



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
**REGIONAL OFFICE (MIMAROPA)**



**BIDS AND AWARDS COMMITTEE**

**INVITATION TO BID**  
**PB-2020-01**

1.) The Department of Labor and Employment Regional Office - MIMAROPA General Appropriations Act of FY 2020, intends to apply the sum One Million Eight Hundred Eighty Six Thousand Two Hundred Fifty Pesos 96/100 (P1,886,250.96) being the Approved Budget for the Contract (ABC) to payments under the contract for the Outsourcing of Services. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2.) The Department of Labor and Employment Regional Office (MIMAROPA), now invites bids for the Outsourcing of the following Positions. Bidders should have completed, within 1 year 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.

Item no.	Qty.	Unit of Issue	Description
1	1	pax	Bookkeeper
2	3	pax	Office Clerk III
3	5	pax	Office Clerk II
4	6	pax	Office Clerk I
5	3	pax	Driver/Utility/Messenger II
6	5	pax	Driver/Utility/Messenger I
7	3	pax	SRS Personnel

*Note: 5-day work week*

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".

Bidding is restricted 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.) Interested bidders may obtain further information from The Department of Labor and Employment Regional Office - MIMAROPA and inspect the Bidding Documents at the address given below from 9:00 a.m. to 12:00 nn and 1:00 p.m. to 4:30 p.m.

5.) A complete set of Bidding Documents may be purchased by interested Bidders from the address below and Payment to the Cashier of DOLE-MIMAROPA of the non-refundable fee of Two Thousand Pesos (P 2,000.00).

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

6.) The schedule of BAC activities are as follows:

BAC Activities	Schedule
Issuance of Bidding Documents	July 10, 2020 – August 4, 2020
Pre-Bid Conference	July 23, 2020
Submission of Bids & Bids Opening	August 4, 2020
Bids Evaluation	August 5-6, 2020
Post Qualification	August 7-10, 2020
Issuance of Notice of Award	August 15, 2020

Note:

*Interested bidders and observers who cannot attend physically will be notified of their log in credentials for video conferencing thru their e-mail address.*

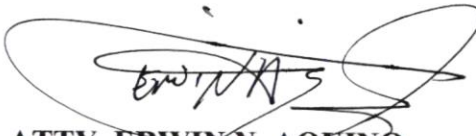
7.) Bids must be duly received by the BAC Secretariat at the address below on or before *August 4, 2020 @ 10:00 A.M. PST*. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.

8.) Bid opening shall be on *August 4, 2020, 2:00 P.M. PST*, at the Conference Room, Department of Labor and Employment Regional Office - MIMAROPA, *Calapan City, Oriental Mindoro*. 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.

9.) The Department of Labor and Employment Regional Office - MIMAROPA 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.

10.) For further information, please refer to:

JOVERT V. LABAY  
Department of Labor and Employment  
Regional Office - MIMAROPA  
5<sup>TH</sup> Fl ConFil Bldg. Roxas Drive, Lumang Bayan  
Calapan City, Oriental Mindoro  
Tel. Phone No. (043)-288-2129




**ATTY. ERWIN N. AQUINO**  
BAC Chairman

DEPARTMENT OF LABOR AND EMPLOYMENT  
REGIONAL OFFICE IV-B (MIMAROPA)

**FOR POSTING**

Date of Posting: July 10, 2020

Date of Removal: August 4, 2020

APPROVED BY:   
**ROSEMARIE C. HUPANDA**  
Acting, IMSD Chief