



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE

Tanggapan ng Manananggol Pambayan
Kagawaran ng Katarungan

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

ELIGIBILITY REQUIREMENTS FOR BIDDERS FOR THE CONTRACT OF LICENSED CARGO FORWARDER OR FREIGHTER FOR CY 2022 UNDER PURCHASE REQUEST NO. 725-09-2021 FOR PAO-CENTRAL OFFICE LOCATED AT DOJ AGENCIES BUILDING, NIA ROAD COR. EAST AVENUE 1104 QUEZON CITY

For qualification, please submit the following set of bidding requirements/documents to the PAO Bids and Awards Committee (PBAC) Secretariat:

A. SET OF BIDDING REQUIREMENTS/DOCUMENTS:

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 manufacturer, supplier, service-provider or distributor 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 agencies/offices;
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;
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;
12. Certificate of Registration from *PHILGEPS*;
13. Bid Price;
14. Bid Security in accordance with RA 9184 and its implementing rules and regulations.
15. Single Largest Completed Contract SLCC within three (3) years from submission of bid that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to equivalent to at least fifty percent (50%) of the ABC for non-expendable items.

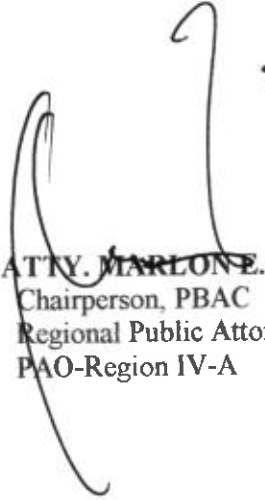
B. INSTRUCTIONS TO BIDDERS:

1. Two (2) separate bid envelopes, with AT LEAST two (2) copies each, shall be submitted. The first envelope containing the technical component: the set of bidding requirements/documents; and the second envelope containing the financial component: the bid price and bid security;
2. The bidder shall mark the two (2) envelopes and their respective copies: "DO NOT OPEN BEFORE 04 NOVEMBER THURSDAY 2021, 10:30 A.M."; and
3. All envelopes shall then be sealed and placed in another outer envelope (shall be sealed also) which shall be addressed to the Chairman of the PBAC.
4. Pre-Bid Conference will be held on 22 October 2021 FRIDAY Time: 10:30am at the PAO Central Office Library at PAO- Central Office, 5th Floor DOJ Agencies Bldg., NIA Road corner East Avenue, Diliman Quezon City and/or through video conferencing or webcasting via Zoom:
<http://us04web.zoom.us/j/6491347597?pwd=Qmk0WjFGelRiQnRXSnpxekZTSEI4dz09> Meeting ID: 649 134 7597 Passcode: PBAC2021

C. TERMS AND CONDITIONS:

1. Deadline of submission of bid documents shall be on 04 NOVEMBER THURSDAY 2021, 9:00 A.M. Sealed bids shall be opened during the meeting of the PBAC at the PAO-Central Office Library, 5th Floor, DOJ Agencies Bldg., Diliman, Quezon City 10:30 A.M. on 04 NOVEMBER 2021. Bidders are requested to be present at the venue and time of the opening bids or to be present via Zoom access.
2. Bidders shall be notified of the result of the Bid Evaluation.
3. The Lowest Calculated Bid shall undergo post-qualification process.

Quezon City, Metro Manila
13 October 2021



ATTY. MARLONE E. BUAN
Chairperson, PBAC
Regional Public Attorney
PAO-Region IV-A