



INVITATION TO BID

FOR

“ONE (1) LOT - PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST”

- 1) The *Development Academy of the Philippines*, through the *Corporate Operating Budget FY2026* intends to apply the sum of **Three Million Three Hundred Thousand Pesos (Php3,300,000.00)** as the Approved Budget for the Contract (ABC) for payments under the contract for **Early Procurement Activity (EPA) for ONE (1) LOT - PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST**. Bids received in excess of the ABC for one lot shall be automatically rejected at bid opening.
- 2) The *Development Academy of the Philippines* now invites bids for **ONE (1) LOT - PROCUREMENT OF PRINT, COPY, AND SCAN SERVICES SOLUTION FOR ONE (1) YEAR OR UNTIL CONTRACT PRICE IS CONSUMED, WHICHEVER COMES FIRST** using the *Early Procurement Activities (EPA)*. Delivery of the Goods is *expected in January 2026. The delivery schedule shall be adjusted accordingly based on the NTP date*. Bidders should have completed, *within the last two (2) years prior* to 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.
 - i) 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 DAP and inspect the Bidding Documents at DAP Building, San Miguel Avenue, Ortigas Center, Pasig City from Monday to Friday, 9:00AM to 4:30PM.
- 5) A complete set of Official Bidding Documents (OBD) including electronic-copy of the Technical Specifications, and prescribed Forms may be acquired by interested bidders from **05 November 2025 (Wed) to 27 November 2025 (Thu) from 9:00AM to 4:30PM** at DAP Building, San Miguel Avenue, Ortigas Center, Pasig City and upon payment of the applicable fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of **THREE THOUSAND PESOS (PHP3,000.00)**. A scanned copy of proof of payment or proof of deposit duly certified/noted by the Bank must be emailed to the DAP Treasury Division at: cashtreasury@dap.edu.ph for the issuance of Service Invoice (SI). Payment duly acknowledged by DAP Treasury Division shall be a pre-requisite to participate in the bidding.
- 6) Interested bidders can make their payments through the DAP Account as stated below in Cash, Check, or Online transfer:

❖ <i>Account Name:</i>	DEVELOPMENT ACADEMY OF THE PHILIPPINES
❖ <i>Account Number:</i>	0671-0105-40
❖ <i>Bank:</i>	LANDBANK OF THE PHILIPPINES
❖ <i>Branch of Account:</i>	PASIG CAPITOL BRANCH

Or, at DAP Cash Treasury located at Floor 3A/F, DAP Building, San Miguel Avenue, Ortigas Center, Pasig 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.

- 7) The DAP will hold an “in person” Pre-Bid Conference on **12 November 2025 (Wed)**, at **10:00 AM** at the DAP Building, San Miguel Avenue, Ortigas Center, Pasig City which shall be opened to all interested Bidders upon submission of a Letter of Intent (LOI) to participate through the BAC Secretariat. The LOI shall be coursed through the email of the BAC Secretariat at dapbacsec@dap.edu.ph.
- 8) Site visit will be done from **12 November 2025 (Wed) to 27 November 2025 (Thu)**, from **10:00 AM to 4:00PM** and must be coordinated well in advance with the BAC Secretariat. Prospective bidders are encouraged to bring their technical personnel during the site visit, and only a maximum of three (3) representatives per bidder.

- 9) Bids must be duly received by the BAC Secretariat at DAP Building, San Miguel Avenue, Ortigas Center, Pasig City on **28 November 2025 (Fri)** and not later than **10:00 AM**. All Proposals will be opened in the presence of the bidder and/or the bidders' authorized representative/s who are authorized to attend the proceedings. **LATE PROPOSAL/S SHALL NOT BE ACCEPTED.**
- 10) Bid opening shall be "in person" on **28 November 2025 (Fri)** at the DAP building in Pasig, San Miguel Avenue, Ortigas Center, Pasig City. Bids will be opened in the presence of the bidder and/or the bidders' authorized representatives in attendance.
- 11) The ***Development Academy of the Philippines*** 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 of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.
- 12) For further information, please refer to:

RODEL D. CASTILLO

Officer-in-Charge, BAC Secretariat Division

Development Academy of the Philippines

GF, DAP Bldg., San Miguel Avenue, Pasig City 1600

Telephone : (632) 8631-0921 loc. 133

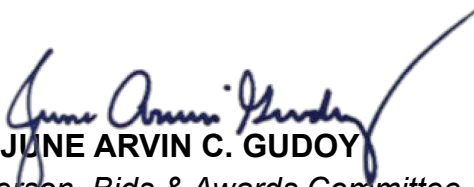
BAC Secretariat email : dapbacsec@dap.edu.ph

Website address : <https://www.dap.edu.ph>

- 13) You may visit the website <https://www.dap.edu.ph/invitation-to-bid> to download the OBD.

Issued this 5th day of November 2025.

For the DAP Bids and Awards Committee:


JUNE ARVIN C. GUDOY
Chairperson, Bids & Awards Committee

>> Nothing Follows <<