



Philippine  
Overseas  
Employment  
Administration

Republic of the Philippines  
Department of Labor and Employment  
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1550  
Website: [www.poea.gov.ph](http://www.poea.gov.ph) E-mail: [connect@poea.gov.ph](mailto:connect@poea.gov.ph)  
Hotlines: 8722-1144, 8722-1155

## INVITATION TO BID

The **PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION (POEA)** has opened its three (3) office spaces for occupancy of Travel Agencies at the Lower Ground Floor of the BFO Building, Ortigas Avenue corner EDSA Mandaluyong City, for purposes of providing fast and efficient services to primary clients, the Overseas Filipino Workers (OFWs), in terms of flight reservation, passport facilitation, booking and ticketing at cost most beneficial and advantageous to the OFWs. The area of each office space is 24.29 square meters with a floor price of Twenty-Two Thousand Nine Hundred Fifty-Four Pesos and Five Centavos (P22,954.05) per month for a period of one (1) year (January to December 2022). Bids received lower than the floor price shall be automatically rejected at the bid opening.

The POEA is now inviting interested bidders who may refer to the table below for the schedule of bidding activities:

Office Space	Area per Office Space	Floor Price per Office Space	DATE & TIME		Price of Bid Documents (Non-Refundable)
			Pre-Bid Conference	Deadline of Submission and Opening of Bid Docs	
POEA Travel Center	24.29 Square Meters	P22,954.05 per month or P275,448.60 per year	November 18, 2021 2:00 p.m.	November 25, 2021 2:00 p.m.	P500.00

Interested Travel Agencies should be an International Air Transportation Association (IATA) members for not less than five (5) years from the date of submission and receipt of bids and must have passed the eligibility requirements.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion.

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 in the Electronic Filing and Payment System (eFPS) program of the Bureau of Internal Revenue (BIR), 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 Committee Secretariat<sup>1</sup> beginning on **November 12, 2021** at any time between 8:00 a.m. to 4:00 p.m. upon payment of a non-refundable fee of Five Hundred Pesos (P500.00) for the bidding documents. Only bidders who have purchased the bid documents shall be eligible to ask for clarification in the Pre-Bid Conference and participate in the bidding process.



The POEA will hold a Pre-Bid Conference on **November 18, 2021** at 2:00 p.m. at the 6/F Multi-Purpose Room, Blas F. Ople Bldg., Ortigas Avenue corner EDSA, Mandaluyong City, which shall be open to all interested parties who have purchased the Bidding Documents.

Bids must be delivered to the Committee Secretariat<sup>1</sup>, 6/F Bids and Awards Committee (BAC), Blas F. Ople Bldg., Ortigas Avenue corner EDSA, Mandaluyong City on or before **November 25, 2021**, 2:00 p.m. All bids must be accompanied by a bid securing declaration.

Bid opening for the Office Spaces will be held on **November 25, 2021** at 2:00 p.m. at the 6/F Multi-Purpose Room, Blas F. Ople Bldg., Ortigas Avenue corner EDSA, Mandaluyong City. Bids will be opened in the presence of the bidders' designated/authorized representatives. Late bids shall not be accepted.

All particulars relative to Eligibility Statement and Screening, Bid Security, Pre-Bid Conference, Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the Terms of Reference (TOR) and Building Occupancy Rules and Guidelines (BORG)

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:

**Committee Secretariat<sup>1</sup>**  
*6/F Bids and Awards Committee (BAC) or  
6/F General Services and Property Division  
Blas F. Ople Bldg.,  
Ortigas Ave. corner EDSA,  
Mandaluyong City  
Tel. Nos: (8)722-1152/ (8)722-1182*

Approved by:

  
**JULIE ANN J. AGUILA**  
Chairperson

Date of Publication : **November 12, 2021**  
: **POEA Website and Bulletin Boards**

<sup>1</sup>Special Order No. 103, Series of 2021