



Republic of the Philippines
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Malacañang, Manila

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 2015 intends to apply the sum of *One Million One Hundred Eighty Nine Thousand Pesos* (Php 1,189,000.00) 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 the date specified in the Notice to Proceed. 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".
4. 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.
5. A complete set of Bidding Documents may be purchased by interested Bidders starting **19 October 2015** 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 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.

Interested bidders may inspect the Bidding Documents and obtain further information from the BAC Secretariat at the address given below.

6. The PCOO will hold a Pre-Bid Conference on **27 October 2015 at 10:00 am** at the Conference Room, 4th 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.

7. Bids must be delivered to the address below on or before **09 November 2015 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 **09 November 2015 at 10:01 am** at the Conference Room, 4th 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.**

8. 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.

9. For further information, please refer to:

Ms. Melba V. Manaog

BAC Secretariat

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ATTY. JESS ANTHONY Q. YU

*Undersecretary and
PCOO BAC Chairman*