



Republic of the Philippines  
Department of Labor and Employment  
**NATIONAL LABOR RELATIONS COMMISSION**  
Quezon City



Certificate Number: AJA15-0048

**INVITATION TO BID FOR THE  
PROCUREMENT OF COURIER SERVICES FOR FY2019  
AUGUST TO DECEMBER 2019  
(PB -03-2019)**

1. The **NATIONAL LABOR RELATIONS COMMISSION**, through the **2019 General Appropriations Act** intends to apply the sum of **One Million Six Hundred Thousand pesos (P1,600,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **PROCUREMENT OF COURIER SERVICES FOR 2019 (August to December)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **NATIONAL LABOR RELATIONS COMMISSION** now invites bids for **PROCUREMENT OF COURIER SERVICES FOR 2019 (August to December 2019)**. Delivery of the Goods is required by **1 AUGUST 2019**. 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 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) 9184, otherwise known as the “Government Procurement Reform Act”.

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 5183.

4. Interested bidders may obtain further information from **NATIONAL LABOR RELATIONS COMMISSION** and inspect the Bidding Documents at the address given below from **8:00a.m. to 5:00p.m.**
5. A complete set of Bidding Documents may be acquired by interested Bidders on **24 June 2019** from the address 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 FIVE THOUSAND PESOS (P5,000.00).*

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders 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 *04 July 2019 at 11:30 a.m* at *6/F NLRC Conference Room, PPSTA Building No. 5, Banawe cor. P. Florentino Sts., Quezon City* which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before *16 July 2019 at 11:00 a.m.* All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.  
  
Bid opening shall be on *16 July 2019 at 11:30a.m* at *6/F NLRC Conference Room, PPSTA Building No. 5, Banawe cor. P. Florentino Sts., Quezon City.* 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. With respect to documentary attachments, the Committee shall only accept the following:
  - a) Original or true copies duly certified by the issuing agency; or
  - b) Photocopies subject to verification with its original during the opening of the bids.
9. 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

**MS. ALNA E. SAMONTAÑEZ**  
*BAC Secretariat*  
*Cash Unit – Management and Fiscal Division*  
*Room 611, 6/F PPSTA Building No. 5,*  
*Banawe cor. P. Florentino Sts., Quezon City 1114*  
*Landline Nos. (02) 740-7755*  
*Facsimile No. (02) 781-7871*  
*Email: nlrccmaincashier@gmail.com*  
*Website: www.nlrc.dole.gov.ph*

  
**JOSETTE E. NAVARRA**  
*Labor Arbiter*  
*BAC Chairperson*