



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**INVITATION TO BID FOR THE PROCUREMENT FOR LEASE OF MOTOR VEHICLE FOR  
THE DEPARTMENT OF FOREIGN AFFAIRS  
(APRIL TO DECEMBER 2023)**

1. The Department of Foreign Affairs (DFA), through the authorized appropriations under the General Appropriations Act (GAA) for FY 2023, intends to apply the sum of Twenty Eight Million Two Hundred Forty Eight Thousand Seven Hundred and Fifty Pesos (PhP 28,248,750.00) only being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement for Lease of Motor Vehicle for the DFA (April to December 2023). **Bids received in excess of the ABC shall be automatically rejected at bid opening.**
2. The DFA now invites bids for the “Procurement for Lease of Motor Vehicle for the Department of Foreign Affairs (April to December 2023)”, described as follows:

<b>Lot No.</b>	<b>Project Specification</b>	<b>Approved Budget for the Contract (PhP)</b>	<b>Non-refundable Bid Fee (PhP)</b>
1	<i>Procurement for Lease of Motor Vehicle (April to December 2023)</i>	PhP 28,248,750.00	PhP 25,000.00

3. The DFA 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.  
  
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 DFA and inspect the Bidding Documents at 2330 Roxas Boulevard, Pasay City, 1300 during office hours or from 8:00 A.M. to 5:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested Bidders on 28 February 2023 from the Office of the Bids and Awards Committee (BAC) Secretariat and online at <https://dfa.gov.ph/transparency-dfa/procurements>.

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.

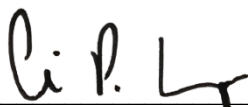
6. The DFA-BAC has scheduled the following activities for the said Project:

Pre-bid	Deadline for Submission and Receipt of Bids	Bid Opening	Post-Qualification
<b>07 March 2023,</b> Tuesday, 2:00 P.M.	<b>21 March 2023,</b> Tuesday, 12:00 noon	<b>21 March 2023</b> Tuesday, 1:30 PM	<b>24 March 2023,</b> Friday, 1:30 P.M.
Venue: 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 at the address below on or before 21 March 2023, 12:00 noon. **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 21 March 2023, 1:30 PM 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.
11. The DFA 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. 834-4060 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://dfa.gov.ph/transparency-  
dfa/procurements](https://dfa.gov.ph/transparency-dfa/procurements).

27 February 2023,  
Pasay City

  
 CHARLIE P. MANANGAN  
 Assistant Secretary and BAC Chairperson