Republic of the Philippines
Office of the Solicitor General
OSG Bldg. 134 Amorsolo St., Legaspi Village, Makati City
Tel No. 8988-1674 loc. 777; & 8836-3314; Telefax No. 8813-11-74
Website: www.osg.gov.ph

INVITATION TO BID

LEASE OF DIGITAL MULTIFUNCTION COPIERS (MONOCHROME) FOR CY 2026

1) The **Office of the Solicitor General**, through the **FY 2026 National Expenditure Program** intends to apply the sum of ***Six Million Five Hundred Thousand Pesos (₱6,500,000.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract for **Lease of Digital Multifunction Copiers (Monochrome) for CY 2026/ OSG PR No. 025-11-172 (EPA2026)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2) The **OSG** now invites bids for the **Lease of Digital Multifunction Copiers (Monochrome) for CY 2026**. The fifty (50) units of digital multifunction copiers must be delivered within thirty (30) days from receipt of the Notice to Proceed will be effective for one (1) year. Bidders should have completed, within **two (2) years** from the date of submission and receipt of bids, contracts 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 competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.

   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) Interested Bidders may obtain further information from **OSG** and inspect the Bidding Documents at the address given below from **Monday** to **Friday 8:00am to 5:00pm**.

5) A complete set of Bidding Documents may be acquired by interested Bidders on **Monday to Friday**, between **8:00am to 5:00pm starting 27 November 2025 until 12:30pm of 16 December 2025** from **6th Floor, ADMIN/Procurement Section, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City** upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos (Php10,000.00)**. Interested bidders may purchase the bidding documents by depositing the amount of **Ten Thousand Pesos (Php10,000.00)** with the **OSG Trust Fund 101 Account Number 1802-1016-23**, Office of the Solicitor General, Land Bank of the Philippines, Paseo de Roxas Branch, Makati City and submitting the proof of deposit at **fms@osg.gov.ph**, or by

paying directly with the Cashier's Office at the Office of the Solicitor General, 134 Amorsolo Street, Legaspi Village, Makati City.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6) The **OSG** will hold a Pre-Bid Conference on **4 December 2025 @ 1:00pm** at **6th floor, BAC Room Convergys One Building located at 6796 Ayala Ave cor. Salcedo St., Legaspi Village, Makati City** and/or through video conferencing or webcasting *via* **Microsoft Teams**, which shall be open to prospective Bidders.

7) Bids must be duly received by the Special Bids and Awards Committee (SBAC) Secretariat/ Procurement Section through manual submission at the **6th Floor, ADMIN/Procurement Section, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City** on or before **12:30pm** of **16 December 2025**. **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 16.1.

9) Bid opening shall be at **1:00pm** on **16 December 2025** at **6th floor, BAC Room, Convergys One Building located at 6796 Ayala Ave cor. Salcedo St., Legaspi Village, Makati City** and/or *via* **Microsoft Teams**. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.

10) Prospective Bidders are required to submit (1) one additional hard copy of their bid.

Further Prospective Bidders are notified that **this procurement is undertaken through Early Procurement Activity. In this regards, prospective bidders are enjoined to refer to the GPPB Circular 06-2019 dated July 17, 2019 and other related issuances.**

Also, for purposes of videoconferencing, prospective bidders are advised to provide their email addresses not later than thirty (30) minutes before the activity at the email address below. While the SBAC can conduct face-to-face pre-bid conference and opening of the bids, prospective bidders are enjoined to send at most two (2) representatives due to the limited space of the conference room.

11) The **OSG** 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 70[i] of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.

12) For further information, please refer to:

Christian D. Buat
ADMIN Division – Procurement Section / SBAC Secretariat
Office of the Solicitor General
OSG Building, 134 Amorsolo St., Legaspi Village, Makati City 1229
E-mail Address: **osgprocurement@osg.gov.ph** and
Tel No. (02) **8988-1674** loc. **777** / (02) **8836-3314** / Telefax No. (02) **8813-1174**
Website: **www.osg.gov.ph**

13) You may visit the following websites:

For downloading of Bidding Documents: https://osg.gov.ph/page?call=proc-biditems

For electronic bid submission: *N/A*

Date of Issue: **November 27, 2025**



OMAR M. DIAZ
Senior State Solicitor
Vice Chairperson, Special Bids and Awards Committee