



Republic of the Philippines

National Economic and Development Authority

Invitation to Bid No.: 2017-11-011

Date : **November 7, 2017**

INVITATION TO BID FOR PROVISION OF DRIVING SERVICES FOR THE NEDA CENTRAL OFFICE UNDER A THREE (3)-YEAR SERVICE AGREEMENT RENEWABLE ANNUALLY

1. The National Economic and Development Authority (NEDA), through the General Appropriations Act for Fiscal Year 2018 intends to apply the sum of Seven Million Five Hundred Thousand Pesos (PhP7,500,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the **Provision of Driving Services for the NEDA Central Office Under a Three (3)-Year Service Agreement Renewable Annually**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The NEDA now invites bids for the **Provision of Driving Services for the NEDA Central Office Under a Three (3)-Year Service Agreement Renewable Annually**. The procurement shall include the provision to the NEDA-CO with twenty-five (25) licensed drivers to perform the duties and responsibilities specified in item VII of the Terms of Reference (Section IX) within seven (7) calendar days from receipt of the Notice to Proceed. Bidders should have completed, from the date of submission and receipt of bids, the engagement in the business of providing allied manpower services continuously for the last five (5) years. 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) 9184, otherwise known as the “Government Procurement Reform Act”.

In addition, bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.

4. Interested bidders may obtain further information from the NEDA and inspect the Bidding Documents at the address given below during office hours from 9:00 a.m. to 5:00 p.m., Monday through Friday (except on Holidays).

5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 8, 2017 to December 6, 2017** (*except on Saturdays, Sundays and Holidays*), from **9:00 a.m. to 5:00 p.m.** and on **December 7, 2017**, from **9:00 a.m. to 9:30 a.m.**, from the address 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 **P10,000.00**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the NEDA, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The NEDA will hold a Pre-Bid Conference on **November 20, 2017, 9:30 a.m.** at the **6/F Executive Lounge, NEDA sa Pasig Bldg.**, which shall be open to prospective bidders.
7. Bids must be duly received by the NEDA Bids and Awards Committee for Goods and Infrastructure Projects (NBAC-GIP) Secretariat at the address below on or before December 7, 2017, 9:30 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 0.

Bid opening shall be on **December 7, 2017, 9:31 a.m.** at the **6/F Executive Lounge, NEDA sa Pasig Bldg, Pasig City**. 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 NEDA 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 IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

NEDA Bids and Awards Committee for Goods and Infrastructure Projects (NBAC-GIP) Secretariat

c/o Procurement Section, General Services Division, Administrative Staff
2nd Floor NEDA-sa-Pasig Bldg.,
No. 12 Saint Josemaria Escriva Drive, Ortigas Center, Pasig City
e-mail: cavillena@neda.gov.ph
Tel No. 631-3732; 631-0945 to 64 loc. 204; Fax No. 634-7916



CARLOS BERNARDO O. ABAD-SANTOS

Assistant Secretary
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