



## INVITATION TO BID FOR THE HIRING OF SERVICE PROVIDER FOR THE TECHNICAL PERSONNEL, DRIVERS, AND ADMINISTRATIVE AIDE/ENCODERS TO THE PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION (POEA)

1. The **Philippine Overseas Employment Administration (POEA)**, through the *General Appropriations Act (GAA) of CY 2018* intends to apply the sum of **Nine Million One Hundred Thirty-Five Thousand One Hundred Sixty One Pesos & 76/100 Only (Php9,135,161,.76)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Hiring of Service Provider for the Technical Personnel, Drivers, and Administrative Aide/Encoders for a period covering August 1 to October 31, 2018**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *POEA* now invites bids for *hiring of Service Provider for the Technical Personnel, Drivers, and Administrative Aide/Encoders for a period covering August 1 to October 31, 2018*. Bidders should have completed, within *five (5) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. 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) 9184, otherwise known as the “Government Procurement Reform Act”.
4. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.
5. Interested bidders may obtain further information from *the POEA Bids and Awards Committee, 5<sup>th</sup> Floor, Planning Branch, BFO Building, Ortigas Ave., cor. Edsa, Mandaluyong City* and inspect the Bidding Documents at the address given below during *8:00 am-5:00 pm from Monday to Friday*.
6. A complete set of Bidding Documents may be acquired by interested Bidders on *28 June 2018* from the address above *and upon payment of the nonrefundable fee for the Bidding Documents in the amount of Ten Thousand Pesos Only (Php10,000.00)*

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 POEA will hold a Pre-Bid Conference on 2:00p.m., July 5, 2018 at the Conference Room, Mezzanine Floor, BFO Bldg., Ortigas Avenue corner Edsa, Mandaluyong City, which shall be open to prospective bidders.
9. Bids must be duly received by the BAC Secretariat at the address above on or before 2:00p.m. July 17, 2018. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on 2:00p.m. July 17, 2018 at Conference Room, Mezzanine Floor, BFO Bldg., Ortigas Avenue corner Edsa, Mandaluyong City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

10. The POEA 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

*Bids and Awards Committee*  
*BFO Bldg., Ortigas Avenue corner Edsa, Mandaluyong City*  
*7221183*  
*poeabac2010@yahoo.com*  
*www.poea.gov.ph*

  
**VIRGILIO L. CARREON, JR.**  
Chairperson  
Bids and Awards Committee