



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 CY 2018

1. The Philippine Science High School-Bicol Region Campus ,through the General Appropriations Act (GAA) 2018 intends to apply the sum of **ONE MILLION TWO HUNDRED NINETY EIGHT THOUSAND NINE HUNDRED SIXTY PESOS & TWENTY-EIGHT CENTAVOS (P 1,298,960.28)** being the Approved Budget for the Contract (ABC) to payments under the contract for Janitorial Services for CY 2018 . Bids received in excess of the ABC shall be automatically rejected at bid opening.
 2. The **Philippine Science High School-Bicol Region Campus** now invites bids for 8-hour Janitorial Services for twelve (12) months with **nine (9) janitors**. Delivery of the services is required by January until December 31, 2018. 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 non-discretionary pass/fail criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA9184), otherwise known as the “Government Procurement Reform Act”.
- Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least seventy five percent(75%) interest or outstanding capital stock belonging to citizens of the Philippines.
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 o'clock in the morning until 5: 00 o'clock in the afternoon**.
 5. A complete set of Bidding Documents may be purchased by interested Bidders from the address below and upon payment of an non –refundable fee for the Bidding Documents in the amount of **Two Thousand Five Hundred (P2,500.00) pesos**.
 6. The **Philippine Science High School-Bicol Region Campus** will hold a Pre-Bid Conference on **November 22, 2017, 10 :00 AM** at the Seminar Hall, Admin Building 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, 2017 at 10:00 o'clock in the morning, Seminar Hall, Admin Building** . All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. 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 **Philippine Science High School-Bicol Region Campus** 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:

JOY MELGA B. OLAZO

BAC Secretariat

Philippine Science High School- Bicol Region Campus

Tagongtong, Goa, Camarines Sur

Contact No: 09175081316

Email Address: *bac@brc.pshs.edu.ph*

Documents Comprising the Bid: Eligibility and Technical Components

12.1 Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

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 5.5; 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 **Error! Reference source not found..** 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;
- (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 **Error! Reference source not found..**

13. Documents Comprising the Bid: FinancialComponent

13.1 Unless otherwise stated in the **BDS**, the financial component of the bid shall contain the following:

- (a) Financial Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules, in accordance with **ITB** Clauses 15.1 and 15.4;
- (b) If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification from the DTI, SEC, or CDA issued in accordance with **ITB** Clause 27; and
- (c) Any other document required in the **BDS**.

Unless otherwise stated in the **BDS**, all bids that exceed the ABC shall not be accepted.