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## **Annual Rental of Photocopiers for ATS Facilities and Offices**

### **Bid No. 21-05-09**

1. The CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP), through the CAAP Corporate Budget CY2020 intends to apply the sum of **ONE MILLION ONE HUNDRED SEVENTY-SIX THOUSAND PESOS (Php1,176,000.00)** being the ABC to payments under the contract for the **Annual Rental of Photocopiers for ATS Facilities and Offices** for the period of One (1) year but not to exceed three (3) years. Bids received in excess of the ABC shall be automatically rejected at bid opening.
  
2. The *CAAP* now invites bids for the **Annual Rental of Photocopiers for ATS Facilities and Offices**. Delivery of the Goods is required within **Forty-Five (45) Calendar Days**. Bidders should have completed, within **the last 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).
  
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.
  - a. 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 *CAAP* and inspect the Bidding Documents at the address given below during *Office Hours from 8AM to 5PM Philippine Time*.
  
5. A complete set of Bidding Documents may be acquired by interested Bidders on **September 20, 2021 to October 12, 2021 (10:00AM)** from the given address and website(s) below *Civil Aviation Authority of the Philippines, Old MIA Road, Pasay City 1300*, in the amount of **Php5,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *by sending a scan copy of Official Receipt or by showing the Official Receipt personally to CAAP-BAC Secretariat*.



6. The CAAP will hold a Pre-Bid Conference<sup>1</sup> on **September 28, 2021, 10:00AM** at **CAAP Conference Room, 4<sup>th</sup> flr. Main Bldg., Civil Aviation Authority of the Philippines, MIA Road, Pasay City** and/or through video conferencing or webcasting via **Google Meet**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before October 12, 2021, 10:00AM. 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 14.
9. Bid opening shall be on *October 12, 2021, 10:00AM* at the given address below *Civil Aviation Authority of the Philippines, Old MIA Road, Pasay City 1300* and/or via *web conferencing through Google Meet*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The CAAP 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.
11. For further information, please refer to:

**ATTY. GODFREY S. RAGUDO**

Head, BAC Secretariat  
Civil Aviation Authority of the Philippines  
Old MIA Road corner Ninoy Aquino Avenue  
1300 Pasay City, Metro Manila  
Telephone number – (02) 944-2358  
[www.caap.gov.ph](http://www.caap.gov.ph)

12. You may visit the following websites:

For downloading of Bidding Documents: <https://caap.gov.ph/invitation-to-bid-bravo-2021/>

*Date of Issued: September 17, 2021*

  
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**BGEN. JOHN L. ESTABILLO, AFP (RET)**  
Chairperson, Bids and Awards Committee - Bravo

<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.