



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

**INVITATION TO BID FOR THE PROCUREMENT OF CONTRACTING OF THE SERVICES OF
OUTSOURCED PERSONNEL OF THE OFFICE OF CONSULAR AFFAIRS FOR C.Y. 2020**

1. The Department of Foreign Affairs, through the authorized appropriations under the General Appropriations Act (GAA) for FY 2020, intends to apply the sum of Fourteen Million Three Hundred Ninety-Eight Thousand Eight Hundred Seventy-Three Pesos and Fifty Centavos (PhP 14,398,873.50) only being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Contracting of the Services of Outsourced Personnel of the Office of Consular Affairs for C.Y. 2020. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Department of Foreign Affairs now invites bids for the “Procurement of Contracting of the Services of Outsourced Personnel of the Office of Consular Affairs for C.Y. 2020”, described as follows:

Lot No.	Project Specification	Approved Budget for the Contract (PhP)	Non-refundable Bid Fee (PhP)
1	<i>Procurement of Contracting of the Services of Outsourced Personnel of the Office of Consular Affairs for C.Y. 2020</i>	PhP 14,398,873.50	PhP 25,000.00

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) 9184, otherwise known as the “Government Procurement Reform Act”.
(i) Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.
4. Interested bidders may obtain further information from the Department of Foreign Affairs and inspect the Bidding Documents at the address given below during 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on 06 July 2020 from the address below.
It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
6. The DFA-BAC has scheduled the following activities for the said Project:

Pre-bid	Deadline for Submission and Receipt of Bids	Bid Opening	Post-Qualification
14 July 2020, Tuesday, 10:00 a.m.	27 July 2020, Monday, 12:00 noon	27 July 2020, Monday, 2:00 p.m.	29 July 2020 Wednesday, 10:00 a.m.
Venue: Bids and Awards Committee (BAC) Conference Room, 12th Floor, DFA Main Building, Roxas Boulevard, Pasay City;			

Due to health protocols implemented in the Department, interested bidders may participate through video conference to be determined by the Secretariat. Bidders are further requested to inform the Secretariat beforehand in order to be provided with further details on how to participate.

The DFA-BAC will hold a Pre-Bid Conference on the above-stated date, which shall be open to all interested bidders.

7. Bids must be duly received by the BAC Secretariat at the address below on or before 27 July 2020, 12:00 noon. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.

Bid opening shall be on 27 July 2020, 2:00 p.m. at the Bids and Awards Committee (BAC) Conference Room, 12th Floor, DFA Main Building, Roxas Boulevard, Pasay City, and shall be also conducted through video conference. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The Department of Foreign Affairs 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

DFA-BAC Secretariat
Department of Foreign Affairs
12th Floor, DFA Main Building,
2330 Roxas Boulevard, Pasay City 1300
Tel. No. 834-4854 or 834-4823; Fax no. 831-9584
Email address: **bac.secretariat@dfa.gov.ph**

3 July 2020, Pasay City
PB-GS-OCA-03-2020

(sgd.)

RICARDO M. ENDAYA
OCA BAC Chairperson