

_____ January 2020

SUBJECT : Invitation to Submit Proposal for the Procurement of Photocopying Services for CY 2020 (Project Reference No. 2020-SVP-PSPO-007-01)

Dear _____:

The Power Sector Assets and Liabilities Management (PSALM) Corporation is procuring Photocopying Services with an Approved Budget for the Contract (ABC) in the amount of **EIGHT HUNDRED THOUSAND PESOS (PhP800,000.00)**, inclusive of Value Added Tax (VAT)

In this regard, may we invite your company to submit a proposal for this project based on the requirements set in the *Terms of Reference* (Annex A), and the *Detailed Bid Price Schedule* (Annex B).

Your proposal shall include certified true copies of the following documents:

1	Certification of PhilGEPs Registration/ PhilGEPs Registration Number ¹
2	Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, charter for government entity, or any proof of such registration.
3	Current and valid business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document in case of foreign bidders. In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal for CY 2020: Provided, that the renewed permit shall be submitted as a post-qualification requirement.
4	Notarized Omnibus Sworn Statement (Annex C). The Omnibus Sworn Statement must be accompanied by a duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable, stating that the signatory is the duly authorized representative of the prospective bidder, and granted full power and

¹ Note: Only PhilGEPs registration number (Red Membership) is required for this project and not necessarily Platinum membership

	authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract.
5	<p>Latest income tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS).</p> <p>Latest annual Income Tax Return (ITR) shall refer to the ITR for the year 2018 filed in 2019. For new establishments which have no annual ITR yet, it shall refer to the most recent quarter's ITR. Further, for areas where e-filing is yet to be implemented, a Certification to that effect from BIR main office is acceptable.</p>
6	<p>Latest Business Tax Returns</p> <p>Latest Business Tax Return refers to Value Added Tax (VAT) and/or Percentage Tax Returns, whichever is applicable covering the last quarter and month prior to the bid opening. Bidders filing both the VAT and Percentage Tax Returns must submit both returns.</p>
7	Detailed Bid Price Schedule (Annex B) / Total Bid Price in Figures (PhP)

As a rule, please be informed that PSALM reserves the right to accept or reject proposal, and/or annul this procurement, at any time prior to contract award, without incurring liability. Further, PSALM will not be responsible for any costs or expenses encountered by your company in the preparation of your proposal.

The Invitation to Submit Proposal may be downloaded free of charge from the websites of the Philippine Government Electronic Procurement System (PhilGEPS) (<https://www.philgeps.gov.ph>) and the PSALM (<https://www.psalm.gov.ph>), provided that Bidders shall pay the applicable fee of **Five Hundred Pesos (PhP500.00)** not later than the submission of their bids.

Kindly deliver your sealed proposal to the undersigned, at the **PSALM, Corporation, 24th Floor Vertis North Corporate Center I, Astra corner Lux Drives, North Avenue, Quezon City** on or before **10:00 AM, 04 February 2020**. Thereafter, proposals will be opened at **10:15 AM** of the same day and venue, in the presence of your authorized representative/s who will attend the same.

Very truly yours,



LIMUEL V. BALDOZA
 Department Manager
 Human Resource, Administration and
 General Services Department

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TERMS OF REFERENCE

**Procurement of Photocopying Services for CY 2020
(Project Reference No. 2020-SVP-PSPO-007-01)**

RATIONALE

It is more efficient for PSALM Corporation to procure services for photocopying on a per copy basis rather than purchase photocopying machines. Hence, it is necessary to acquire photocopying services from reputable suppliers to meet the requirements of PSALM Corporation.

SCOPE AND SERVICE AND SPECIFICATIONS

The Bidder shall deliver to PSALM Corporation three (3) units of photocopying machines, including one (1) backup unit, with the following particulars:

Location/Project Site	Number of Units	Delivery Schedule / Specifications
24 th Floor Vertis North Corporate Center I, Astra corner Lux Drives, North Avenue, Quezon City	2	<ul style="list-style-type: none"> • Delivery of photocopying machines shall be made within seven (7) days from receipt of Notice to Proceed. • Free testing of units for a period of two (2) days. • Free Comprehensive Users Training for at least six (6) PSALM representatives conducted on to delivery date, or on a later date to be determined by PSALM. • The units to be supplied should have been manufactured within five (5) years from the date of submission and opening of proposals. • Each unit should have a meter reading/copy counter value of up to 500,000.
Back-up Unit	1	
Total Units	3	

The contract shall be for a period of one (1) year, unless sooner terminated for cause. It may be extended in accordance with GPPB rules.

Number of Units: Three (3) units

Location/Project Site:

PSALM Corporation

24th Floor Vertis North Corporate Center I, Astra corner Lux Drives, North Avenue, Quezon City

Specifications:

Basic Features

- Reverse Automatic Feeder
- Back-to-Back, Scanning and Electronic Sorting
- At least 50 Copies Per Minute (Minimum)
- Plain paper copier

General Specifications

- Compact design: approximately 33 in. (L) x 27 in. (W) x 43 in. (H)
- Paper size: A4, Legal size, Letter size, Envelope
- At least 1 (one) machine with A3 paper size capability
- Paper Type: With auto paper selector
- Paper Capacity (per Tray): 500 sheets
- Copy Resolution: 600 x 600 dpi
- Paper Capacity (by-pass tray): 100 sheets
- Number of Trays: At least two (2) trays including (1) by-pass tray
- Power Requirements: 220-240 volts
- Low-noise and low emissions
- 25%-400% reduction/enlargement function
- User-friendly control panel with touch screen LCD display
- Warm-up time: 2 minutes or less
- Finisher: Collate/Sorting
- Services-Free Machine Consumables like toner, drum and developer, if applicable
- Free spare parts replacement
- Unlimited Service Call
- Certification from the original equipment manufacturer that the copying machine was remanufactured by them or a certificate from the original manufacturer that the company is authorized to re-manufacture the units to be supplied to PSALM.
- Repair shall be made within 24 hours. If unit is defective, replacement is required within the next 24 hours at no cost to PSALM. The computation of penalty is as follows:

Total Contract Price/12 months/30 days x no. of days of delay x 0.1%.

- Free services and maintenance for the duration of the contract.
- Free Comprehensive Users Training for at least six (6) PSALM representatives, to be conducted on delivery date, or on a later date to be specified by PSALM.

- The units to be supplied should have been manufactured within five (5) years from the date of submission and opening of proposals. Each unit should be capable of having a meter reading/copy counter value of up to 500,000.
- The maximum number of meter reading is 500,000 copies per unit.

Terms of Payment:

The payment for the actual number of copies per month shall be made within fifteen (15) working days upon issuance of the Statement of Account (SOA) by the Contractor with complete requirements.

Failure to comply with the Terms and Conditions of the Contract will result in the payment of corresponding penalties/ liquidated damages based on the Contract Price.

Historical Utilization:

For the information of all bidders, provided below is the actual utilization of PSALM for photocopying services from January to December 2019:

Period	No. of Copies
January 2019	71,673.00
February 2019	74,039.00
March 2019	79,322.00
April 2019	51,527.00
May 2019	102,434.00
June 2019	102,230.00
July 2019	99,577.00
August 2019	86,233.00
September 2019	75,317.00
October 2019	54,130.00
November 2019	95,453.00
December 2019	89,798.00
Total Copies as December 2019	981,733.00
Monthly Average	81,811.08
Total Annual Copies (Estimated)	1,000,000.00

Detailed Bid Price Schedule

Date: _____

Project: **Photocopying Services for CY 2020**Code: **Project Reference No. 2020-SVP-PSPO-007-01**Date of Submission: **04 February 2020**Time of Submission: **10:00AM**

(Bidder Name/Address/Tel. No.)

After having carefully read and accepted the terms and conditions in the Terms of Reference for the Procurement of **Photocopying Services for CY 2020 (Project Reference No. 2020-SVP-PSPO-007-01)**, I/we quote you on the item at prices noted below:

Item No.	Description	(A) Estimated Annual Utilization (1,000,000 copies)	(B) Price per Copy	(C=A x B) Total Cost
1.	Three (3) Photocopying Machines			

Bid Price (PhP)

In figure _____

Add: 12% VAT _____

Total Bid Price (PhP)

In figure _____

Total Bid Price (PhP)

In words _____

Note: Total Bid Price shall not exceed the Approved Budget for the Contract

**Signature Over Printed Name of Supplier/
 Authorized Representative**

Position: _____

Date: _____

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

Omnibus Sworn Statement

I, _____ of legal age, [*Civil Status*], [*Nationality*], and residing at [*Address of Affiant*], after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of (*Name of bidder*) with office address at (*address of bidder*);
2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the (*Name of bidder*) in the bidding as shown in the attached [*state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)*];
3. (*Name of bidder*) is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. (*Name of bidder*) is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of (*Name of bidder*) is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. (*Name of bidder*) complies with existing labor laws and standards;
8. (*Name of bidder*) is aware of and has undertaken the following responsibilities as a bidder:
 - a) Carefully examine all of the bidding documents;

- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [*Name of the Project*]; and
9. (*Name of bidder*) did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 2020 at _____, Philippines.

Bidder's Representative / Authorized Signatory

SUBSCRIBED AND SWORN TO before me this __ day of _____ 2020, Philippines.

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2020.