



Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Sugar Center Bldg., North Ave., Diliman, Quezon City  
Philippines 1101  
TIN 000-784-336

**INVITATION TO BID FOR THE  
SUPPLY AND DELIVERY OF PHOTOCOPIERS AND DIGITAL DUPLICATOR  
(SHORT OF AWARD)  
ITB 2020-14**

1. The SUGAR REGULATORY ADMINISTRATION, through the SRA Corporate Operating Budget 2020 intends to apply the sum of One Million Two Hundred Ten Thousand Pesos (₱1,210,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the and supply and delivery of Photocopiers and Digital Duplicator/CN2020-014. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The SUGAR REGULATORY ADMINISTRATION now invites bids for the supply and delivery of Photocopiers and Digital Duplicator. Delivery of the Goods is required thirty (30) days upon receipt of Notice to Proceed at the Sugar Regulatory Administration, Bacolod City. Bidders should have completed, within five (5) 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.

Lot	Description	ABC (₱)
A	Photocopier (copier/printer/color scanner), 1 unit	400,000.00
B	Photocopier, colored, 1 unit	250,000.00
C	Photocopier, 1 unit	60,000.00
D	Photocopier, 1 unit	150,000.00
E	Digital Duplicator, 1 unit	350,000.00

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 from the SUGAR REGULATORY ADMINISTRATION and inspect the Bidding Documents at the address given below during 8:00 a.m. to 5:00 p.m.



Website: <http://www.sra.gov.ph>, Email Address: [srahead@sra.gov.ph](mailto:srahead@sra.gov.ph)

Tel. No.: (6334) 434-5124, (6334) 435-3757, (6334) 433-6887



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

5. A complete set of Bidding Documents may be acquired by interested Bidders starting on **August 6 - 26, 2020** from the address below and upon payment of the applicable fees for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.

Since bidders are given the option to submit a proposal on any or all lots, the following Bidding Document fees shall apply:

Lot	Description	Fee (₱)
	All Lots	1,200.00
A	Photocopier (copier/printer/color scanner), 1 unit	300.00
B	Photocopier, colored, 1 unit	300.00
C	Photocopier, 1 unit	300.00
D	Photocopier, 1 unit	300.00
E	Digital Duplicator, 1 unit	300.00

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 for the Bidding Documents not later than the submission of their bids.

6. The SUGAR REGULATORY ADMINISTRATION will hold a Pre-Bid Conference on **August 14, 2020, 2:30 p.m.** at the SRA Conference Room, Sugar Regulatory Administration, Araneta St., Singcang, Bacolod City, which shall be open to prospective bidders. The Covid-19 health and safety protocols shall be strictly observed. It will likewise be available online via video conferencing for those who opt not to be physically present. For those interested, invitations will be sent via email.
7. Bids must be duly received by the BAC Secretariat at the address below on or before 1:00 p.m. August 26, 2020. 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 **August 26, 2020 2:30 p.m.** at the SRA Conference room, Sugar Regulatory Administration, Araneta St., Singcang, Bacolod City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below or via virtual conference. Late bids shall not be accepted.

8. The SUGAR REGULATORY 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.
9. For further information, please refer to:

MARIA LUCIA C. SANCHEZ  
 RBAC Secretariat. Sugar Regulatory Administration  
 Araneta St., Singcang, Bacolod City 6100  
 luxia.phil@gmail.com  
 Tel. (034)4608530



**ATTY. IGNACIO S. SANTILLANA**  
 RBAC Chairperson