

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
2330 Roxas Boulevard, Pasay City
BIDS AND AWARDS COMMITTEE

INVITATION TO BID

I. The Department of Foreign Affairs-Bids and Awards Committee (DFA-BAC), now invites bids for the following projects:

Project	Approved Budget for the Contract (ABC)	Expected Contract Duration
I. OUTSOURCING OF PERSONNEL FOR THE PASSPORT ENROLLMENT CENTER (PEC) OF THE OFFICE OF CONSULAR AFFAIRS	Php11,000,000.00 (Eleven Million Pesos Only)	One (1) Year
II. DELIVERY SERVICES FOR DIPLOMATIC POUCH	Php24,418,546.00 (Twenty-Four Million, Four Hundred Eighteen Thousand, Five Hundred Forty-Six Pesos Only)	One (1) Year
III. DELIVERY SERVICES WITHIN METRO MANILA	Php1,400,000.00 (One Million Four Hundred Thousand Pesos Only)	One (1) Year

II. 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 5183 and subject to Commonwealth Act 138. Furthermore, bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project. Other requirements to be an eligible bidder are contained in the Bidding Documents.

III. A complete set of Bidding Documents may be purchased by interested Bidders from the DFA-BAC Secretariat upon payment of a non-refundable fee of *Twenty Thousand Pesos (Php20,000.00)* each for Projects I & II and *Five Thousand Pesos (Php5,000.00)* for Project III. It may also be downloaded free of charge from the website of the Philippine Electronic Procurement System (PhilGEPS) and the DFA website.

IV. The DFA-BAC has scheduled the following activities:

Projects	Pre-Bid Conference	Deadline for Submission of Bids	Bid Opening
I, II, & III	9 February 2012, Thursday, 2:30 pm	21 February 2012, Tuesday, 2:00 pm	21 February 2012, Tuesday, 2:30 pm
Venue	OLA Conference Room, Third Floor, DFA Main Building, Roxas Boulevard, Pasay City		

The Pre-Bid Conference shall be open only to all interested parties who have purchased the Bidding Documents.

Bidding will be conducted through open competitive bidding procedures using the non-discretionary "pass/fail" criterion as specified in the RIRR of R.A. 9184.

All bids must be accompanied by a bid security in any of the acceptable forms and in the required amounts. Bids will be opened in the presence of the Bidder's representatives who choose to attend. Late bids shall not be accepted. Bids received in excess of the ABC shall be automatically rejected at Bid Opening.

V. The DFA-BAC reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

VI. For further information, please refer to the DFA-BAC Secretariat, Third Floor, DFA Main Building, 2330 Roxas Blvd., Pasay City, Tel. No. 834-4116, Fax. No. 832-5339 c/o Ms. Bernice Catherine Santayana).

(Sgd)
JOSEPH GERARD B. ANGELES
DFA-BAC Chairperson

Pasay City, 31 January 2012