



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Komunikasyon
Ermita, City of Manila

INVITATION TO BID

FOR THE

**Procurement of Janitorial Services for Calendar Year 2022 for the
Presidential Communications Operations Office (PCOO)
Procurement/Contract No. 2022-I-007**

1. The Presidential Communications Operations Office (PCOO) through the General Appropriations Act of 2022 intends to apply the sum of **Three Million Four Hundred Three Thousand Five Hundred Forty Pesos And 92/100 (Php 3,403,540.92)** being the ABC to payments under the contract for the project: **Janitorial Services for Calendar Year 2022 for the Presidential Communications Operations Office (PCOO)** Procurement/Contract No. 2022-I-007. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The Contract to be awarded shall be subject to existing DBM Guidelines on Cash-Based Budgeting (NBC No. 583 dated 4 January 2021) and other relevant regulations. Accordingly, the contract period shall commence seven (7) calendar days upon receipt of the Notice to Proceed and terminate on 31 December 2022. In the event that the resulting contract period is less than twelve (12) months, the annual financial bid of the SCRB or LCRB shall be divided by twelve (12) to arrive at the monthly fee for the janitorial services, which shall not exceed the foregoing ABC divided by twelve (12).

2. The PCOO now invites bids for the above procurement project comprising of one (1) lot as described in Section VII. Technical Specifications of the Bidding Documents for this Project. Commencement of the delivery thereof is required within seven [7] calendar days from receipt of the Notice to Proceed. Bidders should have completed, within three [3] 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.

In compliance with GPPB Resolution 09-2020 entitled, “Approving Measures for the Efficient Conduct of Procurement Activities during a State of Calamity or Implementation of Community Quarantine or

Similar Restrictions”, the PCOO Bids and Awards Committee confirms, adopts, and approves measures for online or electronic bidding, as recommended by the GPPB-TSO, for the efficient conduct of all procurement activities, regardless of the procurement modality, during the pandemic.

In view of the foregoing, the procedure for this procurement project shall be in accordance with PCOO BAC Resolution No. 2020-0018-A for the Amended Online Bidding Guidelines and the Bidder’s Kit, collectively attached hereto as Annex “A.” GPPB forms and other bidding forms are herein attached as Annex “B.”

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 No. 5183.

4. Prospective Bidders may obtain further information from PCOO BAC Secretariat and through the e-mail address given below and inspect the Bidding Documents posted at the PCOO website.
5. A complete set of Bidding Documents, in digital copy, may be acquired by interested Bidders starting **12 February 2022** from the PCOO website given below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the following amount of **PhP5,000.00**.

It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS), provided that bidders shall pay the applicable fee/s for the Bidding Documents not later than the submission of their bids.

Interested Bidders may opt to purchase the Bidding Documents in-person or through money transfer with the assistance of the BAC Secretariat. For further instructions on the purchase and payment of the Bidding Documents, interested Bidders shall contact the BAC Secretariat through e-mail at bac1@pco.gov.ph.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees by sending a clear scanned copy of Official Receipt issued by the PCOO Cashier’s Office **on or before the deadline of submission of bids**.

6. The PCOO, which shall be open to prospective bidders, will hold a Pre-Bid Conference on at **23 February 2022** at **10:00AM** through video conference via Zoom, which link shall be provided a day before the said conference. A pre-registration shall be required for all interested suppliers in order to access the video conferences and to participate

further in the procurement activities as scheduled. Those interested bidders must provide complete information in the Google Forms which may be accessed via this link: <https://forms.gle/kumGGVMiNbJQMZiQ9>.

Prospective bidders are encouraged to discuss any concerns or clarifications about the eligibility requirements including the technical specifications in the said conference.

7. Bids must be duly received and acknowledged by the BAC Secretariat through online or electronic submission **on or before 08 March 2022** at **5:00PM** in the manner compliant with the submission of eligibility documents for public bidding and in accordance with the above-mentioned PCOO BAC Resolution No. 2020-0018-A for the Amended Online Bidding Guidelines and the Bidder's Kit. Late bids shall not be accepted
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14. Further, pursuant to GPPB Resolution No. 09-2020, the PCOO shall allow the bidder to submit an unnotarized Bid Securing Declaration (BDS), as alternate documentary requirement subject to compliance therewith by the winning bidder after award and before payment of the contract.
9. Bid opening shall be on **09 March 2022** at **10:00AM** via Zoom video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Prospective bidders are requested to organize and submit their Bids electronically in accordance with the PCOO-BAC Amended Online Guidelines and suppliers are hereby reminded, as follows:
 - a) The submission of the Legal and Technical Documents (First Envelope) and Financial Documents (Second Envelope) shall be in a password-protected ZIP folder and PDF file;
 - b) There shall be **four (4) different passwords required**: one (1) unique password for the ZIP folder of First Envelope; one (1) unique password for the PDF file under the ZIP folder of First Envelope; one (1) unique password for the ZIP folder of the Second Envelope; and one (1) unique password for the PDF file under the ZIP folder of the Second Envelope;
 - c) The password-protected PDF file in the First Envelope shall contain the scanned original copy of the consolidated Legal and Technical documents. Said PDF file shall be assigned the file name, "PCOO Bidding No. 2022-PCOO-I-007; (Name of Bidder); Legal and Technical Documents." There should be one (1) unique password for this PDF file;

- d) The password-protected PDF file in the Second Envelope shall contain the scanned original copy of the consolidated Financial documents. Said PDF file shall be assigned the file name “PCOO Bidding No. 2022-PCOO-I-007 (Name of Bidder); Financial Documents.” There should be one (1) unique password for this PDF file; and
- e) In any case where the files to be submitted exceed the size limit of the e-mail, the bidder may submit their bid via separate e-mails, provided, that the subject line for each mail should indicate to which part of the several it corresponds to (i.e., Part 1 of Legal and Technical Documents, Part 2 of Legal and Technical Documents, etc.). One set of passwords for the said components may be allowed in case of splitting, provided that the passwords for the Eligibility Requirements are separate and distinct from the Financial Requirements.

To facilitate the evaluation of documents, the bidder is encouraged to include a table of contents per PDF file, corresponding page numbers, and title pages before the actual document. For reference, the sample format may be downloaded via these links: [Legal and Technical](#); [Financial](#).

In case the bidder fails to submit any or all of the documentary requirements in a password-protected PDF files, the bid/quotation will automatically be disqualified and shall be declared as “FAILED” and the supplier will no longer be allowed to participate further in the procurement activities scheduled for this Project.

After the opening and evaluation of bids, the BAC, its staff and personnel, Secretariat and Technical Working Group (TWG), as well as Observers are prohibited from making or accepting any communication with any bidder regarding the evaluation of their bids until issuance of Notice of Award (NOA). However, the BAC, through its Secretariat, may ask in writing the bidder for clarification of its request in writing. All responses to requests for clarification shall be in writing.

11. 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

ATTY. MARK WAYNE E. EUBANK
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 City of Manila
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 Website: pcoo.gov.ph

Issued on **09 February 2022**.

Original Signed
ASec. OMAR V. ROMERO
 Chairperson
 Bids and Awards Committee

CERTIFICATION

<p>The Schedule of Requirements and Technical Specifications are in conformity with the requirements of the end-user unit:</p>	<p>This Procurement Project is covered by the General Appropriations Act of 2022:</p>
<p>Original Signed ENGR. DON C. DU End-User Representative</p>	<p>Original Signed MA. ALMA A. FRANCISCO Budget Officer V</p>
<p>Prepared by:</p> <p>Original Signed JEXTER ARCON BAC Secretariat, AOII, Procurement Division</p> <p>Reviewed by:</p> <p>Original Signed JOY MARIE P. PALOMA BAC Secretariat SAO, Procurement Division</p>	<p>Approved for release by:</p> <p>Original Signed ATTY. MARK WAYNE E. EUBANK Head, BAC Secretariat Focal for Procurement Division</p>