



**Department of Agriculture
Bureau of Agricultural Research**
RDMIC Bldg., Elliptical Rd. Cor. Visayas Ave., Diliman, Q.C. 1104
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Section I. Invitation to Bid

Postage and Courier Services for CY 2023

1. The **BUREAU OF AGRICULTURAL RESEARCH**, through the **General Appropriations Act 11936 FY 2023** intends to apply the sum of **One Million Pesos (PhP1,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Postage and Courier Services for CY 2023 under IB No. 006-23**. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.
2. The **Bureau of Agricultural Research** now invites bids for the above Procurement Project. **Delivery of the goods is required to be delivered within (10) Ten calendar days from receipt of Notice to Proceed**. Bidders should have completed, within 3 years from the date of submission and receipt of bids, two contracts 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) No. 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 No. 5183.

4. Prospective Bidders may obtain further information from *the BAC Secretariat and Head of Procurement Unit* and inspect the Bidding Documents at the address given below during office hours from **8:00AM to 5:00PM, Monday to Friday**, before the opening of bids, scheduled on **08 February, 2023**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **20 January 2023 to 08 February 2023** from the given address and website(s) below

*Procurement Unit, Bureau of Agricultural Research, RDMIC Bldg., Visayas Avenue, Diliman Quezon City 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 (P1,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees upon showing the copy of the official receipt issued by the BAR Cashier.*

6. The Bureau of Agricultural Research will hold a Pre-Bid Conference¹ on **27 January 2023** at 4th Floor, Bureau of Agricultural Research, Visayas Avenue, Diliman, Quezon City and/or through video conferencing or webcasting *via* Google Meet: **<https://meet.google.com/dvx-bmdn-cas>** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through physical submission of at least 1 original and 2 photocopies of bidding documents on or before **08 February 2023 at 12:00PM**. 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 **08 February 2023 at** the given address, 4th Floor, Bureau of Agricultural Research, Visayas Avenue, Diliman, Quezon City and/or via **Google Meet** with the link provided to the participating bidders. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. It may also be downloaded free of charge from the website of the Philippine Government Procurement system (PhilGEPS) and the website of the Procurement Entity, provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than submission of their bids.
11. The **Bureau of Agricultural Research** 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:
Ms. Judith A. Maghanoy, Head, Procurement Unit, Bureau of Agricultural Research, RDMIC Bldg., Elliptical Road, Cor. Visayas Ave., Diliman, Quezon City, Tel. No. 461-2900/ 461-2800 local 1117, Fax. No. 927-5691 or email barprocurement@bar.gov.ph
13. You may visit the following websites:
BAR Website: <https://bar.gov.ph>
For downloading of Bidding Documents: *PhilGEPS*

January 17, 2023

(ORIGINAL SIGNED)
JULIA A. LAPITAN
BAC Chairperson

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.