



INVITATION TO BID

The **PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION (POEA)**, through the 2018 National Expenditure Program (NEP) intends to apply the sum of **SEVEN HUNDRED THOUSAND (P700,000.00) AND SIX MILLION THREE HUNDRED THOUSAND (P6,300,000.00)** being the Approved Budget for the Contracts (ABC) to payments for the Domestic Courier Services for FY 2018 and International Courier Services for FY 2018. Bids received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected at the bid opening.

The POEA now invites bids for the following services and interested bidders may refer to the table below for the schedule of bidding activities:

Contract Name	Approved Budget for the Contract (ABC)	DATE & TIME		Price of Bid Documents (Non-Refundable)
		Pre-Bid Conference	Deadline of Submission and Opening of Bid Docs	
Domestic Courier Services for FY 2018 (ITB 10-2017)	P700,000.00	December 13, 2017 2:00 p.m.	December 26, 2017 2:00 p.m.	P1,000.00
International Courier Services for FY 2018 (ITB 11-2017)	P6,300,000.00	December 13, 2017 2:30 p.m.	December 26, 2017 2:30 p.m.	P10,000.00

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.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA 9184), otherwise known as the "Government Procurement Reform Act."

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, cooperatives or corporations, 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 and subject to Commonwealth Act 138. Interested bidders should be enrolled to the Electronic Filing and Payment System (eFPS) program of the Bureau of Internal Revenue (BIR), pursuant to Executive Order No. 398, RR 3-2005, and must be registered under the Philippine Government Electronic Procurement System (PhilGEPS).

A complete set of bidding documents may be inspected and purchased by interested bidders at the BAC Secretariat beginning on December 6, 2017 at anytime between 8:00 a.m. to 5:00 p.m. upon payment of a nonrefundable fee for the bidding documents.

The POEA will hold a Pre-Bid Conference on December 13, 2017 as stated on above schedule at the 3/F Conference Room, Office of the Director for Adjudication, Blas F. Ople Bldg., Ortigas Avenue corner EDSA, Mandaluyong City, which shall be open to all interested parties who have purchased the Bidding Documents.

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Bids must be delivered to the BAC Secretariat, 3/F Office of the Director, Adjudication Office, Blas F. Ople Bldg., Ortigas Avenue corner EDSA, Mandaluyong City on or before **December 26, 2017 2:00 pm** (Domestic Courier) and **2:30 pm** (International Courier). All bids must be accompanied by a bid securing declaration or bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening for this project shall be held on **December 26, 2017** as stated on the above schedule at the 3/F Conference Room, Office of the Director for Adjudication, Blas F. Ople 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 above-mentioned. Late bids shall not be accepted.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bid Conference, Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Revised Implementing Rules and Regulation (IRR), as amended.

The POEA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

The POEA assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

For further information, please refer to:

BAC Secretariat

*5/F ESRD Office, c/o POEA Library
Blas F. Ople Bldg.,
Ortigas Ave. corner EDSA,
Mandaluyong City
Tel. Nos: 727-7781/ 726-8918/ 722-1165*

Approved by:



Atty. SHERILYN G. MALONZO
BAC Chairperson

December 05, 2017