



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
Agham Road, Diliman, Quezon City 1105

**INVITATION TO BID FOR  
RE-BIDDING OF ONE (1) YEAR COURIER SERVICES REQUIREMENT OF THE  
OFFICE OF THE OMBUDSMAN**

1. The Office of the Ombudsman, through the General Appropriations Act for CY 2021 intends to apply the sum of **Two Million Six Hundred Thousand Pesos (₱2,600,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Re-bidding of One (1) Year Courier Services Requirement of the Office of the Ombudsman (PB 2021-2-07)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Office of the Ombudsman, now invites bids for the above Procurement Project. Delivery of the Goods is required for a period of **one (1) year and shall commence upon receipt of the Notice to Proceed**. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the proposed project for bidding. 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 (RIRR) of Republic Act (RA) No. 9184, otherwise known as the “Government Procurement Reform Act.”
4. 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. Interested bidders should be enrolled in the Electronic Filing and Payment System (eFPS) program of the Bureau of Internal Revenue (BIR), pursuant to Executive Order No. 398, RR 3-2005, and must be registered under the Philippine Government Electronic Procurement System (PhilGEPS).
5. Prospective Bidders may obtain further information from the Office of the Ombudsman via email at [ombbacsecmain@gmail.com](mailto:ombbacsecmain@gmail.com) and inspect the Bidding Documents posted at the Ombudsman and the PhilGEPS websites.
6. A complete set of Bidding Documents may be acquired by interested Bidders starting **August 20, 2021 to September 13, 2021 and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of ₱2,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **through electronic means**.

The bidding documents may also be downloaded free of charge from the websites of PhilGEPS and the Office of the Ombudsman, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

7. The Office of the Ombudsman will hold a Pre-Bid Conference on **August 31, 2021 at 1:30 p.m.** through video conferencing via Microsoft Teams application which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat or through the authorized receiving personnel assigned at the Ombudsman Main Building–Lobby through manual/physical submission at the office address indicated below on **September 13, 2021 at 2:00 p.m.** Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall be rejected (Reference: Sec. 25.9, 2016 RIRR of RA 9184).
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **September 15, 2021 at 1:30 p.m.** via Microsoft Teams application. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
11. Please refer to the table below for the cost of the bidding documents and summary of bidding activities:

<b>COST OF BIDDING DOCUMENTS (Non-refundable)</b>	<b>₱2,000.00</b>
<b>INSPECTION/SELLING PERIOD OF BIDDING DOCUMENTS</b>	<b>August 20, 2021 to September 13, 2021</b> - Bidding documents may be downloaded from the PhilGEPS website or Ombudsman website. - For payment of bidding fees, prospective bidders may inquire from the Ombudsman BAC Secretariat for payment details. Proof of payment such as deposit slips and transaction receipts may be submitted via email for the issuance official receipt.
<b>PRE-BID CONFERENCE</b>	<b>August 31, 2021 at 1:30 p.m.</b> - Online via Microsoft Teams application - Prospective bidders who will join may submit their email address to BAC Secretariat email <b>on or before 1:00 p.m. of August 27, 2021.</b>
<b>DEADLINE OF SUBMISSION OF BIDS</b> (Note: Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall be rejected) (Reference: Sec. 25.9, 2016 RIRR of RA 9184)	<b>September 13, 2021 at 2:00 p.m.</b> - <b>Manual / physical submission of bidding documents and with 1-day disinfection of documents before Opening of Bids,</b> receiving personnel assigned at the Ombudsman Main Building Lobby, Ground Floor, Agham Road, Quezon City
<b>OPENING OF BIDS</b>	<b>September 15, 2021 at 1:30 p.m.</b>

	<ul style="list-style-type: none"> <li>- Online via Microsoft Teams application</li> <li>- Bidder/s who will join may submit their email address to BAC Secretariat email <b>on or before 1:00 p.m. of September 14, 2021</b></li> </ul>
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12. The Office of the Ombudsman reserves the right to accept or reject any and all bids, to annul the bidding process, and to 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 RIRR of RA No. 9184, without thereby incurring any liability to the affected bidder/s.

13. For further information, please refer to:

**BIDS AND AWARDS COMMITTEE SECRETARIAT – MAIN**

Ground Floor, Ombudsman Main Building,  
Agham Road, Diliman Quezon City 1105

☎ (02) 8479-73-00 loc.2206

✉ [ombbacsecmain@gmail.com](mailto:ombbacsecmain@gmail.com)/ [bac@ombudsman.gov.ph](mailto:bac@ombudsman.gov.ph)


[www.ombudsman.gov.ph](http://www.ombudsman.gov.ph) (see Bid Announcements)

14. You may visit the following websites for downloading of Bidding Documents:

- **Office of the Ombudsman Official Website:** [www.ombudsman.gov.ph](http://www.ombudsman.gov.ph) (see links under *Bid Announcements*> under *Invitation to Bid*)
- **Log in at PhilGEPS Website:** <https://notices.philgeps.gov.ph/>

20 August 2021, Quezon City, Philippines.

  
ADORACION A. AGBADA

Acting Assistant Ombudsman, OMB-Luzon   
Chairperson, Bids and Awards Committee