

# Section I. Invitation to Bid



PASEGURUHAN NG MGA NAGLILINGKOD SA PAMAHALAAN  
(GOVERNMENT SERVICE INSURANCE SYSTEM)  
Financial Center, Pasay City, Metro Manila 1308

## Supply and Delivery of Toner Cartridges for Existing EPSON Workforce AL-M300DN Printers

1. The Government Service Insurance System (GSIS) through the GSIS Corporate Operating Budget for CY 2015, intends to apply the sum of **ELEVEN MILLION SIX HUNDRED TWENTY EIGHT THOUSAND SIX HUNDRED SIXTY THREE AND 84/100 PESOS (Php11,628,663.84)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Supply and Delivery of Toner Cartridges for Existing EPSON Workforce AL-M300DN Printers**.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The GSIS now invites bids for the **Supply and Delivery of Toner Cartridges for Existing EPSON Workforce AL-M300DN Printers**. Delivery of the Goods should be completed within *thirty (30) calendar days after receipt of Purchase Order (PO) and Notice to Proceed (NTP)*. Bidders should have completed, within the past three (3) years from the date of submission and receipt of bids, a contract similar to the Project whose amount is at least 25% of the ABC. *Similar contract refers to supply and delivery of toner cartridges*. The description of an eligible bidder is contained in the Bidding Documents, particularly in Section II. Instructions to Bidders (ITB).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

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

4. Interested bidders may obtain further information from the GSIS Bids and Awards Committee (GBAC) Secretariat and inspect the Bidding Documents at the address given below from 8:00AM to 5:00PM, Monday to Friday excluding holidays.

A complete set of Bidding Documents may be purchased by interested Bidders starting on **13 July 2015 from 8:00AM to 3:00PM** and upon payment of a nonrefundable fee for the Bidding Documents amounting to **Php25,000.00**.

GBAC Secretariat GSIS Building Level 2 Core G Financial Center, Pasay City
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A handwritten signature in blue ink, appearing to be a stylized 'B' or similar character.

A handwritten mark or signature in blue ink at the bottom right corner of the page.


It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the GSIS at <http://www.gsis.gov.ph>, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

5. The GSIS Bids and Awards Committee will hold a Pre-Bid Conference on **21 July 2015, 1:00PM** at the GBAC Conference Room, GSIS Building Level 2 Core G, Financial Center, Pasay City. The Pre-Bid Conference shall be open to all interested parties however, only interested parties who have purchased the Bidding Documents are allowed to raise clarificatory questions and concerns.
6. Bids must be delivered to the address below on or before **04 August 2015, 12:00 NN**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Late bids shall not be accepted.

Bid opening shall be on **04 August 2015, 1:00 PM**, at the GBAC Conference Room, GSIS Building Level 2 Core G, Financial Center, Pasay City. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the given address.

7. The GSIS reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

GBAC Secretariat  
GSIS Bids and Awards Committee  
GSIS Building Level 2 Core G, Financial Center, Pasay City  
Tel No.: (02)976-4961 / 976-4945 / Fax No.: (02)859-0373  
Email Address: **GBAC\_Secretariat@gsis.gov.ph**  
Website: **<http://www.gsis.gov.ph>**

  
**VP JONATHAN C. PINEDA**  
*Chairperson*  
GBAC for NCR Goods and Services  
and Consultancy – Cluster I