



SOCIAL HOUSING FINANCE CORPORATION
a subsidiary of National Home Mortgage Finance Corporation

Invitation to Apply for Eligibility and to Bid

***Provision of Rental Services of One (1) Unit Photocopying Machine
with Manpower Complement for One (1) Year***

1. The *Social Housing Finance Corporation (SHFC)* through its Bids and Awards Committee (BAC) intends to apply the sum of **Three Hundred Sixty Thousand Pesos (P360,000) being the Approved Budget for the Contract (ABC)** to payments under the contract for the **Provision of Rental Services of One (1) Unit Photocopying Machine with Manpower Complement for One (1) Year**. Bids received in excess of the ABC shall be automatically rejected at Bid opening.
2. The *SHFC* now invites Bids from eligible Bidders for Provision of Rental Services of One (1) Unit Photocopying Machine with Manpower Complement for One (1) Year. Delivery of the GOODS is **required upon effectivity of the contract**.
3. The description of an eligible Bidder is contained in Section II of the Bidding Documents, ITB. Prospective bidders should have experience in undertaking a similar project within the last two (2) years with an amount of at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post qualification of the lowest calculated bid shall be conducted.
4. All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conferences(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and Its Implementing Rules and Regulations (IRR).
5. Interested Bidders may obtain further information from the *SHFC Bids and Awards Committee (BAC) Secretariat* and inspect the Bidding Documents at the address given below from **8:00 a.m. to 5:00 p.m.**
6. A complete set of Bidding Documents may be purchased by interested Bidders from the address below and upon payment of a non-refundable fee in the amount of **Four Hundred Pesos (P400.00)** to the Cashier. The method of payment will be *on cash basis*. The prospective Bidder or his authorized representative shall receive the Bidding Documents personally.
7. The *SHFC* will hold a Pre-Bid Conference open to all interested parties on **July 09, 2009, 2:00 p.m.** at the SHFC Board Room, *5th Floor, BDO Plaza, 8737 Paseo De Roxas, Makati City*.
8. Bids and eligibility requirements must be delivered to the address below on or before **July 21, 2009 at 2:00 p.m.** All Bids must be accompanied by a Bid security either in the form of cash, cashier's check, bank draft or irrevocable letter of credit and in the amount of **P 3,600.00**. Late Bids shall not be accepted.

9. Bid opening shall be on **July 21, 2009, 2:00 p.m.** at the *SHFC Board Room, 5th Floor, BDO Plaza, 8737 Paseo De Roxas, Makati City*. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below.
10. SHFC *assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid. Moreover, SHFC reserves the right to reject any and all bids, declare bidding a failure or annul the bidding process without thereby incurring any liability to the affected Bidder or Bidders.*
11. SHFC reserves the right to waive any or all formal requirements, so that it shall likewise not be held liable for any defects or typographical errors in all documents received by the bidder, which shall be presumed to have been read and understood by the bidders to be mere defects in form only.

*SOCIAL HOUSING FINANCE CORPORATION
Ms. Marissa D. Diestro
BAC Secretariat
6th Floor, BDO Plaza, 8737, Paseo De Roxas, Makati City*

EDUARDO T. MANICIO
Chairperson, BAC