



## INVITATION TO BID FOR THE PROCUREMENT OF JANITORIAL SERVICES

1. The Presidential Communications Operations Office (PCOO), through the Government of the Philippines General Appropriations Act of 2012 intends to apply the sum of *One Million One Hundred Thirty Eight Thousand Pesos (P1,138,000.00)* being the Approved Budget for the Contract (ABC) to payment 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 following: *Supply of Janitorial Services. Delivery of the Services is required on or before March 22, 2012.* Bidders should have completed, within *February 21- March 5* 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 open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.
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 pm.

A complete set of Bidding Documents may be purchased by interested Bidders on *February 19 and 20, 2012* from 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 Government 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 *February 20, 2012 at 10:00 a.m* at the Conference Room, 4<sup>th</sup> Floor, New Executive Building, J.P. Laurel St., Malacanang, 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 *March 5, 2012 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 *March 5, 2012 at 10:01 a.m.* at the Conference Room, 4<sup>th</sup> Floor, New Executive Bldg., J.P. Laurel St., Malacanang. 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 awards without thereby incurring any liability to the affected bidder or bidders.

8. For further information, please refer to:

*Melba V. Manaoag*  
*Property & Supply Section*  
*Basement, New Executive Building, J.P. Laurel St., Malacanang*  
*Tel no. 734-5884*  
[melbamanuog@yahoo.com.ph](mailto:melbamanuog@yahoo.com.ph)  
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*Hon. EDUARDO C. VISPERAS*  
*Undersecretary for Admin. & Finance &*  
*BAC Chairman*

