



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE VI
Fort San Pedro, Iloilo City



INVITATION TO BID

for

PROCUREMENT OF COURIER SERVICES FOR THE DOOR-TO-DOOR DELIVERY OF DPWH OFFICIAL DOCUMENTS FOR THE PERIOD MARCH-DECEMBER 2024

1. The Department of Public Works and Highways Regional Office VI, thru its Bids and Awards Committee, through the **GAA 2024** intends to apply the sum of **Php 700,000.00** being the Approved Budget for the Contract (ABC) to payments under the **Contract ID No. 24GG002- Procurement of Courier Services for the Door-to-Door Delivery of DPWH Official Documents for the period March-December 2024**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Department of Public Works and Highways Regional Office VI now invites bids for the above Procurement Project. Delivery of the goods is required as specified in the Schedule of Requirements. Bidders should have completed, within (5) years from the date of submission and receipt of bids, a contract similar to the Project whose values must be at least 50% of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Per GPPB Resolution No. 15-2021, prospective bidders are required to upload and maintain current of the following eligibility documents in the PhilGEPS:
 - a. Registration Certification (SEC/DTI Registration)
 - b. Mayor's/Business Permit or its Equivalent Documents
 - c. Tax Clearance
 - d. Audited Financial Statements

Any expired document among the afore-cited eligibility documents shall render the PHILGEPS Platinum Registration Certificate as automatically suspended and its validity shall resume only once the said expired document is already updated with the PhilGEPS.

For recently expired Mayor's Permit, this Permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the LGU shall be accepted by the PhilGEPS for the purpose of updating the PhilGEPS Certificate of Platinum Registration and Membership.

4. 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, otherwise known as the "Government Procurement Reform Act". The contract shall be awarded to the Lowest Calculated Responsive Bidder (LCRB) who was determined as such during post-qualification.

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 No. 5183.

5. Prospective Bidders may obtain further information from Department of Public Works and Highways Regional Office VI thru its Bids and Awards Committee and inspect the Bidding Documents at the address given below during Monday to Friday from 8:00 AM – 5:00 PM.
6. A complete set of Bidding Documents may be acquired by interested Bidders on **January 31, 2024** until before 10:00 AM of **February 20, 2024** from the given address or website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php 1,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **10:00 AM** on **February 20, 2024**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. Bid opening shall be on **February 20, 2024, 10:00 AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The Department of Public Works and Highways Regional Office VI thru its Bids and Awards Committee 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.
11. For further information, please refer to:

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MARY GRACE B. BULAQUINA-HACHUELA, CES E
BAC Chairperson 