



INVITATION TO BID

Procurement of Manpower Services

1. The **National Electrification Administration** through the 2022 Corporate Operating Budget approved by the NEA Board of Administrators intends to apply the sum of **Thirteen Million Eight Hundred Thirty Thousand Pesos (₱13,830,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement for the Manpower Services**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The National Electrification Administration now invites bids for the procurement of **fifty two (52) manpower staff to be assigned to different departments/offices**. Delivery of the Goods is for **three (3) years**. Bidders should have completed, within **five (5) years** prior 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) 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, otherwise known as an "Act Regulating the Award of Contracts for the Supply to, or Procurement by, Any Government-Owned or Controlled Corporation, Company, Agency or Municipal Corporation of Materials, Equipment, Goods and Commodities, and Providing Penalty for the Violation thereof".

4. Interested bidders may obtain further information and inspect the Bidding Documents at **4th Floor c/o GSD, National Electrification Administration (NEA) Bldg., #57 NIA Road, Government Center, Diliman Quezon City, Monday to Thursday, 8:00 A.M. to 5:00 P.M.**
5. A complete set of Bidding Documents may be acquired by interested bidders on **October 12, 2021 at the address and time stated above.**

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. However, the Bidders shall pay the applicable fee of **Ten Thousand Pesos (P10,000.00)** for the Bidding Documents not later than the submission of their bids.

6. The National Electrification Administration will hold a Pre-Bid Conference on **October 19, 2021 at 9:00 A.M., thru ZOOM video conferencing**. Zoom details shall be given to all prospective bidders who will submit an intent to join the pre-bid conference. The intent shall be sent/submitted to email address (nea.bac.secretariat9184@gmail.com), on or before **October 18, 2021.**

Bids must be duly received by the BAC Secretariat at the address below, *manually or thru courier delivery*, on or before **November 3, 2021, 1:30 P.M.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**. Late bids shall not be accepted.

The Bid Opening shall be held also on **November 3, 2021 1:35 P.M. at the HESA, 2ndFlr., NEA Building, 57 NIA Road, Government Center, Diliman, Quezon City.** Bids will be opened in the presence of the bidders' representatives thru video conferencing. The password and ID number will be disclosed to bidder/s upon receipt of bids by the NEA BAC Secretariat. Likewise, the bidder/s shall submit the name of a person/representative who will participate the Opening of Bids thru video conferencing.

7. This Procurement is undertaken through Early Procurement Activities (EPA) of the goods and services for FY 2022.
8. Thus, this EPA shall be governed by GPPB Circular No. 06-2019 dated 17 July 2019, which shall include, but not limited to the:

- a. rules and procedure of EPA:

The conduct of EPA from posting to recommendation of the BAC to the HoPE as to the award of the contract shall observe the mandatory timelines set forth in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act No. (RA) No. 9184, including the period for re-bidding which shall be within fifteen (15) days after each declaration of failure of bidding, which may be extended up to thirty (30) days upon approval of the HoPE.

- b. fixed price rule in procurement

No changes shall be made on the Contract Price by reason of escalation in currency. Any adjustment in Contract Price shall be done in accordance with guidelines provided by law.

- c. extension of the bid validity and security

The validity of their bidders' bid securities shall be beyond one hundred twenty (120) calendar days, prior to their expiration, if the funding source for the Procurement Project has yet to be approved and made effective. A change in the form of the bid security is allowed if this is made prior to the expiration of the bid validity sought to be extended. If the bidder refuses to extend the bid validity, the NEA shall reject the bid submitted by said bidder.

- d. validity of the eligibility requirements prior to the award of contract

- e. conditions of award

- i. Procurement Projects undertaken through EPA may be awarded upon approval and effectivity of the GAA, reenacted budget, appropriations ordinance, corporate budget or loan agreement, as the case may be.
- ii. If the amount authorized for a Procurement Project has been reduced, the PE may still make an award if the contract price to be awarded is within the amount authorized in the GAA, reenacted budget, appropriations ordinance, corporate budget, or loan agreement regardless of the posted ABC.
- iii. The HoPE shall not award any Procurement Project if the amount therefor has been withdrawn or in the event the amount authorized in the GAA, reenacted budget, appropriations ordinance, corporate budget, or loan agreement is lower than the amount of contract to be awarded.
- iv. In all instances, the HoPE has the authority to exercise the reservation clause under Section 41 of RA No. 9184, which grants the HoPE the right not to award

the contract if, for any justifiable and reasonable ground, the award of the contract will not redound to the benefit of the government.

- f. date of earliest delivery.
- 9. The National Electrification Administration 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:


ANNABELLE P. CRUZ

NEA-BAC Secretariat Chair

Tel. No.: 8929-1909 local 142

Mobile No.: +63 9209450931

Email Address:nea.bac.secretariat9184@gmail.com



ATTY. OSWALDO F. GABAT
Chairperson, Bids and Awards Committee