



Republic of the Philippines
Department of the Interior and Local Government Region XII

BIDS AND AWARDS COMMITTEE (BAC)

INVITATION TO BID

PROVISION OF FIVE (5) MANPOWER AND ALLIED SERVICES COVERING THE PERIOD FROM JANUARY 1, 2025 TO DECEMBER 31, 2025

IB NO. 2024-11-007 (EPA)

1. The *Department of the Interior and Local Government (DILG) Region XII*, through the *National Expenditure Program (NEP) for FY 2025*, intends to apply the sum **Seven Hundred Thirty Five Thousand Pesos (PHP 735,000.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROVISION OF FIVE (5) MANPOWER AND ALLIED SERVICES COVERING THE PERIOD FROM JANUARY 1, 2025 TO DECEMBER 31, 2025**.

DESCRIPTION	TOTAL ABC
PROVISION OF FIVE (5) MANPOWER AND ALLIED SERVICES COVERING THE PERIOD FROM JANUARY 1, 2025 TO DECEMBER 31, 2025	Php 735,000.00

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

2. The DILG XII now invites bids for the **PROVISION OF FIVE (5) MANPOWER AND ALLIED SERVICES COVERING THE PERIOD FROM JANUARY 1, 2025 TO DECEMBER 31, 2025**. **Delivery of Goods/Services is required for twelve (12) months upon receipt of Notice to Proceed (NTP)**. 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 nondiscretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (RIRR) 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. Interested bidders may obtain further information from the BAC Secretariat through e-mail at dilgro12rbacsecretariat@gmail.com or through these telephone number: (083) 228-7960.
5. A complete set of Bidding Documents may be purchased by interested Bidders from the BAC Secretariat on **November 22, 2024- December 4, 2024** upon payment of fees for the Bidding Documents amounting to **One Thousand Pesos (Php 1,000.00)**.

As a safety protocol, all interested bidders are advised to call or coordinate with the BAC Secretariat the schedule of purchasing of bidding documents beforehand. Further, all transactions will be done from 8:00 a.m. to 3:00 p.m., Mondays to Fridays, at the lobby of the DILG Region XII only. Bid Documents may still be purchased on *December 4, 2024 - 9:00 a.m.*

The Bidding Documents may be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the DILG Region XII Website, provided that bidders shall pay the applicable fee for purchase of Bidding Documents not later than the submission of their bids.

The DILG XII will hold a Pre-Bid Conference on **November 22, 2024, 9:00 a.m.** via **ZOOM (Meeting ID: 893 1768 2736; Passcode: rbac12)**, which shall be open to all prospective bidders. Upon entering the ZOOM virtual meeting, prospective bidders are instructed to use the following format for their video screens:

<IB No. ____> _<Company Name> _<Full Name of Authorized Representative>

6. Bids must be duly received by the BAC Secretariat at the **Lobby of the DILG Region XII, Prime Regional Government Center, Carpenter Hill, Koronadal City, South Cotabato** on or before **December 4, 2024 until 10:00 a.m.**

All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. **Late bids shall not be accepted.**

Bid opening shall be on **December 4, 2024, 10:00 a.m.**, live streamed via ZOOM. Meeting ID and Password shall be given to the bidders upon purchase of the Bidding Documents. Bids will be opened in the presence of the bidders' authorized representatives who choose to attend the online meeting.

7. The bidders must refer to the published Bidding Documents for final guidance.
8. The *DILG XII* 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 Section 41 of RA 9184 and its 2016 RIRR, without thereby incurring any liability to the affected bidder or bidders.

9. For further information, please refer to:

KATHERINE M. LLANO

Head, BAC Secretariat

Tel. No. (083) 228-7960

E-mail: dilgro12rbacsecretariat@gmail.com

<http://www.region12.dilg.gov.ph>

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RILIMIN H. SANDOVAL

Chairperson, BAC