



Republic of the Philippines

Office of the Solicitor General

134 Amorsolo St., Legaspi Village, Makati City
Tel No. 988-1674 loc. 691 / Telefax No. 813-11-74
Website: www.osg.gov.ph

INVITATION TO BID

OUTSOURCING SERVICES OF THE DIGITIZATION OF ANCIENT DOCKET BOOKS OF THE DOCKET MANAGEMENT SERVICE

The **Office of the Solicitor General (OSG)**, through the FY 2019 GAA, R.A. 11260 Continuing Appropriation, intends to apply the sum of **Two Million Two Hundred Thousand Pesos (₱2,200,000.00)** being the Approved Budget for the Contract (ABC) to payment for the:

Description	Pre-Bid Conference	Submission of Bids	Opening of Bids	Delivery Schedule	Amount of Bid Document
Outsourcing Services of the Digitization of Ancient Docket Books of the Docket Management Service	Jan. 29, 2020 @ 1:30 p.m.	Feb. 10, 2020 @ 1:25 p.m.	Feb. 10, 2020 @ 1:30 p.m.	Next working day upon receipt of NTP	₱2,500.00
Venue for the Pre-Bid Conference & Opening of Bids: 9th Floor, Padilla Hall, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City.					

The OSG now invites bids for the outsourcing services of the Digitization of Ancient Docket Books of the Docket Management Service. Bids received in excess of the ABC shall be automatically rejected at bid opening.

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, Instruction to Bidders.

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 of R.A. 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to wholly-owned Filipino private security agency, and to citizens or organizations of a country the laws and regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

Bids must be duly received by the BAC Secretariat at the **Administrative Division 2nd Flr., OSG Bldg., 134 Amorsolo St., Legaspi Village, Makati City** on or before 1:25 p.m. of 10 February 2020. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address above. Late bids shall not be accepted.

A complete set of bidding documents may be acquired by interested bidders from the OSG on 22 January 2020 between 8:00 a.m. to 5:00 p.m. until 12:00 noon of 10 February 2020, Monday to Friday, and upon payment of a non-refundable fee in the amount stated above, pursuant to the latest Guidelines issued by the GPPB.

The OSG reserves the right to accept or reject any bid 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.

For further information, please refer to:

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JOSEPH L. GUEVARRA
Assistant Solicitor General

Chairperson, Bids and Awards Committee