



REPUBLIC OF THE PHILIPPINES  
**PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE**  
*Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon*  
Malacañang, Manila

**INVITATION TO BID**  
**(PROCUREMENT/CONTRACT No: 2019-PCOO-I-001)**  
**FOR**  
**Procurement of Janitorial Services**

1. The Presidential Communications Operations Office (PCOO) through the forthcoming General Appropriations Act of 2019 (2019 GAA) intends to conduct procurement short of award and apply the sum of **THREE MILLION SIX HUNDRED EIGHTY-SEVEN THOUSAND (PHP 3,687,000.00)**, being the Approved Budget for the Contract (ABC) to payments of 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 manpower requirements of **THIRTEEN (13) PERSONS** to render janitorial and allied services including the supply of necessary labor, cleaning equipment, materials and supervision for the daily upkeep and maintenance of the PCOO offices for a period of **TEN (10) MONTHS or less** starting from the date indicated or specified in the Notice to Proceed (NP) issued to the winning bidder. Delivery of the goods shall be in accordance with the Delivery Schedule as provided under **Section VI. Schedule of Requirements**. The Notice of Award will be issued after the effectivity of the 2019 GAA. Bidders should have completed at least a single contract similar to the project within one (1) year from the date of submission and receipt of bids. 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 (R.A.) No. 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.

4. Interested bidders may obtain further information from PCOO-BAC Secretariat and inspect the Bidding Documents at the address below, during office hours (between 8:00 a.m. to 5:00 p.m.) from Monday-Friday, excluding holidays.
5. A complete set of Bidding Documents may be acquired from the address below by interested Bidders from **February 8, 2019** until the deadline of the submission of bids, and upon payment of an 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)**.


It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (Phil-GEPS) and the website of the PCOO, provided, that Bidders shall pay the applicable fee for the Bidding Documents no later than the submission of their bids.

6. The PCOO will hold a Pre-Bid Conference on **February 18, 2019**, at **10:00 A.M.** at the **Conference Room, 4<sup>th</sup> Floor, New Executive Building, Malacañang Complex, Manila**, which shall be open to all prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below no later than **March 4, 2019**, 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 4, 2019**, at **10:01 A.M.** at the Conference Room, 4<sup>th</sup> Floor, New Executive Building, Malacañang Complex, Manila. Bids will be opened in the presence of the bidders' representatives who choose to attend. **Late bids shall NOT be accepted.**

8. Bidders should prepare, organize and submit their bids as follows:
  - (a) The "legal & technical" documents and "financial" documents shall be placed in ring binders with all sections therein separated by dividers with properly labeled tabs;
  - (b) The "legal & technical" documents ring binder shall be placed and sealed in the first (1<sup>st</sup>) envelope, while the "financial" documents ring binder shall be placed and sealed in the second (2<sup>nd</sup>) envelope;
  - (c) In view of the requirement to submit one [1] original set and three [3] sets of copies – each bidder will submit a total of eight [8] sealed envelopes, placed inside a properly sealed and labeled box.
9. The PCOO 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 Section 41 of R.A. No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

**Atty. MARK WAYNE E. EUBANK**  
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Presidential Communications Operations Office  
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Malacañang Complex, Manila  
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**USec. MARVIN R. GATPAYAT**  
*Chairperson*  
*Bids and Awards Committee*  
*(PCOO-BAC)*