



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)
East Avenue cor. NIA Road
Quezon City

INVITATION TO BID FOR THE EARLY PROCUREMENT ACTIVITY (EPA) FOR SUPPLY AND DELIVERY OF 40 UNITS OF FLATBED SCANNER WITH AUTOMATIC DOCUMENT FEEDER (ADF)

1. The **Land Registration Authority (LRA)**, through the National Expenditure Program (NEP) for FY 2024 intends to apply the sum of **ONE MILLION FOUR HUNDRED THOUSAND PESOS ONLY (PHP 1,400,000.00)**, inclusive of VAT being the ABC to payments under the contract for **Early Procurement Activity (EPA) of Supply and Delivery of 40 Units of Flatbed Scanner with Automatic Document Feeder (ADF)** with **Project ID No. LRA BAC-PGSM-2024-08**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **LRA** now invites bids for the above Procurement Project, Delivery of the Goods shall be within **Sixty (60) calendar days** upon receipt of an approved Purchase Order in accordance with the Delivery schedule under Section VI Schedule of requirements. The following are the required specifications:

Item No.	Specification
1	<p>40 UNITS OF FLATBED SCANNER WITH ADF</p> <ul style="list-style-type: none">● Operating System Compatibility: Windows 10 (32-bit and 64-bit) / Windows 11 (64-bit)● Recommended Daily Volume: Up to 4,000 pages per day● Recommended Speed: 30 pages per minute (ppm) and 60 images per minute (ipm) at 200 and 300 dpi in Color, Grayscale, Black and White● Image Output Resolution: up to 1200 dpi● Paper Size: Up to Legal size● Feeder Capacity: Up to 80 sheets● File Format Outputs: JPEG, PDF, Text searchable PDF, PNG, BMP, etc.● Special Features: Autocrop, Automatic Orientation (Auto-Rotation of pages), Add or Remove border, Automatic Brightness/Contrast, Color Scanning, Dual Stream scanning, Bar Code reading, Image hole fill, Image edge fill● At least 1-Year Warranty on Parts and Services <p>Additional Requirement:</p>

	<ul style="list-style-type: none"> ● Manufacturer’s Certificate in its official letterhead that Distributor has a minimum 3 years in the industry supplying and servicing Genuine Parts and Services of the brand being offered in the Philippine market
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Bidders should have completed, within the past two (2) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

- Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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.

- Prospective bidders may obtain further information from the **LRA-Bids and Awards Committee (BAC) Secretariat for Non-Infrastructure** through the contact details given below and inspect the Bidding Documents as posted on the websites of the LRA and the Philippine Government Electronic Procurement System (PhilGEPS).
- A complete set of Bidding Documents may be acquired by interested Bidders on **November 11, 2023 to December 01, 2023** from the given address below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **One Thousand Four Hundred Pesos (PHP 1,400.00)** at the LRA Cashier located at the One Stop Shop (OSS). The LRA shall allow the bidder to present its proof of payment for the fees by presenting it in person.
- The **Land Registration Authority** will hold a **Pre-Bid Conference on November 17, 2023, 2:00 PM, at 4th Floor, LRA Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City**, which shall be open to prospective bidders and/or through videoconferencing/webcasting via *Zoom application* using the following:

Meeting ID : 897 5212 6189
Security Passcode : 615349

- Bids must be duly received** by the BAC Secretariat through manual submission at the address below on or before **December 01, 2023, 8:30 AM, at 4th Floor, LRA Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City. Late bids shall not be accepted.**
- All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
- Bid opening shall be on **December 01, 2023, 10:30 AM, at 4th Floor, LRA Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City**. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.

For the purpose of constituting a quorum, either the physical and virtual presence of the BAC members shall be considered pursuant to GPPB Resolution No. 09-2020.

10. The Land Registration Authority 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

EUNALIZE E. ZAPANTA
BAC-PGSM Secretariat Member
Room 102 , General Services Division, Upper Ground Floor
Mobile No. 0992-249-8901

NONETTE KHALIL M. AMPARO, RN
BAC-PGSM Secretariat Member
Room 302, 3rd Floor, Office of the Reconstitution Division
Mobile No. 0917-2426813

12. For viewing and downloading of Bidding Documents you may visit:
<http://notices.philgeps.gov.ph/>
<https://lra.gov.ph/bids-opportunities/>

Date Issuance of Bidding Documents:

11 November 2023 at Quezon City



ATTY. TRISTAN E. DE GUZMAN
Chairperson, LRA Bids and Awards Committee
East Avenue corner NIA Road, Diliman, Quezon City