

**INVITATION TO BID
FOR THE PROCUREMENT OF POLYETHYLENE ENVELOPE OF VARIOUS SIZES**


1. The **Philippine Postal Corporation**, through the CY 2024 Corporate Budget approved by the Board of Directors of this Corporation, intends to apply the sum of **One Million Seven Hundred Forty-Nine Thousand Pesos (Php 1,749,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Polyethylene Envelope of Various Sizes. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Philippine Postal Corporation now invites bids for the Procurement of Polyethylene Envelope of Various Sizes. Delivery of the goods is required within Ninety (90) calendar days. Bidders should have completed, within three (3) years 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).
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) No. 9184.

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.

4. Prospective Bidders may obtain further information from the Philippine Postal Corporation and inspect the Bidding Documents at the address given below starting **December 27, 2023** to **January 16, 2024** during office hours and on **January 17, 2024** until 9:00 A.M.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **December 27, 2023** to **January 16, 2024** during office hours and on **January 17, 2024** until 9:00 A.M. from the given address and website(s) below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php 5,000.00**.
6. The Philippine Postal Corporation will hold a Pre-Bid Conference on **January 03, 2024** at **9:30 A.M.**, at the Conference Room, Office of the Board of Directors, Central Mail Exchange Center (CMEC), Domestic Road, Pasay City and/or through video conferencing or webcasting via ZOOM Cloud Meetings application, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the office address indicated below on or before **9:00 A.M. of January 17, 2024**. Late bids shall not be accepted.



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 **January 17, 2024** at **9:30 A.M.** at the Conference Room, Office of the Board of Directors, Central Mail Exchange Center (CMEC), Domestic Road, Pasay City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Philippine Postal Corporation 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:
ATTY. BENJIE S. YOTOKO, CPA
Chairperson, Bids and Awards Committee (BAC)
Thru:
Bids and Awards Committee Secretariat
Motorpool Building (former Covid facility)
Central Mail Exchange Center (CMEC)
Domestic Road, Pasay City
Email Address: phlpostbac@yahoo.com
12. You may visit www.phlpost.gov.ph for downloading of Bidding Documents.


ATTY. BENJIE S. YOTOKO, CPA
BAC Chairperson