



Republic of the Philippines.

PUBLIC ATTORNEY'S OFFICE

Tanggapan ng Manananggol Pambayan

DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City
Telephone Nos. 929-90-10 / 929-94-36 ; Fax Nos. 927-68-10 / 926-28-78

INVITATION TO BID FOR

**LICENSED CARGO FORWARDER
OR FREIGHTER FOR CY 2022
(Under Purchase No. 725-09-2021)**

1. The **PUBLIC ATTORNEY'S OFFICE**, through the *National Expenditure Program under fiscal year 2022*, intends to apply the sum of **EIGHT HUNDRED NINETEEN THOUSAND PESOS (Php 819,000.00)** being the ABC to payments under the contract for the *Procurement of Licensed Cargo Forwarder or Freighter for CY 2022 for PAO-Central Office under Purchase Request No. 725-09-2021*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Public Attorney's Office-Bids and Awards Committee (PBAC)* now invites bids for the **Licensed Cargo Forwarder of Freighter** for the transportation of office supplies, for CY 2022, from the PAO-Central Office, DOJ Agencies Building, NIA Road corner East Avenue, Diliman, Quezon City to its different Regional and District Offices located in strategic parts of the country. 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. 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 PAO-Bids and Awards Committee and inspect the Bidding Documents at the address given below during **8:00am to 5:00pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **13 October 2021** 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 One Thousand Pesos (Php 1,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **in person**.

6. The *PUBLIC ATTORNEY'S OFFICE* will hold a Pre-Bid Conference¹ on **22 October 2021 FRIDAY 10:30am** at the Office of the Officer-in-Charge of PAO-FOSS at PAO- Central Office, 4th Floor DOJ Agencies Bldg and/or through video conferencing or webcasting *via Zoom*², which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **04 November 2021 THURSDAY 9:00am**. 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 **04 November 2021 10:30 am** at the given address below and/or *via Zoom*³. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *PUBLIC ATTORNEYS 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.
11. For further information, please refer to:

ATTY. MIGUEL NARCISO A. ILAGAN
PBAC, Head Secretariat

CHRISTIAN BACAYCAY
PBAC, Secretariat Member

MS. CATALINA N. NUÑEZ
PBAC, Secretariat Member

MS. ANGELA MARAMAC
PBAC, Secretariat Member

Public Attorney's Office
DOJ Agencies Building, NIA Road
corner East Avenue, Diliman, Quezon City
Telephone number 929-94-36 locals 121, 122, & 131

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

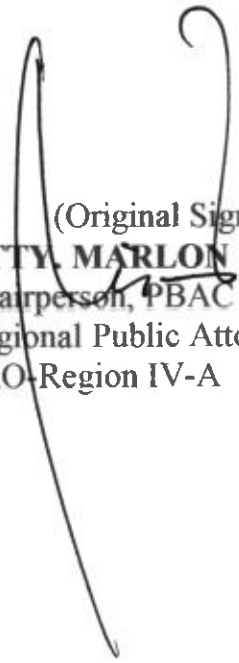
² <http://us04web.zoom.us/j/6491347597?pwd=Qmk0WjFGelRiOnRXSnpxekZTSEl4dz09> Meeting ID: 649 134 7597 Passcode: PBAC2021

³ <http://us04web.zoom.us/j/6491347597?pwd=Qmk0WjFGelRiOnRXSnpxekZTSEl4dz09> Meeting I: 649 134 7597 Passcode: PRAC2021

12. You may visit the following websites:

For downloading of Bidding Documents: *PAO Website: pao.gov.ph*

13 October 2021



(Original Signed)
ATTY. MARLON E. BUAN
Chairperson, PBAC
Regional Public Attorney
PAO-Region IV-A

Bid Data Sheet

| ITB Clause | |
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| 5.3 | <p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. <i>Licensed Cargo Forwarder or Freighter</i> b. completed within 5 years prior to the deadline for the submission and receipt of bids. |
| 7.i | |
| 12 | The price of the Goods shall be quoted DDP or the applicable International Commercial Terms (INCOTERMS) for this Project. |
| 14.1 | <p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount equivalent to not less than <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount equivalent to not less than <i>five percent (5%) of ABC</i> if bid security is in Surety Bond. |
| 19.3 | <i>Licensed Cargo Forwarder or Freighter as described in Section VII Technical Specification with an ABC of Php 819,000.00.</i> |
| 20.2 | <ol style="list-style-type: none"> 1. Company profile; 2. List of existing and previous clients; 3. Certification issued by Head of the company or authorized representative, whether the prospective bidder is a licensed cargo forwarder or freighter of the above items; 4. Security and Exchange Commission registration or Department of Trade and Industry business permit; 5. Valid and current Mayor's permit or business permit; 6. VAT registration; 7. Latest Income Tax Return; 8. Audited Financial Statements for Year 2020 (stamped "received" by the BIR); 9. Statement of the prospective bidder that he/she is not "blacklisted" or barred from bidding by the government or any of its |

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| | <p>agencies/offices;</p> <p>10. Sworn Affidavit that the bidder or any officer of their corporation is not related to the Head of the Procuring Entity by consanguinity or affinity up to the third civil degree;</p> <p>11. Sworn Statement by the Head of the Company or authorized representative that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original and all information provided therein are true and correct;</p> <p>12. Certificate of Registration from <i>PHILGEPS</i>;</p> <p>13. Bid Price;</p> <p>14. Bid Security in accordance with RA 9184 and its implementing rules and regulations.</p> |
| 21.2 | <i>Not applicable</i> |