



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



## **INVITATION TO BID FOR THE PROCUREMENT OF COURIER SERVICES FY 2025**

1. The ***National Labor Relations Commission***, through the ***General Appropriations Act FY 2025*** intends to apply the sum of ***THIRTEEN MILLION PESOS (₱13,000,000.00)*** being the Approved Budget for the Contract (ABC) for ***Courier Services for FY 2025*** under ***one (1) lot***. 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 2025***. 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 the ***National Labor Relations Commission - Bids and Awards Committee Secretariat*** and inspect the Bidding Documents at the address given below from ***8:00 AM to 5:00 PM, Mondays to Fridays, except holidays***.
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***29 October 2024*** from the given address and websites 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 ***₱10,000.00***. The Procuring Entity shall allow the bidder to present its proof of payment for the fees ***in person or through electronic means***.

The Bidding Documents 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 **6 November 2024 at 2:30 pm** through **video conferencing via Zoom** application. It shall be open to prospective bidders who signified their written intent to join.
7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below **on or before 18 November 2024 at 1:00 pm**. 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 **Instruction to Bidders** Clause 14.
9. Bid opening shall be on **18 November 2024, 2:30 pm**, at **6/F Ben-Lor IT Center., 1184 Quezon Ave., Paligsahan, 1102 Quezon City**, with observance of health protocols such as wearing of face masks. 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 any of 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 opening of the bids.**
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:

**Ms. JENNIFER D. CANOY**

*BAC Secretariat Member*

**Ground Floor, Ben-Lor IT Center, 1184 Quezon Ave., Paligsahan, 1102 Quezon City**

**[baccentraloffice@nlrc.dole.gov.ph](mailto:baccentraloffice@nlrc.dole.gov.ph)**

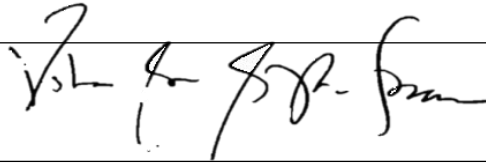
**(02)8740-7733 / (02)8781-771**

**[www.nlrc.dole.gov.ph](http://www.nlrc.dole.gov.ph)**

13. You may visit the following websites:

For downloading of Bidding Documents: **[www.nlrc.dole.gov.ph](http://www.nlrc.dole.gov.ph)** and/or **the PhilGEPS website.**

**28 October 2024.**



**VILMA MARIA S. PLAN-BARRERA**

Labor Arbiter / Chairperson – Bids and Awards Committee

