



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

**INVITATION TO BID FOR THE PROCUREMENT OF LOCAL POUCH POSTAGE AND
COURIER SERVICES FOR THE DEPARTMENT OF FOREIGN AFFAIRS**

1. The Department of Foreign Affairs, through the authorized appropriations under the National Expenditure Program (NEP) for FY 2021, intends to apply the sum of Fourteen Million Pesos (PhP 14,000,000.00) only being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Local Pouch Postage and Courier Services for the Department of Foreign Affairs. 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 Local Pouch Postage and Courier Services for the Department of Foreign Affairs”, described as follows:

Lot No.	Project Specification	Approved Budget for the Contract (PhP)	Non-refundable Bid Fee (PhP)
1	<i>Procurement of Local Pouch Postage and Courier Services for the Department of Foreign Affairs</i>	PhP 14,000,000.00	PhP 25,000.00

3. The Department of Foreign Affairs now invites bids for the above Procurement Project. Delivery of the Goods is required thirty (30) working days upon receipt of Notice to Proceed (NTP). The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
4. 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.
 - a. Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.Prospective Bidders may obtain further information from Department of Foreign Affairs and inspect the Bidding Documents at 2330 Roxas Boulevard, Pasay City, 1300
5. during 8:00 a.m. to 5:00 p.m.

A complete set of Bidding Documents may be acquired by interested Bidders on 17 November 2020 from the Office of the BAC Secretariat and at <https://www.dfa.gov.ph/transparency-dfa/procurements/bids-and-awards>
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
24 November 2020, Tuesday, 10:00 a.m.	07 December 2020, Monday, 12:00 noon	07 December 2020, Monday, 2:00 p.m.	11 December 2020 Friday, 10:00 a.m.
Venue: Bids and Awards Committee (BAC) Conference Room, 12th Floor, DFA Main Building, Roxas Boulevard, Pasay City and through Online Video Conference Programs			

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

7. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through physical submission, facsimile, or email submissions.
8. Bids must be duly received by the BAC Secretariat through at the address below on or before 07 December 2020. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on 07 December 2020, 2:00 p.m. at the given address below and/or via *BAC Online Video Conferencing*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity through online video conference. Late bids shall not be accepted.
11. 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 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.
12. 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**
13. You may visit the following websites:
For downloading of Bidding Documents: [https://www.dfa.gov.ph/transparency-
dfa/procurements/bids-and-awards](https://www.dfa.gov.ph/transparency-dfa/procurements/bids-and-awards)

16 November 2020,
Pasay City


 MARIA TERESA S.M. LAZARO
 OCA-BAC VICE-CHAIRPERSON