



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman 1100 Quezon City  
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

**INVITATION TO BID FOR THE COURIER / FREIGHT SERVICES PROVIDER FOR THE DEPARTMENT OF AGRICULTURE - CENTRAL OFFICE FOR SEVEN (7) MONTHS FOR CY2024 (SECOND BIDDING)**

1. The **Department of Agriculture (DA) – Central Office**, through the **GAA CY2024** intends to apply the sum of **One Million Five Hundred Eighty-Two Thousand Four Hundred Two and 50/100 (PhP1,582,402.50)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **COURIER / FREIGHT SERVICES PROVIDER FOR THE DEPARTMENT OF AGRICULTURE - CENTRAL OFFICE FOR SEVEN (7) MONTHS FOR CY2024 (SECOND BIDDING)** under **IB No. 024-24**.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **DA – Central Office** now invites bids for **COURIER / FREIGHT SERVICES PROVIDER FOR THE DEPARTMENT OF AGRICULTURE - CENTRAL OFFICE FOR SEVEN (7) MONTHS FOR CY2024 (SECOND BIDDING)**. The effectivity of the contract will start within **seven (7) calendar days upon receipt of the Notice to Proceed (NTP) to end on December 31, 2024**. Bidders should have completed, within **two (2) years** prior 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, 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. Prospective bidders may obtain further information from **Procurement Division, DA – Central Office** and inspect the Bidding Documents at the address given below during **9:00AM – 5:00PM, Monday to Friday, before the opening of bids, scheduled on 06 May 2024**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **23 April 2024 – 06 May 2024** from the 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 **Five Thousand Pesos (PhP5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The **DA – Central Office** will hold a Pre-Bid Conference on **23 April 2024, 10:00AM** at **DA-ICTS Director's Conference Room, DA Compound, Elliptical Road, Diliman, Quezon City** and/or through available online meeting platform which shall be open to prospective bidders. For interested bidders, kindly provide your email address until **23 April 2024, 9:00AM** thru **[da.proccdiv@mail.da.gov.ph](mailto:da.proccdiv@mail.da.gov.ph)**.
7. Bids must be duly received by the **Bids and Awards Committee (BAC) - Secretariat** through **manual submission on or before 06 May 2024 at 9:30AM**. 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 **ITB Clause 14**.
9. Bid opening shall be on **06 May 2024, 10:00AM** at **DA-ICTS Director's Conference Room, DA Compound, Elliptical Road, Diliman, Quezon City** and through available online meeting platform. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below.
10. Bidder shall bear all costs associated with the preparation and submission of their bids, and the DA – Central Office will in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.





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Bidders should note that the DA – Central Office will accept bids only from those that have paid the applicable fee for the Bidding Documents.

The DA – Central Office assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

In accordance with Government Procurement Policy Board (GPPB) Circular 06-2005 - Tie-Breaking Method, the Bids and Awards Committee (BAC) shall use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is "DRAW LOTS," in the event that two (2) or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated Responsive Bid (LCRB) to determine the final bidder having the LCRB, based on the following procedures:

- a) In alphabetical order, the bidders shall pick one rolled paper.
  - b) The lucky bidder who would pick the paper with a "CONGRATULATIONS" remark shall be declared as the final bidder having the LCRB and recommended for award of the contract.
11. The **DA – Central Office** 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:

**Attention: Procurement Division**  
2<sup>nd</sup> Floor, DA-New Building  
Department of Agriculture – Central Office  
Elliptical Road, Diliman, Quezon City  
E-mail Address: [da.procdiv@mail.da.gov.ph](mailto:da.procdiv@mail.da.gov.ph)  
Telefax No.: 8927-7152

13. For downloading of Bidding Documents: [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and [www.da.gov.ph](http://www.da.gov.ph).

**NOTE: DA DOES NOT CONDONE ANY FORM OF SOLICITATION ON ANY PROSPECTIVE, WINNING AND LOSING BIDDERS BY ANY OF OUR STAFF/EMPLOYEES OR ANY OTHER PARTY. ANY SORT OF THIS KIND SHALL BE REPORTED IMMEDIATELY TO THE OFFICE OF THE SECRETARY OR THE NATIONAL BUREAU OF INVESTIGATION (NBI) FOR ENTRAPMENT AND PROPER INVESTIGATION.**

08 April 2024

  
**PAZ J. BENAVIDEZ II**

Assistant Secretary for Regulations  
Chairman, Bids and Awards Committee (BAC) - 2