

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.

## ***[Letterhead of the Procuring Entity]***

### **INVITATION TO BID FOR *[Insert Procurement Project]***

1. The *[insert name of Procuring Entity]*, through the *[insert source of funding and year]* intends to apply the sum of *[insert the ABC]* being the ABC to payments under the contract for *[Procurement Project/ identification number]*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

***Select this for lot-procurement:***

The *[insert name of Procuring Entity]*, through the *[insert source of funding and year]* intends to apply the sum of *[insert the ABC corresponding to each lot/item, and the Procurement Project/identification number of contract for each lot/item]* being the ABC to payments under the contract for each lot/item. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

***Select this for Framework Agreement:***

The *[insert name of Procuring Entity]*, using a *[[choose either single-year or multi-year]* for a duration of *[specify if 2 or 3] years* Framework Agreement, through the *[insert source of funding and year]* intends to apply the sum of *[insert the ABC corresponding to the total cost of each item to be bid out, and the [specify identification number per item] being the ABC to payments under the contract for each item. Bids received in excess of the total cost per item shall be automatically rejected.*

2. The *[insert name of Procuring Entity]* now invites bids for the above Procurement Project. Delivery of the Goods is required by *[insert the required initial delivery date or expected contract duration]*. Bidders should have completed, within *[insert relevant period]* 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).

***Select this for Framework Agreement:***

The *[insert name of Procuring Entity]* now invites bids for *[insert Procurement Project]*. Delivery of the Goods is required within *[insert expected delivery time frame] [insert either after issuance of a Call-Off or any date determined by the PE]*. Bidders should have completed, within *[insert relevant period]* 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.

*[Select one of the two following paragraphs and delete the other depending on the existence of conditions under Section 23.4.1.2 of the 2016 revised IRR of RA No. 9184]*

- a. *[Select this paragraph if conditions (a), (c), and (d) under Section 23.4.1.2 of the 2016 revised IRR of RA No. 9184 do not exist:]* 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.
  - b. *[Select this paragraph if condition (a), (c), or (d) under Section 23.4.1.2 of the 2016 revised IRR of RA No. 9184 exists:]* Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.
4. Prospective Bidders may obtain further information from *[insert name of the Procuring Entity]* and inspect the Bidding Documents at the address given below during *[insert office hours]*.
  5. A complete set of Bidding Documents may be acquired by interested Bidders on *[insert date of availability of Bidding Documents]* from the given address and website(s) below *[Insert if necessary: and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of [insert amount in Pesos].* The Procuring Entity shall allow the bidder to present its proof of payment for the fees *[specify the manner if it will be presented in person, by facsimile, or through electronic means.]*
- [NOTE: For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.]*
6. The *[insert name of the Procuring Entity]* will hold a Pre-Bid Conference<sup>1</sup> on *[insert time and date]* at *[insert address for Pre-Bid Conference, if applicable]* *{[insert if applicable]* and/or through video conferencing or webcasting via *[insert website, application or technology to be used].*}, which shall be open to prospective bidders.
  7. Bids must be duly received by the BAC Secretariat through *{[specify the manner of bid submission and receipt:]* (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both} on or before *[insert time and date]*. 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.

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

9. Bid opening shall be on *[insert time and date]* at the given address below *{[if applicable, insert]}* and/or via *[insert website, application, or technology to be used].* Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. *[Insert such other necessary information deemed relevant by the Procuring Entity such as the use of a back-up data or cloud storage for large files uploaded for online bid submissions]*
11. The *[insert name of the Procuring Entity]* 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.
12. For further information, please refer to:  
  
*[Insert name of officer]*  
*[Insert name of office]*  
*[Insert postal address]* and/or *[Insert street address]*  
*[Insert official electronic mail address]*  
*[Insert telephone number, indicate area code]*  
*[Insert facsimile number, if any]*  
*[Insert website address, if applicable]*
13. You may visit the following websites:  
  
For downloading of Bidding Documents: *[Indicate websites]*  
  
*[If applicable]* For online bid submission: *[Indicate website]*

*[Date of Issue]*

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*[Insert Name and Signature of the BAC Chairperson  
or Authorized Representative]*