



BIDS AND AWARDS COMMITTEE

INVITATION TO BID

OUTSOURCING OF PERSONNEL FOR THE OFFICE OF CONSULAR AFFAIRS IN ASEANA

1. The Department of Foreign Affairs (DFA), through the authorized appropriations under the General Appropriation Act of 2013, intends to apply the sum of Sixteen Million Pesos Only (Php 16,000,000.00) being the Approved Budget of the Contract (ABC) to payments under the contract for the "Outsourcing of Personnel for the Office of Consular Affairs in Aseana". Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DFA-Bids and Awards Committee (BAC) now invites bids for the "Outsourcing of Personnel for the Office of Consular Affairs in Aseana", described as follows:

Lot No.	Project Specification	Approved Budget for the Contract (Php)	Non-refundable Bid Fees (Php)
1	Outsourcing of Personnel for the Office of Consular Affairs in Aseana (02 May 2013 to 30 April 2014)	16,000,000.00	25,000.00

3. The DFA-BAC has scheduled the following activities for the said Project:

Pre-Bid Conference	Deadline for Submission of Bids	Bid Opening
20 March 2013, Wednesday, 1:30 pm	05 April 2013, Friday, 12:00 noon	05 April 2013, Friday, 1:30 pm

The Pre-Bid Conference shall be open to all interested bidders, however only bidders who have purchased the Bidding Documents shall be allowed to participate in the Pre-Bid Conference. The Pre-bid Conference shall be held at the VFACOM conference room (9th floor of the DFA Main Building in Pasay) on the date and time indicated above.


4. 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 (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided under the IRR of RA 9184.

5. Interested bidders may obtain further information from the DFA BAC Secretariat and inspect the Bidding Documents at the address given below, during office hours from 9:00 a.m. to 5:00 p.m.
6. A complete set of Bidding Documents may be purchased by interested bidders from the DFA BAC Secretariat Office and upon payment of a non-refundable fee in the amount specified in the schedule at the DFA Cashier. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and from the DFA website, provided that bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.
7. Bids must be submitted to the DFA BAC Secretariat Office on or before 05 April 2013, 12:00 noon. All bids must be accompanied by a bid security in any of the acceptable forms in the amount stated in Section 27.2 of the IRR of RA No. 9184.

8. Bid Opening shall be on 05 April 2013, 1:30 pm. at the CMOAS Conference Room, 2nd Floor, DFA Main Building, Roxas Boulevard, Pasay City. Bids will be opened in the presence of the bidders or their authorized representatives who choose to attend. Late bids shall not be accepted.
9. The DFA 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 incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

DFA-BAC Secretariat
Department of Foreign Affairs
12th Floor, DFA Main Building,
2330 Roxas Boulevard, Pasay City
Tel. No. 834-4116; Fax no. 831-9584
Email address: www.bac.secretariat@dfa.gov.ph


ALEJANDRINO A. VICENTE
Alternate Chairman
Bids and Awards Committee

13 March 2013, Pasay City.

PB-GS-07-2013