



## **Procurement of One-Year Lease/Rental of Brand New Multi-Functional Photocopier Machines**

### **Bid No. 22-013-06 BRAVO**

1. The CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP), through the CAAP Corporate Budget CY2022 intends to apply the sum of **FIVE MILLION TWO HUNDRED EIGHTY THOUSAND PESOS (Php5,280,000.00)** being the ABC to payments under the contract for the **Procurement of One-Year Lease/Rental of Brand New Multi-Functional Photocopier Machines**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *CAAP* now invites bids for the **Procurement of One-Year Lease/Rental of Brand New Multi-Functional Photocopier Machines**. Delivery of the Goods is required within *Fifteen (15) Working Days from the receipt of Notice to Proceed (NTP)*. 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 16 June 2022 until the deadline of submission of bids from the given address and website below *in the amount of Php11,200.00 (inclusive of 12% VAT)* . The Procuring Entity shall allow the bidder to present its proof of payment for the fees *by sending an email of the scanned copy of the Official Receipt or by showing the Official Receipt personally to CAAP-BAC Secretariat*.


6. The *CAAP* will hold a Pre-Bid Conference on **23 June 2022, 02:00PM** 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 **7 July 2022, 2:00 PM**. 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 **7 July 2022, 2:00 PM** at the given address below and 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:

**ENGR. LEANDRO R. VARQUEZ**  
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-2022/>

16 June 2022

  
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**CAPTAIN DONALDO A. MENDOZA**  
Chairperson, Bids and Awards Committee - Bravo