hours shall be replaced with a new unit.
Total billing charges is computed by multiplying the actual total number of copies reproduced less 2% spoilage and test copies by the rental rate.
Genuine toners and parts used in recharging supplies
The seventeen (17) units will be made available for operational test during the post qualification plant visit.

**(c) Other Requirements**

1. Designated offices for leased photocopying machines

	OFFICE	LOCATION	CAPACITY
1.	CORPLAN	7 <sup>th</sup> FLOOR	35 CPM
2.	ATEO	7 <sup>th</sup> FLOOR	75 CPM
3.	CORSEC	7 <sup>th</sup> FLOOR	35 CPM
4.	OA	7 <sup>th</sup> FLOOR	35 CPM
5.	IDD	6 <sup>th</sup> FLOOR	35 CPM
6.	ECAD	6 <sup>th</sup> FLOOR	35 CPM
7.	ENGINEERING	6 <sup>th</sup> FLOOR	35 CPM
8.	AMGD	5 <sup>th</sup> FLOOR	75 CPM
9.	FINANCE	5 <sup>th</sup> FLOOR	75 CPM
10.	HRAD	4 <sup>th</sup> FLOOR	75 CPM
11.	HRAD	4 <sup>th</sup> FLOOR	75 CPM
12.	ECMS	4 <sup>th</sup> FLOOR	35 CPM
13.	OCET	3 <sup>rd</sup> FLOOR	75 CPM
14.	CCSMO	3 <sup>rd</sup> FLOOR	35 CPM
15.	LEGAL	2 <sup>nd</sup> FLOOR	35 CPM
16.	ITCSD	2 <sup>nd</sup> FLOOR	75 CPM

17.	RMU	GROUND FLOOR	75 CPM
18.	COA	GROUND FLOOR	35 CPM
19.	LIBRARY	GROUND FLOOR	35 CPM

2. Two (2) back-up units photocopying machine;
3. One (1) on-call technician to repair defective machines. Response time shall be within two (2) hours from verbal or written communication. Machines that cannot be repaired within eight (8) hours shall be replaced with a new unit of equivalent or higher capacity.
4. Supply of labor, tools and equipment for the repair and preventive maintenance of the assigned photocopying machines shall be for the account of the winning bidder; and
5. Supply of all consumable i.e., toner, developer, etc., shall be for the account of the winning bidder excluding copy paper.

#### 5. BUDGET

The Approved Budget for the Contract (ABC) is **One Million One Hundred Thousand Pesos (P 1,100,000.00) inclusive of all applicable taxes. The cost per copy/page is P0.60.**

#### 6. DURATION OF CONTRACT

The contract for the rental of photocopying machine shall be for a period of one (1) year reckoned within five (5) days upon receipt of Notice to Proceed (NTP).

#### TECHNICAL WORKING GROUP

  
**ATTY. GWEN ENCISO-KYAMKO**  
 Chair

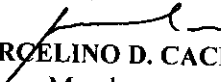
  
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 Vice-Chair

  
**FEDERICO P. VILLAR JR.**  
 Member

  
**SHIRLENE B. SALVADOR**  
 Member

*on travel 9/14*  
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 Member

  
**CYNTHIA E. LISONDRA**  
 Member

  
**MARCELINO D. CACDAC**  
 Member

  
**CESAR F. JACINTO**  
 Member

*on travel*  
**HERNANDO N. GABOTERO**  
 Member

  
**RAFAEL B. BARRIENTOS**  
 Member

*user*  
**ESTRELLITA S. VOLANTE**  
 End-User