



June 01, 2023

Ms. MARIA IRISH ALOHA CUBILLAN  
PIO, Navotas City

Mr. RENATO REYES  
OIC-ICTO, Navotas City

Dra. MARIA LUZ REBECCA T. ANONUEVO  
NPC President

Dr. ERIC C. DAVID  
Acting City Health Officer

Dear Sir / Madam,

Respectfully forwarded herewith are copies of Invitation to Bid for the upcoming procurement proceeding of the City Government of Navotas, to wit;

1. CONSTRUCTION OF GREENHOUSE AT NAVOTAS HOMES 1, BARANGAY TANZA 2, NAVOTAS CITY / ABC PHP 7,000,000.00
2. PROCUREMENT FOR REPAIR AND MAINTENANCE OF OTHER MACHINERY AND EQUIPMENT OF VARIOUS PUMPING STATIONS FOR THE USE OF CITY ENGINEERING OFFICE (SECOND BIDDING) / ABC PHP 2,999,985.00
3. PROCUREMENT OF OTHER SUPPLIES AND MATERIALS EXPENSES (NEWBORN POST NATAL KIT PLUS BABY BOX) FOR THE USE OF NAVOTAS CITY HOSPITAL / ABC PHP 1,598,700.00
4. PROCUREMENT OF WATERCRAFT (PATROL BOAT) FOR THE USE OF CITY AGRICULTURE OFFICE / ABC PHP 2,000,000.00
5. PROCUREMENT OF OTHER SUPPLIES AND MATERIALS EXPENSES (MEDICAL OXYGEN) FOR THE USE OF NAVOTAS CITY HOSPITAL / ABC PHP 3,998,700.00
6. PROCUREMENT OF FOOD SUPPLIES EXPENSES FOR THE USE OF NAVOTAS CITY HOSPITAL / ABC PHP 5,499,981.50

Pre-Bidding Conference June 08, 2023 2:00 pm  
Public Bidding June 21, 2023 2:00 pm

Relative thereto, pursuant to the Revised IRR of Republic Act 9184, we would like to request your respective offices to post the same in the Official Website (MIS) and designated bulletin boards on conspicuous places within the City Government (PIO) for public information continuously for seven calendar days from receipt of this endorsement in aid of transparency and accountability.

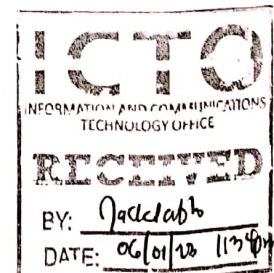
We would like to further request your offices to provide us a Certificate of Posting after the lapse of the posting period. The said certificate shall be use by the Committee in issuing a consolidated Certificate of Posting for the said procurement.

Your immediate preferential consideration of this request will be highly appreciated.

Thank you very much.

Respectfully yours,

  
Atty. JOEL JOSELITO DG. PARONG  
BAC Chairperson





## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 9805152  
**Procuring Entity** CITY GOVERNMENT OF NAVOTAS  
**Title** CONSTRUCTION OF GREENHOUSE AT NAVOTAAS HOMES I, BARANGAY TANZA 2, NAVOTAS CITY  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	CONSTRUCTION OF GREENHOUSE AT NAVOTAAS HOMES I, BA	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Civil Works	<b>Document Request List</b>	0
<b>Category:</b>	Construction Projects	<b>Date Published</b>	01/06/2023
<b>Approved Budget for the Contract:</b>	PHP 7,000,000.00	<b>Last Updated / Time</b>	01/06/2023 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	21/06/2023 12:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	MARITES LARA Member - BAC Secretariat 1052 M. Naval Street Brgy. Sipac-Almacen Navotas City Metro Manila Philippines 1485 63-2-2818537 Ext.401 63-2-2818861 procurement@navotas.gov.ph		

#### Description

#### INVITATION TO BID FOR

#### CONSTRUCTION OF GREENHOUSE AT NAVOTAAS HOMES I, BARANGAY TANZA 2, NAVOTAS CITY

- The City Government of Navotas, through the Seal of Good Local Governance Incentive Fund (SGLGIF), intends to apply the sum of SEVEN MILLION PESOS (PhP7,000,000.00) being the ABC to payments under the contract for CONSTRUCTION OF GREENHOUSE AT NAVOTAAS HOMES I, BARANGAY TANZA 2, NAVOTAS CITY (PIN 2023-06-099). Bids received in excess of the ABC shall be automatically rejected at bid opening.
- The City Government of Navotas now invites bids for the above Procurement Project. Completion of the Works is required 150 CALENDAR DAYS. Bidders should have completed 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).
- 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.
- Interested bidders may obtain further information from City Government of Navotas – Bids and Awards Committee and inspect the Bidding Documents at the address given below from Monday to Friday, 8:00 AM to 5:00 PM.
- A complete set of Bidding Documents may be acquired by interested Bidders on June 1, 2023 from the given address and website(s) 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 (PhP 10,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees, in person, by facsimile, or through electronic means.
- The City Government of Navotas – Bids and Awards Committee will hold a Pre-Bid Conference on June 8, 2023, 2:00 PM at the Mayor's Conference Room, Fourth Floor, Navotas City Hall Building, which shall be open to prospective bidders.
- Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before June 21, 2023, 12:00 noon. Late bids shall not be accepted.
- All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.



**Bid Notice Abstract**

**Invitation to Bid (ITB)**

**Reference Number** 9805235  
**Procuring Entity** CITY GOVERNMENT OF NAVOTAS  
**Title** PROCUREMENT FOR REPAIR AND MAINTENANCE OF OTHER MACHINERY AND EQUIPMENT OF VARIOUS PUMPING STATIONS FOR THE USE OF CITY ENGINEERING OFFICE (SECOND BIDDING)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	PROCUREMENT FOR REPAIR AND MAINTENANCE OF OTHER MA	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Water Service Connection Materials/Fittings	<b>Date Published</b>	01/06/2023
<b>Approved Budget for the Contract:</b>	PHP 2,999,985.00	<b>Last Updated / Time</b>	01/06/2023 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	21/06/2023 12:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	MARITES LARA Member - BAC Secretariat 1052 M. Naval Street Brgy. Sipac-Almacen Navotas City Metro Manila Philippines 1485 63-2-2818537 Ext.401 63-2-2818861 procurement@navotas.gov.ph		

**Description**

INVITATION TO BID FOR

PROCUREMENT FOR REPAIR AND MAINTENANCE OF OTHER MACHINERY AND EQUIPMENT OF VARIOUS PUMPING STATIONS FOR THE USE OF CITY ENGINEERING OFFICE (SECOND BIDDING)

1. The City Government of Navotas, through CY-2023 Annual Budget intends to apply the sum of TWO MILLION NINE HUNDRED NINETY NINE THOUSAND NINE HUNDRED EIGHTY FIVE PESOS (Php 2,999,985.00) being the ABC to payments under the contract for PROCUREMENT FOR REPAIR AND MAINTENANCE OF OTHER MACHINERY AND EQUIPMENT OF VARIOUS PUMPING STATIONS FOR THE USE OF CITY ENGINEERING OFFICE (SECOND BIDDING) (PIN 2023-04-068). Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The City Government of Navotas now invites bids for the above Procurement Project. Delivery of the Goods is required THRU ORDERING AGREEMENT (15 Calendar Days Upon Receipt of Delivery Ordering Agreement). 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 (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.

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 City Government of Navotas – Bids and Awards Committee and inspect the Bidding Documents at the address given below during Monday to Friday, 8:00 AM to 5:00 PM.

5. A complete set of Bidding Documents may be acquired by Interested Bidders on June 1, 2023 from the given address and website(s) 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 Five Thousand Pesos (Php 5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees, in person, by facsimile, or through electronic means.



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 9805298  
**Procuring Entity** CITY GOVERNMENT OF NAVOTAS  
**Title** PROCUREMENT OF OTHER SUPPLIES AND MATERIALS EXPENSES (NEWBORN POST NATAL KIT PLUS BABY BOX) FOR THE USE OF NAVOTAS CITY HOSPITAL  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	PROCUREMENT OF OTHER SUPPLIES AND MATERIALS EXPENS	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	1
<b>Category:</b>	General Merchandise	<b>Date Published</b>	01/06/2023
<b>Approved Budget for the Contract:</b>	PHP 1,598,700.00	<b>Last Updated / Time</b>	01/06/2023 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	21/06/2023 12:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	MARITES LARA Member - BAC Secretariat 1052 M. Naval Street Brgy. Slpac-Almacen Navotas City Metro Manila Philippines 1485 63-2-2818537 Ext.401 63-2-2818861 procurement@navotas.gov.ph		

#### Description

#### INVITATION TO BID FOR

PROCUREMENT OF OTHER SUPPLIES AND MATERIALS EXPENSES (NEWBORN POST NATAL KIT PLUS BABY BOX) FOR THE USE OF NAVOTAS CITY HOSPITAL

1. The City Government of Navotas, through 2023 Supplemental Budget No. 1, intends to apply the sum of ONE MILLION FIVE HUNDRED NINETY EIGHT THOUSAND SEVEN HUNDRED PESOS (PhP 1,598,700.00) being the ABC to payments under the contract for PROCUREMENT OF OTHER SUPPLIES AND MATERIALS EXPENSES (NEWBORN POST NATAL KIT PLUS BABY BOX) FOR THE USE OF NAVOTAS CITY HOSPITAL (PIN 2023-06-095). Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The City Government of Navotas now Invites bids for the above Procurement Project. Delivery of the Goods is required 15 CALENDAR DAYS UPON RECEIPT OF PURCHASE ORDER. 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 (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.

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 City Government of Navotas – Bids and Awards Committee and inspect the Bidding Documents at the address given below during Monday to Friday, 8:00 AM to 5:00 PM.

5. A complete set of Bidding Documents may be acquired by interested Bidders on June 1, 2023 from the given address and website(s) 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 Five Thousand Pesos (PhP 5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees, in person, by facsimile, or through electronic means.

6. The City Government of Navotas – Bids and Awards Committee will hold a Pre-Bid Conference on June 8, 2023, 2:00 PM at the Mayor's Conference Room, Fourth Floor, Navotas City Hall Building, which shall be open to prospective bidders.



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 9805373  
**Procuring Entity** CITY GOVERNMENT OF NAVOTAS  
**Title** PROCUREMENT OF WATERCRAFT (PATROL BOAT) FOR THE USE OF CITY AGRICULTURE OFFICE  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	PROCUREMENT OF WATERCRAFT (PATROL BOAT) FOR THE US	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Marine Transport	<b>Date Published</b>	01/06/2023
<b>Approved Budget for the Contract:</b>	PHP 2,000,000.00	<b>Last Updated / Time</b>	01/06/2023 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	21/06/2023 12:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	MARITES LARA Member - BAC Secretariat 1052 M. Naval Street Brgy. Slpac-Almacen Navotas City Metro Manila Philippines 1485 63-2-2818537 Ext.401 63-2-2818861 procurement@navotas.gov.ph		

#### Description

#### INVITATION TO BID FOR

#### PROCUREMENT OF WATERCRAFT (PATROL BOAT) FOR THE USE OF CITY AGRICULTURE OFFICE

- The City Government of Navotas, through 2023 Supplemental Budget No. 1, intends to apply the sum of TWO MILLION PESOS (PhP 2,000,000.00) being the ABC to payments under the contract for PROCUREMENT OF WATERCRAFT (PATROL BOAT) FOR THE USE OF CITY AGRICULTURE OFFICE (PIN 2023-06-096). Bids received in excess of the ABC shall be automatically rejected at bid opening.
  - The City Government of Navotas now invites bids for the above Procurement Project. Delivery of the Goods is required 120 CALENDAR DAYS FROM RECEIPT OF PURCHASE ORDER. 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 (Instructions 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 (IRR) of Republic Act (RA) No. 9184.
- 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.
- Prospective Bidders may obtain further information from City Government of Navotas – Bids and Awards Committee and inspect the Bidding Documents at the address given below during Monday to Friday, 8:00 AM to 5:00 PM.
  - A complete set of Bidding Documents may be acquired by interested Bidders on June 1, 2023 from the given address and website(s) 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 Five Thousand Pesos (PhP 5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees, in person, by facsimile, or through electronic means.
  - The City Government of Navotas – Bids and Awards Committee will hold a Pre-Bid Conference on June 8, 2023, 2:00 PM at the Mayor's Conference Room, Fourth Floor, Navotas City Hall Building, which shall be open to prospective bidders.



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 9806960  
**Procuring Entity** CITY GOVERNMENT OF NAVOTAS  
**Title** PROCUREMENT OF OTHER SUPPLIES AND MATERIALS EXPENSES (MEDICAL OXYGEN) FOR THE USE OF NAVOTAS CITY HOSPITAL  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	PROCUREMENT OF OTHER SUPPLIES AND MATERIALS EXPENSES	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Medical Supplies and Laboratory Instrument	<b>Date Published</b>	01/06/2023
<b>Approved Budget for the Contract:</b>	PHP 3,998,700.00	<b>Last Updated / Time</b>	01/06/2023 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	21/06/2023 12:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	MARITES LARA Member - BAC Secretariat 1052 M. Naval Street Brgy. Sipac-Almacen Navotas City Metro Manila Philippines 1485 63-2-2818537 Ext.401 63-2-2818861 procurement@navotas.gov.ph		

#### Description

#### INVITATION TO BID FOR

PROCUREMENT OF OTHER SUPPLIES AND MATERIALS EXPENSES (MEDICAL OXYGEN) FOR THE USE OF NAVOTAS CITY HOSPITAL

1. The City Government of Navotas, through 2023 Supplemental Budget No. 1, intends to apply the sum of THREE MILLION NINE HUNDRED NINETY EIGHT THOUSAND SEVEN HUNDRED PESOS (PhP 3,998,700.00) being the ABC to payments under the contract for PROCUREMENT OF OTHER SUPPLIES AND MATERIALS EXPENSES (MEDICAL OXYGEN) FOR THE USE OF NAVOTAS CITY HOSPITAL (PIN 2023-06-097). Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The City Government of Navotas now invites bids for the above Procurement Project. Delivery of the Goods is required BASED ON ORDERING AGREEMENT. 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 (Instructions to Bidders).

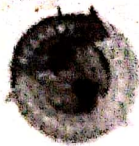
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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 City Government of Navotas - Bids and Awards Committee and inspect the Bidding Documents at the address given below during Monday to Friday, 8:00 AM to 5:00 PM.

5. A complete set of Bidding Documents may be acquired by interested Bidders on June 1, 2023 from the given address and website(s) 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 Five Thousand Pesos (PhP 5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees, in person, by facsimile, or through electronic means.

6. The City Government of Navotas - Bids and Awards Committee will hold a Pre-Bid Conference on June 8, 2023, 2:00 PM at the Mayor's Conference Room, Fourth Floor, Navotas City Hall Building, which shall be open to prospective



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 9807365  
**Procuring Entity** CITY GOVERNMENT OF NAVOTAS  
**Title** PROCUREMENT OF FOOD SUPPLIES EXPENSES FOR THE USE OF NAVOTAS CITY HOSPITAL  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	PROCUREMENT OF FOOD SUPPLIES EXPENSES FOR THE USE	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	
<b>Procurement Model:</b>	Public Bidding	<b>Bid Supplements</b>	
<b>Classification:</b>	Goods	<b>Document Request List</b>	
<b>Category:</b>	Food Stuff	<b>Date Published</b>	01/06/2023
<b>Approved Budget for the Contract:</b>	PHP 5,499,981.50	<b>Last Updated / Time</b>	01/06/2023 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	21/06/2023 12:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	MARITES LARA Member - BAC Secretariat 1052 M. Naval Street Brgy. Sipac-Almacen Navotas City Metro Manila Philippines 1485 63-2-2818537 Ext.401 63-2-2818861 procurement@navotas.gov.ph		

#### Description

INVITATION TO BID FOR

PROCUREMENT OF FOOD SUPPLIES EXPENSES FOR THE USE OF NAVOTAS CITY HOSPITAL

1. The City Government of Navotas, through 2023 Supplemental Budget No. 1, intends to apply the sum of FIVE MILLION FOUR HUNDRED NINETY NINE THOUSAND NINE HUNDRED EIGHTY ONE PESOS AND 50/100 CENTAVOS (Php 5,499,981.50) being the ABC to payments under the contract for PROCUREMENT OF FOOD SUPPLIES EXPENSES FOR THE USE OF NAVOTAS CITY HOSPITAL (PIN 2023-06-098). Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The City Government of Navotas now invites bids for the above Procurement Project. Delivery of the Goods is required **BASED ON ORDERING AGREEMENT**. 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 (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.

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 City Government of Navotas – Bids and Awards Committee and inspect the Bidding Documents at the address given below during Monday to Friday, 8:00 AM to 5:00 PM.

5. A complete set of Bidding Documents may be acquired by interested Bidders on June 1, 2023 from the given address and website(s) 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 (Php 10,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees, in person, by facsimile, or through electronic means.

6. The City Government of Navotas – Bids and Awards Committee will hold a Pre-Bid Conference on June 8, 2023, 2:00 PM at the Mayor's Conference Room, Fourth Floor, Navotas City Hall Building, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated