



Republic of the Philippines  
Department of Science and Technology  
Philippine Science High School-Bicol Region Campus  
Tagongtong, Goa, Camarines Sur



**INVITATION TO BID FOR JANITORIAL SERVICES  
FOR CY 2017 (Rebidding)**

1. The **Philippine Science High School-Bicol Region Campus**, through the Government Appropriation Act (GAA) 2017 intends to apply the sum of **ONE MILLION TWO HUNDRED THREE THOUSAND ONE HUNDRED NINETY NINE PESOS AND TWENTY CENTAVOS ( P 1,203,199.20)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Janitorial Services**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The procuring entity now invites bids for **8 hour janitorial services with ten (10) janitors** for one (1) year . Delivery of the services is required by **January 1, 2017 up to December 31, 2017**. Bidders should have completed, within **two (2) 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 **Philippine Science High School-Bicol Region Campus**, and inspect the Bidding Documents at the address given below from **8:00 AM to 12 Noon and 1:00 PM to 5:00 PM**.
5. A complete set of Bidding Documents may be purchased by interested Bidders on November 15, 2016 from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **two thousand (P2,000.00) pesos**.

It may also be downloaded free of charge from 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.

6. The *Procuring Entity* will hold a **Pre-Bid Conference on November 21, 2016 at 10:00 AM** at the **Seminar Hall, Admin Bldg, Philippine Science High School-Bicol Region Campus, Tagongtong, Goa, Camarines Sur** 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 **December 5, 2016, 10:00 o'clock in the morning** at the **Seminar Hall, Admin Bldg, Philippine Science High School-Bicol Region Campus, Tagongtong, Goa, Camarines Sur** . All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause.

Bid opening shall be on **December 5, 2016, 10:05 o'clock in the morning, Seminar Hall, Admin Bldg, Philippine Science High School-Bicol Region Campus, Tagongtong, Goa, Camarines Sur** . 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 *Procuring Entity* 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:

**(Sgd)JOY MELGA B. OLAZO**  
*Head, BAC Secretariat*

ADDRESS: Philipine Science High School-Bicol Region Campus  
Tagongtong, Goa, Camarines Sur  
Telefax : 054 453-20-48  
Email Address: **[bac@brc.pshs.edu.ph](mailto:bac@brc.pshs.edu.ph)**



**FELY B. BUERA**  
BAC Chairman

## **Eligibility Requirements:**

### **( a) Eligibility Documents**

#### **Class “A” Documents:**

- (i) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the BDS;**
- (ii) Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;**
- (iii) Statement of all its ongoing and completed government and private contracts within the period stated in the BDS, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following:**
  - (iii.1) name of the contract;**
  - (iii.2) date of the contract;**
  - (iii.3) kinds of Goods;**
  - (iii.4) amount of contract and value of outstanding contracts;**
  - (iii.5) date of delivery; and**
  - (iii.6) end user’s acceptance or official receipt(s) issued for the contract, if completed.**
- (iv) Audited financial statements, stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission;**
- (v) NFCC computation or CLC in accordance with ITB Clause .; and**

#### **Class “B” Document:**

- (vi) If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and**

**abide by the provisions of the JVA in the instance that the bid is successful.**

**(b) Technical Documents –**

- (i) Bid security in accordance with ITB Clause 18. If the Bidder opts to submit the bid security in the form of:**
  - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or**
  - (i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;**
  - (i.3) Bid Securing Declaration**
- (ii) Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and**
- (iii) Sworn statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in.**
- (iv) Certification of Training of the janitors to be posted in PSHS-BRC**

