



INVITATION TO BID FOR THE PROCUREMENT OF COURIER SERVICES FY 2023

1. The *NATIONAL LABOR RELATIONS COMMISSION*, through the *National Expenditure Program FY 2023* intends to apply the sum of *Eleven Million Seven Hundred Thirty Nine Thousand Pesos [Php 11,739,000.00]* being the ABC to payments under the contract for *PROCUREMENT OF COURIER SERVICES FY 2023 [PB 03-2023]*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *NATIONAL LABOR RELATIONS COMMISSION* now invites bids for the above Procurement Project. Delivery of the Goods is required for *FY 2023*. 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).
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) No. 9184.
 - a. 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.
4. Prospective Bidders may obtain further information from *NATIONAL LABOR RELATIONS COMMISSION* and inspect the Bidding Documents at the address given below during *8am to 4pm, Mondays to Fridays, except holidays*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *October 5, 2022* from the given address and 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 Php10,000.00*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person or through electronic means*.

It may also be downloaded free of charge from the website of the PhilGEPS and the website of the National Labor Relations Commission, provided that the Bidder shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The **NATIONAL LABOR RELATIONS COMMISSION** will hold a Pre-Bid Conference on **October 12, 2022, 9:00 AM** at the **NLRC Conference Room, Second Floor, Ben-Lor IT Center, 1184 Quezon Ave., Paligsahan, Quezon City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission at the office address indicated below**. 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 **October 25, 2022 9:00 AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. *With respect to the documentary requirements, the Committee shall accept the following:*
 - a. *Original or certified true copies duly certified by the issuing agency; or*
 - b. *Photocopies subject to verification with the original during the post qualification.*
11. The **NATIONAL LABOR RELATIONS COMMISSION** 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.
12. For further information, please refer to:

Misses JENNIFER D. CANOY / ALNA E. SAMONTAÑEZ
BAC Secretariat thru the Administrative Division
Ben-Lor IT Center, 1184 Quezon Ave., Paligsahan, 1102 Quezon City
nrcbacsec@gmail.com
(02)8740-7733 / (02)8781-771
www.nlrc.dole.gov.ph
13. You may visit the following website for downloading of Bidding Documents: **www.nlrc.dole.gov.ph** and/or *the PhilGEPS website*.

October 5, 2022



HON. JULIA CECILY COCHING-SOSITO
Presiding Commissioner / Chairperson – Bids and Awards Committee