



**INVITATION TO BID**  
**for**  
**SUPPLY, DELIVERY AND INSTALLATION OF THREE (3) BRAND**  
**NEW UNITS OF MIMEOGRAPHING MACHINE AND TWENTY-**  
**TWO (22) BRAND NEW / REFURBISHED UNITS OF**  
**PHOTOCOPIER INCLUDING DELIVERY AND SUPPLY OF ITS**  
**CORRESPONDING CONSUMABLES**

Bid No: 2021-04-03-026

The *Southern Philippines Medical Center*, through the *Specific Budget of NGAs / Funds / Hospital Income for the Calendar Year 2021* intends to apply the sum:

Particulars	ABC Cost per Use / Copy	Projected Quantity Per Year	Total Cost
<b>a. Three (3) Units Mimeographing Machine</b>			
• Ink, 1000 ml	1,400.00 Cost per use	200 pcs	Php 280,000.00
• Master Roll, 200 cuts	2,800.00 Cost per use	10 pcs	Php 28,000.00
<b>b. Twenty-Two (22) Units Photocopier</b>			
• Per Copy/Page	0.37 Cost per copy	1,000,000 copies/pages	Php 370,000.00

being the ABC to payments under the contract for the ***SUPPLY, DELIVERY AND INSTALLATION OF THREE (3) BRAND NEW UNITS OF MIMEOGRAPHING MACHINE AND TWENTY- TWO (22) BRAND NEW / REFURBISHED UNITS OF PHOTOCOPIER INCLUDING DELIVERY AND SUPPLY OF ITS CORRESPONDING CONSUMABLES (LOT)*** for *three (3) years contract*.

1. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Southern Philippines Medical Center* now invites bids for the above Procurement Project. Delivery of the Goods is required by *July 1, 2021 or 30 Calendar Days from receipt of the Notice to Proceed*. Bidders should have completed, within *three (3) 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.

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA 9184.

4. Prospective Bidders may obtain further information from *Southern Philippines Medical Center* and inspect the Bidding Documents at the address given below during *8:00 A.M. to 5:00 P.M., Monday to Friday, except holidays*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***April 8, 2021*** from the given address, SPMC website (<http://spmcdoh.gov.ph>), PhilGEPS website ([www.philgeps.gov.ph](http://www.philgeps.gov.ph)) and *send through email upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, , in the amount of **Php 1,000.00***. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *if paid personally or through electronic means*.
6. The *Southern Philippines Medical Center* will hold a Pre-Bid Conference on ***April 19, 2021, 9:00 o'clock in the morning*** through video conferencing or webcasting via Webex Platform (<https://www.webex.com>), which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through *online or electronic submission* on or before ***May 3, 2021, 8:00 A.M. to 12:00 NN***. 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 ***May 4, 2021, 9:00 o'clock in the morning*** through video conferencing or webcasting via Webex Platform (<https://www.webex.com>). Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
10. The *Southern Philippines Medical Center* 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:

ROMEO PANDAPATAN  
Supervising Administrative Officer / Head BAC Secretariat  
Southern Philippines Medical Center  
Second Floor, Beside ICU and Medical Ward Building  
SPMC Compound, Bajada, Davao City  
Email Address: [bac.spmc@gmail.com](mailto:bac.spmc@gmail.com)  
Telephone No. (082) 287-7730/227-2731 loc. 5071  
Fax No. (082) 221-7029 / 282-0316

Website: <http://spmcdoh.gov.ph>.

12. You may visit the following websites:

For downloading of Bidding Documents:

SPMC website (<http://spmcdoh.gov.ph>)

PhilGEPS website ([www.philgeps.gov.ph](http://www.philgeps.gov.ph))

For online bid submission, submit to SPMC Email Address: [bac.spmc@gmail.com](mailto:bac.spmc@gmail.com)

Date of Issue: *April 8, 2021*

  
ATTY. OSCAR MATA, CPA  
Chairman, Bids and Awards Committee