



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- Aseana  
and Consular Offices for 16 May 2023 to 31 December 2023**

1. The Department of Foreign Affairs, through the authorized appropriations under the FY 2022 Continuing Appropriations and Passport Revolving Funds intends to apply the sum of Thirty Four Million Nine Hundred Thirty One Thousand Nine Hundred Eighty Seven Pesos and 85/100 (PhP PhP34,931,987.85) only being the Approved Budget for the Contract (ABC) to payments under the contract for the **Contracting of the Services of Outsourced Personnel of the Office of Consular Affairs for 16 May 2023 to 31 December 2023**. 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 16 May 2023 to 31 December 2023”**, described as follows:

| Lot No. | Project Specification   | Approved Budget for the Contract (PhP) | Non-refundable Bid Fee (PhP) |
|---------|---|--|------------------------------|
| 1       | <b>“Procurement Contracting Services of Outsourced Personnel of the Office of Consular Affairs for 16 May 2023 to 31 December 2023”</b> | PhP34,931,987.85                       | <b>Php 25,000.00</b>         |

3. 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.

5. Prospective Bidders may obtain further information from the Department of Foreign Affairs and inspect the Bidding Documents at 2330 Roxas Boulevard, Pasay City, 1300 during 8:00 a.m. to 5:00 p.m.
6. A complete set of Bidding Documents may be acquired by interested Bidders on 05 April 2023, from the BAC Secretariat and at <https://dfa.gov.ph/ongoing-projects>.
7. 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.

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

| <b>Pre-bid</b>  | <b>Deadline for Submission and Receipt of Bids</b> | <b>Bid Opening</b>                        | <b>Post Qualification</b>        |
|---|--|---|----------------------------------|
| 12 April 2023,<br>Wednesday, 1:30 P.M.  | 26 April 2023,<br>Wednesday,<br>12 noon            | 26 April 2023,<br>Wednesday,<br>1:30 P.M. | 02 May 2023<br>Monday, 1:30 P.M. |
| Venue: Bids and Awards Committee (BAC) Conference Room, 12th Floor,<br>DFA Main Building, Roxas Boulevard, Pasay City and Online Video Conference |  |   |                                  |

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

10. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through physical submission, facsimile, or email submissions.

11. Bids must be duly received by the BAC Secretariat through at the address below on or before 26 April 2023, Wednesday, 12 P.M.

12. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

13. Bid opening shall be on 26 April 2023, Wednesday, 1:30 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.


14. 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.

15. 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. 834-3041 or 834-4823; Fax no. 831-9584  
 Email address: bac.secretariat@dfa.gov.ph

16. You may visit the following website to download the Bidding Documents:  
<https://dfa.gov.ph/ongoing-projects>.

04 April 2023,  
 Pasay City

  
 HENRY S. BENSURTO, JR.  
 Assistant Secretary and BAC Chairperson