



INVITATION TO BID
EARLY PROCUREMENT ACTIVITY FOR THE PROCOUREMENT OF
COURIER SERVICE FOR YEAR 2025 SPECIAL PROFESSIONAL
LICENSURE EXAMINATION

1. The **PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE (PRC-CO)**, through the **Government of the Philippines (GOP)** and the **FY 2025 National Expenditures Program (NEP)** intends to apply the sum of **SIX MILLION FIVE HUNDRED FIFTY-FIVE THOUSAND EIGHT HUNDRED FIFTY-FIVE PESOS AND 50/100 (Php6,555,855.50)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Early Procurement Activity for the Procurement of Courier Service for Year 2025 Special Professional Licensure Examination / ITB No. 2025-13**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **PRC-CO** now invites bids for the Early Procurement Activity (EPA) of the above procurement project in accordance with the provisions under Appendix 31 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184. Delivery of the Goods is required within the duration indicated in the Schedule of Requirements from the date of receipt of the Notice to Proceed. Bidders should have completed, within four (4) years, specifically, from **January 2020** to 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.

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. Prospective bidders may obtain further information from **PRC-CO Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below during **office hours**.
5. A complete set of Bidding Documents may be acquired by interested Bidders from the given address and website 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 **TEN THOUSAND PESOS (Php10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees to be presented in person.

6. The **PRC-CO** will hold a Pre-Bid Conference on **10 DECEMBER 2024, 3:30 PM** through video conferencing which shall be open to prospective bidders. For proper coordination, all interested bidders are hereby requested to submit their Letter of Intent to participate, including therein contract details, and send to bac@prc.gov.ph on or before **09 DECEMBER 2024**.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **23 DECEMBER 2024, 8:30 AM**. 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 Section II, Instructions to Bidders, Item 14.
9. Bid opening shall be on **23 DECEMBER 2024, 10:30 AM** at the given address below. Bidders may attend the bid opening via videoconferencing or in person.
10. The award of contract for procurement projects undertaken through EPA may be made only upon the following conditions and shall be in accordance with Item 7 of Appendix 31 of the 2016 Revised IRR of R.A. No. 9184:
 - a. Approval and effectivity of the funding sources, *to wit*: (i) General Appropriations Act; (ii) Corporate Budget; (iii) Appropriations Ordinance; or (iv) loan agreement in the case of FAPs; or
 - b. The reenactment of the previous year's budget, which constitutes the current year's authorized budget, when authorized by the Constitution, law, or rules.
11. The **PRC-CO** 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:

Atty. KYLIE KAUR M. DADO
Secretary, Bids and Awards Committee
BAC Office, 4th Floor, PRC Annex Bldg.
P. Paredes St., Sampaloc, Manila
bac@prc.gov.ph
+(63) 2 5310-0037
13. You may visit our website indicated below:

<https://www.prc.gov.ph/2024-invitation-bid-central-office>

28 NOVEMBER 2024

L. LOUIS P. VALERA
Chairman, PRC-Central Office BAC
Assistant Commissioner, PRC

