



INVITATION TO BID FOR THE PROCUREMENT OF COURIER SERVICES OF THE PROFESSIONAL REGULATION COMMISSION (PRC) – CENTRAL OFFICE FOR CY 2024-2026

1. The **PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE (PRC-CO)**, through the **Government of the Philippines (GOP) General Appropriations Act (GAA) of 2024 (R.A. No. 11975 dated December 25, 2023)**, **FY 2023 Continuing Appropriations and Multi-Year Contract Authority No. MYCA-BMB-B-23-0000134** intends to apply the sum of **TWENTY-TWO MILLION NINETY-NINE THOUSAND FIVE HUNDRED THIRTY-FOUR PESOS and SIXTY-NINE CENTAVOS (Php 22,099,534.69)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Courier Services of the Professional Regulation Commission (PRC) – Central Office for CY 2024-2026 / ITB No. 2024-29**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Below is the schedule of the total approved budget allocation for this multi-year project under the Department of Budget and Management Approved Multi-Year Contract Authority No. MYCA-BMB-B-23-0000134:

Year	Approved Budget under Multi-Year Contract (PhP)
1 st Year (1 January 2024 – 31 December 2024)	4,893,696.69
2 nd Year (1 January 2025 – 31 December 2025)	8,602,919.00
3 rd Year (1 January 2026 – 31 December 2026)	8,602,919.00
TOTAL	22,099,534.69

2. The **PRC-CO** now invites bids for the above Procurement Project. Delivery of the Goods is required within the duration indicated in the Schedule of Requirements from the date of receipt of 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**.

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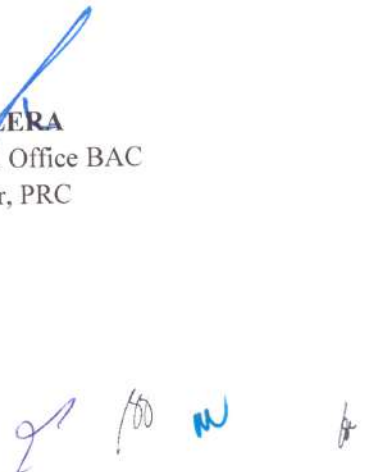
5. A complete set of Bidding Documents may be acquired by interested Bidders from the given address and website below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **TWENTY-FIVE THOUSAND PESOS (Php 25,000.00)**. 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 **28 MAY 2024, 9:30 AM** 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 **27 MAY 2024**.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **10 JUNE 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 **10 JUNE 2024, 9:30 AM** at the given address below. Bidders may attend the bid opening via videoconferencing or in person.
10. 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.
11. 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
12. You may visit our website indicated below:

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

17 May 2024

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

Four handwritten signatures in blue ink are located at the bottom right of the page. The first signature is a stylized 'L' or 'J' shape. The second is a cursive 'M' or 'W' shape. The third is a simple 'M' shape. The fourth is a small, illegible mark.