

## *Invitation to Bid*

### *Procurement of Manpower Services for Technical and Administrative Support for BCDA under a Three (3)-Year Service Contract*

1. The BASES CONVERSION AND DEVELOPMENT AUTHORITY (hereinafter referred to as BCDA), through the 2023 Corporate Operating Budget and 2023 General Appropriations Act (GAA), intends to apply the sum of **One Hundred Fourteen Million Five Hundred Ten Thousand One Hundred and 68/100 Pesos (Php 114,510,100.68)**, inclusive of VAT and all other applicable government taxes, fees, and charges, being the Approved Budget for the Contracts (ABCs) **for the first year only**, to payments under contracts for the bidding of **Manpower Services for Technical and Administrative Support for BCDA under a Three (3)-year service contract**, broken down as follows;

Particular	Source of Budget	Amount (PhP)
BCDA	Corporate Operating Budget (COB)	91,148,740.32
SCRIP	General Appropriations Act Budget (GAA)	23,361,360.36
	<b>TOTAL ABC</b>	<b>PhP 114,510,100.68</b>

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

2. The BCDA now invites bids for the **Manpower Services for Technical and Administrative Support for BCDA**. Delivery of the Goods and Services is required for the first one (1) year of the Contract which may be renewed every year thereafter, at the option of BCDA and subject to a satisfactory result of the performance evaluation up to a maximum period of Three (3) Years. Bidders should have completed, within five (5) 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 competitive bidding procedure using a non-discretionary “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 limited 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. Prospective Bidders may obtain further information from BCDA and inspect the Bidding Documents at the address given below during business hours from **8:00 AM to 5:00 PM** and/or at the BCDA website (<https://bcda.gov.ph/bids>).
5. A complete set of Bidding Documents may be acquired by interested Bidders from the BCDA Corporate Center, 2<sup>nd</sup> Floor Bonifacio Technology Center, 31<sup>st</sup> St. cor. 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City, starting **13 April 2023 up to 02 May 2023 from 8:00 AM to 5:00 PM** except Saturdays, Sundays and Holidays, and until **09:00 AM on 03 May 2023**, upon payment of an applicable fee for the bidding documents, pursuant to the latest Guidelines issued by the GPPB.

The cost of the bidding documents is **Php50,000.00**.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in cash, manager's check or via online fund transfer to BCDA Account*.

The Bidding Documents may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of BCDA ([www.bcda.gov.ph](http://www.bcda.gov.ph)). Only bidders who purchased the Bidding Documents will be allowed to submit bids.

6. The BCDA will hold a Pre-Bid Conference on **20 April 2023 at 10:00 AM** at the BCDA Corporate Center, 2F Bonifacio Technology Center (BTC), BGC, Taguig City and/or through video conferencing or webcasting via zoom or google meet, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat on or before **03 May 2023 at 09:00 AM** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City.
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 **03 May 2023 at 10:00 AM** on the same address given above. Bids will be opened in the presence of the Bidders' representatives who choose to attend. Late bids shall not be accepted.
10. The Pre-bid Conference and the Opening of Bids are hybrid events. Prospective bidders may choose to attend online via zoom or in person at the BTC Office.

For those attending in person, the following guidelines must be followed:

- Attendees to the Pre-bid Conference and Opening of Bids will be required to follow the BCDA Health Protocols; and
  - Observers/representatives who show signs of COVID-19 related symptoms are not allowed to enter the BCDA premises.
11. BCDA reserves the right to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the documents submitted.
12. BCDA reserves the right to accept or reject any bid, to annul or cancel the bidding process, to 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 IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

BAC for Goods Secretariat  
(02) 8575-1700  
[bacsecretariat@bcda.gov.ph](mailto:bacsecretariat@bcda.gov.ph)

Issuance Date of Bidding Documents: **13 April 2023**

## **BIDS AND AWARDS COMMITTEE FOR GOODS**

By:

  
**RICHARD BRIAN M. CEPE**  
Chairperson