

## **INVITATION TO APPLY FOR ELIGIBILITY AND TO BID**

### **Procurement of Manpower Services DBP Leasing Corporation**

1. The **DBP LEASING CORPORATION (DBPLC)**, through its Bids and Awards Committee (BAC), wishes to invite all proponents to apply for eligibility and to bid for the **Public Bidding for the Procurement of Manpower Services of DBPLC** with an Approved Budget for the Contract (ABC) of **One Million Eight Hundred Pesos (Php1,800,000.00)**.
2. Bids received in excess of the ABC shall automatically be rejected at the bid opening.
3. DBPLC now invites bids for the above Procurement Project. Delivery of the Service is required for a period of one (1) year, renewable for another year at the option of DBPLC. Interested bidders must have been in the business for at least three (3) consecutive years prior to the advertisement and/or posting of the Invitation to Apply for Eligibility and to Bid (IAEB).
4. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the "Government Procurement Reform Act," and is restricted to Filipino citizens/sole proprietorships, partnership, 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 Republic Act 5183 (R.A. 5183) and subject to Commonwealth Act 138 (C.A. 138). Only bids from bidders who pass the eligibility check will be opened. The process for the eligibility check is described in the Instructions to Bidders (ITB), Section II of the Bid Documents. The bidder with the Lowest Calculated Bid (LCD) shall advance to the post-qualification stage in order to finally determine responsiveness of the bid to technical and financial requirements of the project. The contract shall then be awarded to the Lowest Calculated Responsive Bidder (LCRB) who was determined as such during the post-qualification procedure.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **Thursday, 04 October 2023 to Monday, October 23, 2023** from the given address and website below and upon payment of the non-refundable applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Two Thousand Pesos (P2,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through electronic means.
6. The method of payment will be in the form of Cash, Cashier's Check, Manager's Check, or through electronic means. The Bid Documents shall be received personally by the prospective bidder or his authorized representative.
7. The DBPLC Bids and Awards Committee will hold a Pre-Bid Conference on **Tuesday, October 10, 2023, 10AM** at DBPLC Office, 2/F Pacific Star Building, Sen. Gil J. Puyat Ave. corner Makati Ave., Makati City and/or through video conferencing or webcasting via Google Meet ([meet.google.com/mob-eoyz-tpi](https://meet.google.com/mob-eoyz-tpi)), which shall be open to prospective bidders.

8. Bids and eligibility requirements must be duly received by the DBPLC BAC Secretariat on or before **Monday, October 23, 2023, 1:00PM**. Late bids shall not be accepted.
9. All Bids must be accompanied by a Bid Security in any of the following forms: A) Cash, Certified Check, Cashier's Check, Manager's Check, Bank Draft of Irrevocable Letter of Credit; B) Bank Guarantee; or C) Surety Bond, in an amount not less than the amount provided hereunder:

FORM OF SECURITY	MINIMUM AMOUNT OF % OF THE APPROVED BUDGET FOR THE CONTRACT (ABC)
1. Cash, Certified Check, Cashier's Check, Manager's Check, Bank	Php 18,000.00
2. Surety Bond	Two and a half percent (2 ½%) or <b>₱ 45,000.00</b>

10. Bid Opening shall be on **Monday, October 23, 2023 at 2:00 PM**. Bids will be opened in the presence of the Bidder's representatives who choose to attend at the activity face-to-face or via google meet link provided.
11. The DBPLC Bids and Awards Committee 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.
12. All particulars relative to Eligibility Statement, Screening, Bid Security, Performance Security, Pre-Bid Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulations (IRR).

For further information, please refer to:

**JOCELYN J. OLIDO**

Head, BAC Secretariat

Email address: [bacsec@dbp-leasing.ph](mailto:bacsec@dbp-leasing.ph)

Telephone No.: (0632) 53047915

Website: <https://www.dbp-leasing.gov.ph>

For Bidding Documents:

Prospective Bidder/s may acquire or inspect Bid Documents at DBPLC Office from 9:00AM-3:00PM, Monday to Friday, except on Holidays.

DBP Leasing Corporation  
 2nd Floor, Pacific Star  
 Building, Sen. Gil J. Puyat Ave. corner Makati Ave.  
 1200 Makati City, Philippines




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**AVP ALEX A. DE GUZMAN**  
 BAC Chairperson

October 4, 2023