



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 THE SUPPLY AND DELIVERY OF 100  
SETS OF COLORED TONER CARTRIDGES  
(BLACK, CYAN, YELLOW & MAGENTA) FOR  
HP LASERJET PRO MFP M280NW COLORED PRINTERS**

1. The **Land Registration Authority (LRA)**, through the National Expenditure Program (NEP) for FY 2025 intends to apply the sum of **TWO MILLION THREE HUNDRED THOUSAND PESOS ONLY (PhP 2,300,000.00)**, inclusive of VAT, being the ABC to payments under the contract for **Supply and Delivery of 100 Sets of Colored Toner Cartridges (Black, Cyan, Yellow and Magenta) for HP Laser Jet Pro MFP M280nw Colored Printers with Project ID No. LRA BAC-PGSM-2025-06.**

Bids received in excess of the ABC per lot shall be automatically rejected at bid opening. The award of the contract is subject to the effectivity of the General Appropriations Act (GAA) for FY 2025.

The Land Registration Authority (LRA) is conducting this procurement through the Early Procurement Activity (EPA) for FY 2025 to ensure the timely delivery of goods, implementation of infrastructure projects and rendition of consultancy services, consistent with the GPPB Resolution No. 14-2019 dated July 17, 2019. EPA shall refer to the conduct of procurement activities, from posting of the procurement opportunity, if required, until recommendation of the Bids and Awards Committee (BAC) to the HoPE as to the award of the contract for goods to be delivered, infrastructure projects to be implemented and consulting services to be rendered in the following fiscal year (i.e. FY 2025), pending approval of their respective funding sources.

The bidders, therefore, are herewith informed of the following:

- a. Interested bidders are invited/requested to submit their bid proposals based on indicative budget (i.e. subject to final approval) through this invitation to Bid, together with the bidding documents;
- b. The LRA will evaluate the bid proposal and determine the winning bidder. The financial bid proposal of the winning bidder will be the contract price/amount which is considered fixed price. However the Notice of Award (NOA) will only be issued upon the approval of the budget.
- c. Would there be a delay in the award as affected by the possible delay in the budget approval, the bid validity as specified in the bidding documents (which is a maximum of 120 calendar days), the winning bidder may be requested to

extend the bid validity, if the bidder refuses to extend the bid validity, the bid submitted by said bidder will be rejected.

2. The **LRA** now invites bids for the above Procurement Project, Delivery of the Goods shall be within **One Hundred Twenty (120) 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	Specification
1	<p>100 Sets of Toner Cartridges for HP Laser Jet Pro MFP M280nw Colored Printer</p> <ul style="list-style-type: none"> <li>● BLACK Toner Cartridge (CF500A)</li> <li>● CYAN Toner Cartridge (CF501A)</li> <li>● YELLOW Toner Cartridge (CF502A)</li> <li>● MAGENTA Toner Cartridge (CF503A)</li> </ul> <p><b>Additional Requirement Specifications:</b></p> <p>1) Submit a Certification from the Manufacturer that the company is an authorized reseller of Hewlett Packard (HP) products.</p> <p>2) Submit a Certification from the manufacturer that the Toner Cartridges they are offering are genuine HP Products.</p>

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. 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 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.

4. 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).
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 29, 2024 to December 18, 2024** 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 **Two Thousand Three Hundred**



**Pesos (P2,300.00)** 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.

6. The **Land Registration Authority** will hold a **Pre-Bid Conference on December 6, 2024, 11:00 a.m., at 5<sup>th</sup> Floor, Multi-Purpose Hall, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City**, which shall be open to prospective bidders.
7. **Bids must be duly received** by the BAC Secretariat through manual submission at the address below on or before **December 18, 10:00 a.m. at 5<sup>th</sup> Floor, Multi-Purpose Hall, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City. 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 14**.
9. Bid opening shall be on **December 18, 2024, 11:00 a.m. at 5<sup>th</sup> Floor, Multi-Purpose Hall, 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:
  - a) **MS. BERNADETTE URAGA**  
BAC Non-Infra Secretariat Member  
Room 201 2<sup>nd</sup> Floor, Office of the Planning and Management Division  
Mobile No. 0915-0489204
  - b) **MS. EUNALIZE E. ZAPANTA**  
BAC Non-Infra Secretariat Member  
Room 102, Office of the General Services Division  
Mobile No. 0930-1160454
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:*

*29 November 2024 at Quezon City*

**MARY JANE G. YSMAEL**  
*Chairperson, LRA Bids and Awards Committee for Non-Infrastructure*  
*East Avenue corner NIA Road, Diliman, Quezon City*