



MANILA  
INTERNATIONAL  
AIRPORT  
AUTHORITY

MIA Road, NAIA Complex  
Pasay City, Philippines 1300

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(632) 8877.1109

## INVITATION TO BID

The **MANILA INTERNATIONAL AIRPORT AUTHORITY (MIAA for brevity)**, now invites bids for the Procurement Project, particularly described as:

|   |  |   |  |
|---|--|---|--|
| Project Name / Title  |  | SUPPLY AND MAINTENANCE OF DIGITAL PHOTOCOPIER MACHINES ON A RENTAL BASIS FOR<br>MANILA INTERNATIONAL AIRPORT AUTHORITY  |  |
| Contract Duration   |  | One (1) year, subject to renewal for a maximum of three (3) years at the option of the Authority  |  |
| Bidder Eligibility  |  | Must be an authorized dealer or exclusive local subsidiaries having the full technical and supply support backing of the foreign principal company whose main business is the manufacturing and distribution of photocopier machines. |  |
| Source of Funding and Year  |  | CY 2025 COB   |  |
| Approved Budget for the Contract<br>(ABC)   |  | Amount in words   | PESOS: ONE MILLION THREE HUNDRED TEN THOUSAND FOUR HUNDRED AND 00/100 ONLY |
|   |  | Amount in figures   | PhP1,310,400.00  |
|   |  | IN PHILIPPINE CURRENCY  |  |
| Procurement Project/<br>Identification number   |  | Responsibility Center Code No. 25-D24G-50299050-61  |  |
|   |  | Source of funding and year  |  |
|   |  | CY 2025 COB   |  |
| Particulars:  |  |   |  |
| Intends to apply the sum of PhP1,310,400.00 corresponding to each lot/item per 25-D24G-50299050-61 or each lot/item being the ABC to payments under the contract for each lot/item. |  |   |  |

The schedules of BAC activities are as follows:

| Activities  | Date and time   | Venue   |
|---|---|---|
| <b>1. Issuance of Bid Documents</b><br>Prospective Bidders may obtain further information from BAC Secretariat and inspect the Bidding Documents.<br>Cost of Bidding Documents <sup>1</sup> PhP5,000.00 only. | April 30, 2025, to<br>May 22, 2025<br>(8:00 AM-5:00 PM) | BAC Secretariat<br>4/F, MIAA Administration Building    |
| <b>2. Pre-bid Conference<sup>2</sup></b>  | 08 May 2025 at 02:00 PM                                 | Audio Visual Room,<br>4/F, MIAA Administration Building |
| <b>3. Submission and Receipt of Bids<sup>3</sup></b><br>Must be duly received by the BAC Secretariat.<br>LATE BIDS SHALL NOT BE ACCEPTED  | 22 May 2025 NOT LATER THAN<br>12NN.                     | BAC Secretariat<br>4/F, MIAA Administration Building    |
| <b>4. Bid opening<sup>4</sup></b>   | 22 May 2025 at 2:00 PM                                  | Audio Visual Room,<br>4/F, MIAA Administration Building |

Bids received in excess of the ABC are automatically rejected at bid opening. 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. All Bids must be accompanied by a Bid Security in any of the acceptable forms and in the amount stated in the Instruction to Bidders (ITB) Clause 14. The MIAA 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.

For further information, please refer to:

**MR. BENJAMIN T. MANALILI III**

Bids and Awards Committee

Nos. 88771109 Loc. 3736,3838 and 3010

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Date of Issue: April 30, 2025

**MGEN. MANUEL V. SEQUITIN, PA (RET) CESE**  
Chairperson, MIAA Bids and Awards Committee

<sup>1</sup> Appendix 8 Guidelines on the sale of Bidding Documents

<sup>2</sup> Pre-Bid Conference<sup>2</sup> webcasting via Facebook Live at Ninoy Aquino International Airport which shall be open to prospective bidders;

<sup>3</sup> Manual submission only.

<sup>4</sup> Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.