



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Malacañang, Manila, Philippines

INVITATION TO BID

1. The Presidential Communications Operations Office (PCOO), through the 2016 General Appropriations Act of the Department of Foreign Affairs, pursuant to Administrative Order No. 48 creating the National Organizing Council (NOC) for the Association of Southeast Asian Nations (ASEAN) 2017 under which the PCOO is the Chair of its Committee on Media Affairs and Strategic Communications (CMASC), and the 22 March 2016 DFA-PCOO Memorandum, intends to apply the sum of **THIRTY-SIX MILLION FOUR HUNDRED FIVE THOUSAND FOUR HUNDRED EIGHTY-NINE PESOS AND THIRTY-THREE CENTAVOS (PHP 36,405,489.33)** being the Approved Budget for the Contract (ABC), to payments under a contract of lease of vehicles for the 31st ASEAN Summit and Related Meetings. **Bids in excess of the ABC shall be automatically rejected at bid opening.**
2. The PCOO now invites Philippine Government Electronic Procurement System (PhilGEPS)-registered suppliers to bid for the lease of vehicles for the 31st ASEAN Summit and Related Meetings, as reflected in the contract of the lease that will be entered into. Bidders should have completed, **within three (3) 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 Section II. Instructions to Bidders (ITB) of the Philippine Bidding Documents.
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 (RIRR) of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act.”

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty per cent (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 R.A. No. 5183.

4. Interested bidders may obtain further information from the PCOO and inspect the Philippine Bidding Documents from the Bids and Awards Committee (BAC)

Secretariat from the address below, during office hours from 8:00 A.M. to 5:00 P.M., Mondays to Fridays, excluding holidays.

A complete set of the Philippine Bidding Documents must be acquired by interested bidders from the address below on **11 October 2017** onwards, during office hours from 8:00 A.M. to 5:00 P.M., only and upon payment of an applicable fee for the Philippine Bidding Documents, pursuant to the latest Guidelines issued by the Government Procurement Policy Board (GPPB), in the amount of **TWENTY-FIVE THOUSAND PESOS (PHP 25,000.00)**.

It may also be downloaded free of charge from the websites of the PhilGEPS and the PCOO, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The PCOO will hold a Pre-Bid Conference on **19 October 2017** at **10:00 A.M.** at the Conference Room, 4th Floor, New Executive Building, Malacañang, Manila, which shall be open to prospective bidders.
6. All Bids must be duly received at the BAC's Secretariat Office at the address below, on or before **03 November 2017** at **10:00 A.M.** Receipt of Bids shall only be entertained during office hours. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the **ITB** Clause 18.
7. Bid opening shall be on **03 November 2017** at **10:01 A.M.** at the Conference Room, 4th Floor, New Executive Building, Malacañang, 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 are requested to organize and submit their bids as follows:
 - (a) *The "legal and technical" documents and "financial" documents shall be placed in three (3)-ring binders, respectively, with all sections therein separated by dividers with properly labeled tabs;*
 - (b) *The "legal and technical" documents binder shall be placed in the first (1st) envelope, while the "financial" documents binder shall be placed in the second (2nd) envelope; and*
 - (c) *In view of the requirement to submit one (1) original set and three (3) sets of copies, each bidder will be submitting a total of eight (8) sealed envelopes which should be sealed in a properly labeled box.*
9. The PCOO, Head of the Procuring Entity (HoPE), and BAC reserve the right to reject any and all bids, declare a failure of bidding, or not award at any time prior to contract award, in accordance with Section 41 of R.A. No. 9184 and its RIRR, without thereby incurring any liability to the affected bidder(s).

10. For further information, please refer to:

MS. MELBA V. MANAOG

The Bids and Awards Committee Secretariat
Presidential Communications Operations Office
3rd Floor Annex, New Executive Building
Malacañang, Manila
Telefax No.: (+632) 735-6170
E-mail: pcoo.bac@gmail.com

ORIGINAL SIGNED

Undersecretary Noel George P. Puyat
Chairperson, Bids and Awards Committee