

**INVITATION TO BID  
FOR THE  
DOOR TO DOOR FORWARDING AND DELIVERY SERVICES  
FOR PROCUREMENT SERVICE (PS) DEPOTS AND SUB-DEPOTS  
FOR ONE (1) YEAR**

**PUBLIC BIDDING No. 001-2020**

**FUNDING SOURCE:** Government of the Philippines (GOP) through 2019 *Approved Budget of the Procurement Service (PS)*

1. The **PROCUREMENT SERVICE** invites PhilGEPS registered suppliers to bid for the following items:

<b>Lot No.</b>	<b>Quantity</b>	<b>Item/Description</b>	<b>Approved Budget for the Contract</b>	<b>Price of Bid Documents</b>
1	Lot	Forwarding Services - Procurement Service Manila to Luzon Destinations for One Year	<b>₱6,175,614.00</b>	₱ 1,000.00

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.

2. The summary of the bidding activities is as follows:

Advertisement/Posting of Invitation to Bid	January 30, 2020
Issuance and Availability of Bid Documents	January 31, 2020
Pre-Bid Conference	February 6, 2020; 10:00 AM
Last Day of Submission of Written Clarification	February 10, 2020
Last Day of Issuance of Bid Bulletin	February 12, 2020
Deadline for Submission and Opening of Bids	February 19, 2019; 10:00 AM

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".

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.

4. Interested bidders may obtain further information from the Internal BAC1 Secretariat and inspect the Bidding Documents at the address given below.
5. A complete set of Bidding Documents may be acquired by interested Bidders from the General Administrative Division and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount stated above.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The PS will hold a *Pre-Bid Conference on February 6, 2020; 10:00 AM/PM at Procurement Service Conference Room, RR Road, Cristobal St., Paco, Manila* which shall be open to prospective bidders.
7. Bids must be duly received by the Secretariat-Internal BAC at the address below on or before *February 19, 2020; 10:00 AM*. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bids shall be opened immediately thereafter at *Procurement Service Conference Room, RR Road, Cristobal St., Paco, Manila*. 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.

8. Bidders shall drop their duly accomplished eligibility requirements, technical and financial proposals in two separate sealed envelopes in the designated bid box located at the 2<sup>nd</sup> floor lobby.
9. The Procurement Service 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.
10. For further information, please refer to:

**PS-Internal Bids and Awards Committee**  
*Secretariat, Internal BAC*  
*General Administrative Division*  
*2<sup>nd</sup> Floor, PS Complex*  
*Procurement Service-PhilGEPS*  
*Cristobal Street, Paco, Manila*  
[internal-bacsec@ps-philgeps.gov.ph](mailto:internal-bacsec@ps-philgeps.gov.ph)

SIGNATURE REDACTED  
**ATTY. MICHELLE/ANNE B. RECTO**  
*Chairperson, Internal Bids and Awards Committee*