

# INVITATION TO BID FOR THE PROCUREMENT OF JANITORIAL SERVICES

1. The Presidential Communications Operations Office (PCOO), through the Government of the Philippines General Appropriation Act of 2014 intends to apply the sum of *One Million One Hundred Thirty Nine Thousand Pesos* (Php 1,139,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Janitorial Services. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The PCOO now invites bids for the Supply of Janitorial Services. Delivery of the Goods is required for a period of one (1) year to commence on 03 December 2014. Bidders should have completed, within five (5) 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 Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the Government Procurement Reform Act".

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 5183 and subject to Commonwealth Act 138.

4. Interested bidders may obtain further information from PCOO-Property and Supply Section and inspect the Bidding Documents at the address given below during 8:00 a.m. to 5:00 p.m.

A complete set of Bidding Documents may be purchased by interested Bidders starting **15 October 2014** at the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **TWO THOUSAND PESOS (P2,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

5. The PCOO-Property and Supply Section will hold a Pre-Bid Conference on **24 October 2014 at 10:00 am** at the Conference Room, 4<sup>th</sup> Floor, New Executive

Building, J.P. Laurel St., Malacañang, San Miguel, Manila which shall be open only to all interested parties who have purchased the Bidding Documents.

6. Bids must be delivered to the address below on or before **06 November 2014 at 10:00 a.m.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18.**

Bid opening shall be on **06 November 2014 at 10:01 am** at the Conference Room, 4<sup>th</sup> Floor, New Executive Building, J.P. Laurel St., Malacañang, San Miguel, Manila. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

7. The PCOO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please contact:

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(sgd.) **ATTY. JESS ANTHONY Q. YU**  
*Undersecretary and  
PCOO BAC Chairman*