



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
 2330 Roxas Boulevard, Pasay City
BIDS AND AWARDS COMMITTEE

INVITATION TO APPLY FOR ELIGIBILITY AND TO BID

The Department of Foreign Affairs - Bids and Awards Committee (DFA-BAC) is inviting interested bidders to apply for eligibility and to bid for the following projects:

No.	Projects	Approved Budget for the Contract
1	PROCUREMENT OF OCA's ACCOUNTABLE FORMS	PhP 18,980,000.00 (Eighteen Million Nine Hundred Eighty Thousand Pesos only)
2	PROCUREMENT OF OFFICE EQUIPMENT FOR THE USE OF VARIOUS OFFICES	PhP 5,280,940.00 Five Million Two Hundred Eighty Thousand Nine Hundred Forty Pesos Only
3	PROCUREMENT OF TWENTY (20) UNITS OF COAT-OF-ARMS FOR VARIOUS FOREIGN SERVICE POSTS	PhP 1,568,000.00 One Million Five Hundred Sixty Eight Thousand Pesos Only

Interested bidders may acquire bid documents from **24 March – 11 April 2008** at the BAC Secretariat, Office of Legal Affairs, 3rd Floor, DFA Bldg, 2330 Roxas Blvd. Pasay City, (tel nos. 834-4116 [Ms. Heidi Gardose] or 834-3223 [Ms. Maybel Marinay-Capariño], and fax no. 832-5339), upon submission of a Letter of Intent to Bid, Certificate of Registration with the Philippine Government Electronic Procurement System, DBM-Procurement Service, and payment of a **non-refundable fee** of Philippine Currency of:

Project No. 1 - Seven Thousand Five Hundred Pesos (Php 7,500.00);

Project No. 2 - Two Thousand Five Hundred Pesos (Php 2,500.00);

Project No. 3 - One Thousand Five Hundred Pesos (Php 1,500.00)

to the BAC Secretariat.

The Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated and responsive bid shall be conducted.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference, Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. No. 9184 and its Implementing Rules and Regulations (IRR).

ACTIVITIES	DATE/TIME Venue is at Board Lounge, 12th Floor, DFA Bldg.
Pre-bid Conference	02 April 2008, 2:30 pm – for Project No. 1 04 April 2008, 2:30 pm – for Project No.2 08 April 2008, 2:30 pm – for Project No. 3
Last Day of Submission of Bid Requirements	15 April 2008, 12:00 pm - for Project Number 1 18 April 2008, 12:00 pm - for Project Number 2 22 April 2008, 12:00 pm - for Project Number 3
Opening of Technical and Financial Proposals	15 April 2008, 2:30 pm - for Project Number 1 18 April 2008, 2:30 pm - for Project Number 2 22 April 2008, 2:30 pm - for Project Number 3

DFA-BAC reserves the right to reject any or all bids without offering any reasons, and to waive any deficiencies and required formalities embodied therein. DFA-BAC assumes no obligations whatsoever to offset the expenses and/or losses the bidder may have incurred in the preparation of the bids. DFA-BAC further reserves the right to declare a failure of bid, and/or not to award the contract, and makes no assurances that a contract shall be entered into as a result of this invitation.


ALBERTO A. ENCOMIENDA

Acting Assistant Secretary for Legal Affairs and
 BAC Chairman