Republic of the Philippines
CITY GOVERNMENT OF ANTIPOLO
Antipolo City

INVITATION TO BID

For the Photocopying Services

The City Government of Antipolo, through the **General Fund** intends to apply the sum of P **1,675,315.95** being the Approved Budget for the Contract (ABC) to payments under the contract for **Photocopying Services.** Bids received in excess of the ABC shall be automatically rejected at bid opening.

The City Government of Antipolo now invites bids for the **Photocopying Services.** Contract shall commence upon its execution and shall expire on December 31, 2019. Bidders should have completed, a contract similar to the Project within **2 years** from the date of submission and receipt of bids.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 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 proprietorship, 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 and subject to Commonwealth Act 138.

Interested bidders may obtain further information from the Procurement Section, City Government of Antipolo and inspect the Bidding Documents at the address given below during **Office Hours (8am – 4 pm).**

A complete set of Bidding Documents may be purchased by interested Bidders on **March 12 – April 1, 2019 (until 9:00am)** from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **P 5,000.00**.

The City Government of Antipolo will hold a Pre-Bid Conference on **March 20, 2019** at **10:00am**, which shall be open to all interested parties.

Bids must be delivered to the address below on or before **April 1, 2019 until 9:00am**. All Bids must be accompanied by a bid security in the amount equal to the percentage of the Approved Budget for the Contract in accordance with the form of bid security prescribed herein.

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
a. Cash or cashier's/managers check issued by a Universal or Commercial Bank.	Two percent (2%)
b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)

The Bidder may also submit bid securities in the form of cashier's/manager's check, bank draft/guarantee, or irrevocable letter of credit from other banks certified by the BSP as authorized to issue such financial statement.

Bid opening shall be on **April 1, 2019** at **10:00am**. 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.

The City Government of Antipolo reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

MIGUEL D. TOLENTINO, JR.
Office of the BAC Secretariat
City Government of Antipolo
Province of Rizal
Tel.: 689-4553

GLENN C. ALTARES
Chairman
Bids and Awards Committee