BAGONG PILIPINAS

PHILIPPINE PORTS AUTHORITY

PHILIPPINE PORTS AUTHORITY
Port Management Office – NCR South

INVITATION TO BID

for

PROCUREMENT OF SERVICE PROVIDER FOR THE LEASE, PREVENTIVE MAINTENANCE, AND TECHNICAL SUPPORT OF DIGITAL MULTIFUNCTION PHOTOCOPY MACHINES

1. The PPA PMO NCR-South, through the PPA Corporate Funds intends to apply the sum of Three Hundred Fifty Thousand Pesos (Php 350,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Service Provider for the Lease, Preventive Maintenance, and Technical Support of Digital Multifunction Photocopy Machines. Submitted bids in the amount exceeding the ABC shall be automatically rejected at bid opening.

2. The PPA PMO NCR-South now invites bids for the above Procurement Project. Provision of the Service is required within fifteen (15) calendar days upon receipt of the Purchase Order (PO). The description of an eligible bidder is contained in the Bidding Documents, particularly, in Annex A (Instructions to the Suppliers).

3. Participation to the bidding process 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. Bidding will be conducted through Small Value Procurement (SVP) as provided under Section 34 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009 and to adopt the Lowest Calculated Responsive Bid (LCRB) as award criterion.

5. A complete set of Bidding Documents may be acquired by interested Bidders on March 31, 2026 to April 7, 2026 from the address given below and ***upon payment of the non-refundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Hundred Sixty Pesos (Php560.00).*** The Procuring Entity shall allow the bidder to present its proof of payment for the fees through electronic means.

   Bid documents may also be downloaded from the websites of the Philippine Government Electronic Procurement System (PhilGEPS) and Philippine Ports Authority (PPA) provided

that bidders shall pay the applicable fee for the Bidding Documents not later than the deadline for the submission of Bids, April 7, 2026.

6. **Bids submitted past the set deadline and improperly labeled bids shall not be accepted.** Bids must be properly labeled as illustrated below, and must be received through physical submission at the PMO-NCR South BAC Office no later than 10:00 AM on April 7, 2026:

Name of Bidder	
Procurement Project	
FOR	The PMO-NCR South Bids and Awards Committee for the Procurement of Goods and Services 2/F PMO NCR South Administration Building, South Harbor, Port Area, Manila

7. Bid opening shall be on April 7, 2026, 10:30 A.M. at the Conference Room, 2nd Floor BAC Office, PMO NCR-South Administration Building. Bids will be opened in the presence of the invited observers who choose to attend the activity.

8. The PPA PMO NCR-South 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 52.1(b) of the IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.

9. For further information, please refer to **Mr. Angelo S. Medrano**, **BAC Secretariat** at telephone no. **8525-5264** local **524** or **515** or email at ncrsouth_bac@ppa.com.ph**.**

March 30, 2026

CIELITO M. CABARCO
Chairperson, Bids and Awards Committee
PPA, PMO-NCR South
2F PMO NCR South Administration Bldg.
South Harbor, Port Area, Manila