



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
PORT AREA, MANILA

INVITATION TO BID  
COURIER SERVICES

1. The Bureau of Customs (BOC) through the authorized appropriations under the FY 2015 General Appropriations Act intends to apply the sum of One Million Five Hundred Thousand Pesos (P1,500,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Courier Services. Bids received in excess of the ABC shall be automatically rejected at the bid opening.
2. The BOC now invites bids for the project, Courier Services. Delivery of the goods shall be in accordance with the delivery schedule under Section VI, Schedule of Requirements. Bidders should have completed, within two (2) years prior to the date of Pre-Bid Conference, 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 (ITB).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act."
4. Interested bidders may obtain further information from the BOC Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during office hours from 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be purchased by interested Bidders on March 16, 2015 from the address below and upon payment of a non-refundable fee in the amount of Five Thousand Pesos (P5,000.00). It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPs) and the website of the BOC, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.
6. The BOC will hold a Pre-Bid Conference on March 23, 2015, 1:00 p.m. at the GSD Conference Room, Ground Floor, OCOM Building, South Harbor, Gate 3, Port Area, Manila, which shall be open to all interested parties.
7. Bids must be delivered to the address below on or before April 6, 2015, 1:00 p.m. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 18.

Bid opening shall be on April 6, 2015, 1:00 p.m. at the GSD Conference Room, Ground Floor, OCOM Building, South Harbor, Gate 3, Port Area, Manila. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Late bids shall not be accepted

8. The bidders shall drop three (3) copies of their bids containing the technical component of the bid, including the eligibility requirements, and the financial component of the bid, in two (2) separate sealed envelopes in the bid box located at the above-mentioned address.
9. The BOC reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

BOC-BAC Secretariat  
General Services Division  
OCOM Bldg., South Harbor, Port Area, Manila  
Telefax No. 527-9757  
Email address: bocbacsecretariat2015@gmail.com

  
ATTY. PORFIRIO C. GABIOLA JR.  
Alternate Vice Chairperson, BOC-BAC