



ITB\_PB\_2022-02-0004

## INVITATION TO BID FOR THE PROCUREMENT OF SERVICES FOR THE PUBLICATION OF THE NOTICE OF FILING OF ALIEN EMPLOYMENT PERMIT (AEP)

1. The *Department of Labor and Employment – National Capital Region*, through the *GAA 2022* intends to apply the sum of *Fifteen Million Pesos (Php15,000,000.00)* being the ABC to payments under the contract for *PR No. 2022-01-0025*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Department of Labor and Employment – National Capital Region* now invites bids for the above Procurement Project. Delivery of the Goods is required from *April to December 2022*. Bidders should have completed, within *the last five (5) years* from 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 non-discretionary *“pass/fail”* criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.
4. Prospective Bidders may obtain further information from *the DOLE-NCR BAC Secretariat* and inspect the Bidding Documents at the address given below during *Mondays to Fridays from 8:00 am to 5:00 pm*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *February 4, 2022* from the given address and website(s) 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 Twenty-Five Thousand pesos (Php25,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by *presenting the original copy of the Official Receipt and Order of Payment to the Office of the BAC Secretariat 4<sup>th</sup> Floor DOLE-NCR Bldg., 967 Maligaya St., Malate, Manila*.

### REGIONAL OFFICE

Website: [www.ncr.dole.gov.ph](http://www.ncr.dole.gov.ph) Email: [dolencr2008@yahoo.com](mailto:dolencr2008@yahoo.com); [dolencr2008@gmail.com](mailto:dolencr2008@gmail.com) Telefax: 8400-6242/8400-6241/8400-3918/8303-0367

### CAMANAVA FIELD OFFICE

5<sup>th</sup> Flr. Araneta Square Center, Monumento Circle, Caloocan City  
☎ 8282-1842; 8283-5044; 8367-3188 (fax)

### MANILA FIELD OFFICE

4/F DY International Bldg., 1650 Gen. Malvar cor. San Marcelino, Malate, Manila  
☎ 8302-9270; 8244-1318; 8244-1532; 8302-9269 (fax)

### MAKATI-PASAY FIELD OFFICE

2<sup>nd</sup> Flr., ECC Bldg., Sen. Gil Puyat Ave., Makati City  
☎ 8772-8210; 8800-7211; 8336-5062 (fax)

### PAPAMAMARISAN FIELD OFFICE

4<sup>th</sup> Flr., No. 17 Rudgen Bldg., Brgy. San Antonio, Pasig City  
☎ 8477-3630; 8534-3893

### MUNTAPARLAS FIELD OFFICE

263 Valenzuela Bldg., Alabang-Zapote Rd. Pamplona, Las Piñas City  
☎ 8815-0086; 8808-6165; 8808-0422 (fax)

### QUEZON CITY FIELD OFFICE

4<sup>th</sup> Flr., Arcadia Bldg., Quezon Ave., Quezon City  
☎ 8921-4973; 8376-5983(fax)

6. The *Department of Labor and Employment – National Capital Region* will hold a Pre-Bid Conference on **February 15, 2022, 10:00 am** through video conferencing or webcasting via *Zoom Teleconference*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below on or before **March 01, 2022, 9:00 am**. 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 **March 01, 2022, 10:00 am** via *Zoom Teleconference*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *Department of Labor and Employment – National Capital Region* 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:

***Alphar Ann H. Agravante/Andrea Mae Alexis G. Dimayuga/Norvelyn C. Mayot***  
*Bac Secretariat*  
*Property Unit*  
*967 Maligaya Street, DOLE-NCR Bldg.,*  
*Malate, Manila*  
[dolencrbacsec77@gmail.com](mailto:dolencrbacsec77@gmail.com)  
*(02) 8952-6622*  
[www.ncr.dole.gov.ph](http://www.ncr.dole.gov.ph)

12. You may visit the following websites:

For downloading of Bidding Documents: [www.ncr.dole.gov.ph/](http://www.ncr.dole.gov.ph/)  
<https://notices.philgeps.gov.ph/>

*February 4, 2022*

  
Atty. Russel A. Jallorina  
/ BAC Chairperson