



## INVITATION TO BID

### PROCUREMENT OF MANPOWER SERVICES FOR ADMINISTRATIVE SUPPORT AND TECHNICAL SERVICES FOR THE OCCUPATIONAL SAFETY AND HEALTH CENTER (OSHC) UNDER A ONE (1) YEAR SERVICE CONTRACT

1. The Occupational Safety and Health Center (OSHC), through the Corporate Operating Budget (COB) 2021 intends to apply the sum of **Thirty-One Million Two Hundred Sixty-One Thousand Eight Hundred Fifty pesos only (Php31,261,850.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Manpower Services for Administrative Support and Technical Services for the OSHC under a One (1) Year Service Contract**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The OSHC now invites bids for the above Procurement Project. Delivery of the Goods is required by **one (1) year**. Bidders should have completed, within two (2) 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 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 No. 5183.

4. Prospective Bidders may obtain further information from OSHC Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during 8:00am to 5:00pm. Please refer to the OSHC Procedures and Guidelines in the Conduct of OSHC Online Procurement Activity. (Annex A)

5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 13, 2021** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount **Php 20,000.00**. Proof of payment or scanned copy of deposit slip for the fees shall be sent through email to the OSHC BAC Secretariat.
6. The OSHC will hold an online Pre-Bid Conference on **November 22, 2021, 9:00 AM.** via virtual conference platform (*Zoom Meeting ID: 864 8428 8365 Passcode: 408250*) which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through the OSHC-BAC official email address at [oshc.bacsecretariat@gmail.com](mailto:oshc.bacsecretariat@gmail.com) with **security-protected password** on or before **December 6, 2021, 9:30 AM.** Original copies of the 1<sup>st</sup> and 2<sup>nd</sup> envelopes shall be submitted to OSHC-BAC Secretariat, Finance & Administrative Division, North Avenue, cor. Agham Road, Diliman, Quezon City. 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 **December 6, 2021, 10:00 AM** at Chairman's Room 3<sup>rd</sup> Floor, OSHC Training Building, North Ave., cor. Agham Road, Diliman, Quezon City, Philippines which will be conducted via virtual conference platform (Zoom). Link shall be provided upon receipt of the scanned copy of the bid documents, prior to the schedule of opening. Bidders or their authorized representatives must provide to the OSHC BAC Secretariat either via email or any acceptable mode of electronic transmission a copy of their authorization and company identification to participate in said bidding.
10. The OSHC 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:

**OSHC-BAC Secretariat**

Finance and Administrative Division

3<sup>rd</sup> Floor OSHC Bldg.

North Ave., cor. Agham Road, Diliman, Quezon City

OSHC Website: <https://oshc.dole.gov.ph>

Email: [bacsecretariat@oshc.dole.gov.ph](mailto:bacsecretariat@oshc.dole.gov.ph)

Tele-Fax (02) 8927-0862

  
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**ENGR. CONCEPCION T. STO. TOMAS**  
BAC Chairperson