

**INVITATION TO BID**  
**No. 23-02-01**

**PROCUREMENT OF FUEL THROUGH FLEET CARD SYSTEM FOR DSWD-NCR FIELD  
OFFICE AND CENTER/RESIDENTIAL CARE FACILITIES (C/RCFs) VEHICLES FOR  
THE YEAR 2023 (2<sup>nd</sup> Time)**

1. The Department of Social Welfare and Development – National Capital Region through the authorized **General Appropriation Act (GAA) CY 2023** intends to apply the sum of **SEVEN MILLION SEVEN HUNDRED FORTY-NINE THOUSAND PESOS (Php7,749,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract.

Bids received in excess of the ABC shall be automatically rejected at bid opening. Late bids shall not be accepted.

2. The DSWD-NCR now invites bids for the **Early Procurement of Fuel Through Fleet Card System for DSWD-NCR Field Office and Center/Residential Care Facilities (C/RCFs) Vehicles for the Year 2023 (2<sup>nd</sup> Time)**. Delivery of Goods and Services shall be in accordance with **Section VI. Schedule of Requirements**. Bidders should have completed **within the last 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. Instruction to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criteria as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184), otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, 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.

4. Prospective bidders may obtain further information from DSWD-NCR Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below from Monday to Friday at 8:00AM to 5:00PM.
5. A complete set of Bidding Documents may be purchased by interested Bidders from **7 February 2023 to 27 February 2023; (February 7 to February 24, 2023; 8:00AM to 4:00PM) (February 27, 2023: until 9:30 A.M. only)** from given address and website below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos (Php10,000.00)**. The DSWD-NCR shall allow the bidder to present its proof of payment for the fees in person.
6. The DSWD-NCR BAC will hold a **Pre-Bidding Conference on 14 February 2023; 10:00 A.M.** through video conferencing via google meet ([meet.google.com/grd-jaya-rxu](https://meet.google.com/grd-jaya-rxu)) which shall be opened to all interested bidders.
7. Bids must be received by the BAC Secretariat through manual submission as indicated below on or before **27 February 2023, 9:45 A.M. at BAC Secretariat Office, Room 301, 389 San Rafael St. cor. Legarda St. Sampaloc, Manila**. 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 immediately follow after the deadline of the submission and receipt of bids on **27 February 2023, 10:00 A.M. at at DSWD-NCR-Karunungan Conference Room, 389 San Rafael St. cor. Legarda St. Sampaloc, Manila**. Bids will be opened in the presence of the Bidder's authorized representatives who choose to attend.
10. The DSWD-NCR reserves the right to accept or 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 35.6 and 41 of RA 9184 and its 2016 Revised Implementing Rules and Regulation (IRR), without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**THE CHAIRPERSON**

Bids and Awards Committee  
DSWD-NCR  
c/o BAC Secretariat  
Room 301, DSWD-NCR Field Office  
389 San Rafael St. cor. Legarda St.  
Sampaloc, Manila  
Email Address: [bacsec.foncr@dswd.gov.ph](mailto:bacsec.foncr@dswd.gov.ph)  
Telephone No.: 5310-1434

12. You may visit the following websites:

For downloading of Bidding Documents: [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and  
[www.ncr.dswd.gov.ph](http://www.ncr.dswd.gov.ph)

Issued this 6<sup>th</sup> day of February 2023.

  
**ATTY. MICHAEL JOSEPH J. LORICO**  
Chairperson  
Bids and Awards Committee