



Office of the President of the Philippines  
PRESIDENTIAL MANAGEMENT STAFF  
Malacañang

### INVITATION TO BID

The Office of the President-Presidential Management Staff (OP-PMS), through its Bids and Awards Committee (BAC), hereby invites all eligible service providers to bid for the following:

<b>NAME OF PROJECT</b>	: <b>PROCUREMENT OF DRIVING AND MESSENGERIAL SERVICES</b>
<b>LOCATION</b>	: AAP Tower, No. 683 Aurora Boulevard, Barangay Mariana, Quezon City
<b>APPROVED BUDGET</b>	: PhP8,277,000.00
<b>FUNDING SOURCE</b>	: 2021 National Expenditure Program
<b>BRIEF DESCRIPTION</b>	: To enable the Office of the President - Presidential Management Staff (OP-PMS) personnel to deliver the requirements of the Presidency at a moment's notice, there is a need to provide them with administrative support, particularly safe, fast and secure transport services and speedy messengerial services.

One way of ensuring the continuous provision of driving and messengerial services is through outsourcing.

Bidders may bid and should have completed, within the last 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 the Instructions to Bidders.

Bidding will be conducted through open competitive bidding procedure using a non-discretionary "pass/fail" criterion as specified in the Revised Implementing Rules and Regulations (Revised IRR) of Republic Act No. (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, 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 and subject to Commonwealth Act No. (CA) 138.

Interested bidders may obtain further information from the PMS-BAC Secretariat and inspect the Bidding Documents at the OP-PMS temporary office space address indicated above during workdays from **10:00 AM to 6:00 PM**. The complete set of Bidding Documents, with prescribed forms to be used, may be purchased by interested Bidders at the same address and upon payment of a non-refundable amount of **PhP10,000.00**.

It may also be downloaded from the website of the Philippine Government Electronic Procurement System (<http://www.philgeps.net/>), provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

The schedule of the bidding activities is as follows:

Activities	Schedule/Time/Venue
1. Issuance of Bid Documents	<b>20 November – 14 December 2020 (10:00AM – 6:00 PM) and available at the latest, one hour prior to the opening of bids</b> , 8 <sup>th</sup> Floor, AAP Tower, No. 683 Aurora Boulevard, Barangay Mariana, Quezon City
2. Pre-bid Conference <sup>1</sup>	<b>01 December 2020 (5:00 PM)</b> , via videoconferencing
3. Request for Clarification (Deadline)	<b>04 December 2020</b> , via email (bac@pms.gov.ph)
4. Opening of Bids <sup>2</sup>	<b>14 December 2020 (1:00 PM)</b> , via videoconferencing

Bids may be submitted online<sup>3</sup> via [bac@pms.gov.ph](mailto:bac@pms.gov.ph), provided that the email is encrypted, the file is in a .zip format and password-protected. The password to access the file shall only be disclosed by the bidders during the actual bid opening.

Bids must be submitted at the latest **one hour before the deadline for the opening of bids (or at 12:00 NN of 14 December 2020)**, accompanied by a bid security in any of the acceptable forms and in the amount stated in the Instruction to Bidders. The bids shall be opened in the presence of the bidders or their duly authorized representatives who shall attend at the virtual meeting itself. Late bids shall not be accepted.

The OP-PMS reserves the right to reject any or all Bids, to waive any minor defects therein, to annul the bidding process, to reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

This procurement package is included in the 2021 National Expenditure Program under the budget of the OP-PMS. Notice of Award shall be issued upon enactment of the 2021 General Appropriations Act.

The PMS assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Bids.

For further information, please refer to:

**Ms. Tricia Ann Coleen M. Bautista**  
*PMS BAC Secretariat*  
Contact No.: (02) 8733-4888 or 0917-5967104

*Ma. Vivian R. Puno*  
**MA. VIVIAN R. PUNO**  
*Assistant Secretary and Chairperson, PMS-BAC*

Quezon City, 17 November 2020

<sup>1</sup> Interested bidders must accomplish a form in order to be given a link to join the Pre-bid conference virtually. To access the form, please find the link and/or scan the QR code provided in the next page.

<sup>2</sup> Interested bidders must accomplish a form in order to be given a link to join the Opening of Bids virtually. To access the form, please find the link and/or scan the QR code provided in the next page.

<sup>3</sup> Government Procurement Policy Board Resolution no. 09-2020 entitled, "Approving Measures for the Efficient Conduct of Procurement Activities During a State of Calamity, or Implementation of Community Quarantine or Similar Restrictions".

To access the Registration Form for the **PRE-BID CONFERENCE**, kindly click this link:

[https://forms.office.com/Pages/ResponsePage.aspx?id=UUOiwTHrtk6i38Sj-qLvctv\\_zP8ojzFGshMiM2B1hRdUNzI3UU5CVVvk2WTJJMzIUR0NONVowOFNGWC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=UUOiwTHrtk6i38Sj-qLvctv_zP8ojzFGshMiM2B1hRdUNzI3UU5CVVvk2WTJJMzIUR0NONVowOFNGWC4u)

Or scan this QR Code:



Upon receipt of your response, the PMS BAC Secretariat will be sending you another link via email to access the virtual meeting on the prescribed date.

Thank you.

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To access the Registration Form for the **OPENING OF BIDS**, kindly click this link:

[https://forms.office.com/Pages/ResponsePage.aspx?id=UUOiwTHrtk6i38Sj-qLvctv\\_zP8ojzFGshMiM2B1hRdUNVpINzc0UUxQN0VYUIdZQVpZQ09XUENXWC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=UUOiwTHrtk6i38Sj-qLvctv_zP8ojzFGshMiM2B1hRdUNVpINzc0UUxQN0VYUIdZQVpZQ09XUENXWC4u)

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