

INVITATION TO BID FOR “*Procurement of Motor Vehicle*”

The UNESCO National Commission of the Philippines (UNACOM), through the FY 2024 Specific Budget of UNACOM intends to apply the sum of **Two Million Six Hundred Fifty Thousand Pesos only (P2,650,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for “**Procurement of Motor Vehicle**” (Project ID No. **UNACOM-2024-MV-001**)

1. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The UNACOM now invites bids for the above Procurement Project. Delivery of the Goods is required as specified in Section VI (Schedule of Requirements) of the Bidding Documents. Bidders should have completed, within **one hundred eighty (180) days** 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.
 - a. 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 UNACOM through the contact details given below and inspect the Bidding Documents at the address given below during office hours from Mondays to Fridays at 8:00 AM to 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting on **11 June 2024** at **UNESCO National Commission of the Philippines (UNACOM), Ground Floor Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City, Philippines 1300**, upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos only (Php 5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees to present in person.
6. The UNACOM will hold a Pre-Bid Conference on **24 June 2024 at exactly 1:30 PM (Philippine Standard Time)** at **UNESCO National Commission of the Philippines (UNACOM), Ground Floor Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City, Philippines 1300**, which shall be open to prospective bidders.



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7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below before **1 August 2024, 9:00AM (Philippine Standard Time)**. 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 **Instruction to Bidders** Clause 14.
9. Bid opening shall be on **1 August 2024, 9:00AM (Philippine Standard Time)** at **UNESCO National Commission of the Philippines (UNACOM), Ground Floor Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City, Philippines 1300**, Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The UNACOM 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:

Marlon A. De Los Santos
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G/F, Department of Foreign Affairs Bldg., 2330 Roxas Blvd., Pasay City
Email address: unacom.procurement@gmail.com; quotation@unesco.gov.ph
Telephone No.: +63 2 8834-3447
Facsimile No.: +63 2 8831-8872

12. You may visit the following websites:
 - a. UNESCO National Commission of the Philippines Website
 - b. Philippine Government Electronic Procurement System (PhilGEPS) Website:
13. This ITB will be posted at the following conspicuous places:
 - a. UNACOM Office G/F, DFA Building, 2330 Roxas Boulevard, Pasay City 1300 Philippines
 - b. Gate 1 - Roxas Boulevard Main Entrance Gate, DFA Building, 2330 Roxas Boulevard, Pasay City 1300 Philippines
 - c. Gate 2 – Roberts Street Entrance, DFA Building, 2330 Roxas Boulevard, Pasay City 1300 Philippines
 - d. DFAMPC Bulletin Board, 2nd Floor, DFA Bldg., 2330 Roxas Boulevard, Pasay City, 1300 Philippines

DEPARTMENT OF FOREIGN AFFAIRS
APPROVED & POSTING UNTIL: 28 JUN 2024

BY: ANGELLA SILBERTO L. ALFAFARA
Human Resource Management Office
BENEFITS AND WELFARE DIVISION

MARLON A. DE LOS SANTOS
BAC Secretariat