



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 FY 2022 National Expenditure Program (NEP), intends to apply the sum of Fifteen Million Four Hundred Thousand Pesos (PhP 15,400,000.00) only being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Local Pouch Postage. 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 15,400,000.00	PhP 50,000.00

3. The Department of Foreign Affairs now invites bids for the above Procurement Project. Delivery of the Goods is stated on the Technical Specifications. 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 the Department of Foreign Affairs and inspect the Bidding Documents at 2330 Roxas Boulevard, Pasay City, 1300 from 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on 17 November 2021 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
<b>25 November 2021,</b> Thursday, 10:00 a.m.	<b>9 December 2021,</b> Thursday, 12:00 noon	<b>9 December 2021,</b> Thursday, 2:00 p.m.	<b>10 December 2021</b> Friday, 2:00 p.m.
Venue: Bids and Awards Committee (BAC) Conference Room, 12th Floor, DFA Main Building, Roxas Boulevard, Pasay City and Online Video Conference			

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 9 December 2021. 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 9 December 2021, 2:00 p.m. at the given address below and/or via *BAC 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  
12<sup>th</sup> Floor, DFA Main Building,  
2330 Roxas Boulevard, Pasay City 1300  
Tel. No. 834-3041 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>

16 November 2021,  
Pasay City

**SENEN T. MANGALILE**  
Assistant Secretary and OCA-BAC Chairperson