



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  
FROM 16 MAY TO 31 DECEMBER 2023**

1. The Department of Foreign Affairs (DFA), through the authorized appropriations under the FY 2022 Continuing Appropriations and Passport Revolving Fund, intends to apply the sum of Twelve Million Forty Nine Thousand Two Hundred Fifty Eight Pesos and 17/100 (PhP 12,049,258.17) 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 from 16 May to 31 December 2023. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Procurement Project is 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 from 16 May to 31 December 2023</i>	PhP 12,049,258.17	PhP 25,000.00

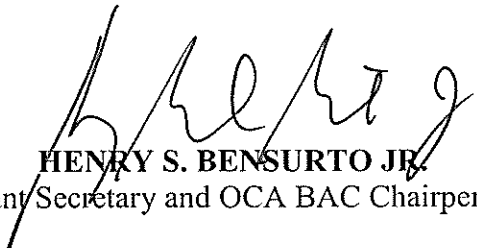
3. The DFA now invites bids for the above Procurement Project. Delivery of the Goods is stated in the Technical Specifications. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).  
  
Bidding will be conducted through open 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.
4. A complete set of Bidding Documents may be acquired by interested bidders on 14 April 2023 from the Office of the BAC Secretariat and at <https://dfa.gov.ph/ongoing-projects>.  
  
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 BAC has scheduled the following activities for the said Project:

Pre-bid	Deadline for Submission and Receipt of Bids	Bid Opening	Post-Qualification
24 April 2023, Monday, 10:00 AM	08 May 2023, Monday, 12:00 NN	08 May 2023 Monday, 1:30 PM	12 May 2023, Friday, 1:30 PM
Venue: <i>Apart from the submission of bids, all other meetings shall be held via video-conferencing</i>			

The 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 08 May 2023, 12:00 NN.
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 08 May 2023, 1:30 PM via *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 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. 834-3041 or 834-4823; Fax no. 831-9584  
Email address: [bac.secretariat@dfa.gov.ph](mailto:bac.secretariat@dfa.gov.ph)
13. You may visit the following website for downloading of Bidding Documents:  
<https://dfa.gov.ph/ongoing-projects>.

13 April 2023,  
Pasay City

  
**HENRY S. BENSURTO JR.**  
 Assistant Secretary and OCA BAC Chairperson