



**Republic of the Philippines**  
**Department of Social Welfare and Development**  
FIELD OFFICE NCR  
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## **INVITATION TO BID # 14-11-025**

### **PROCUREMENT OF JANITORIAL SERVICES FOR THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT – NATIONAL CAPITAL REGION (DSWD-NCR) FIELD OFFICE (01 January to December 2015)**

1. The Department of Social Welfare and Development – National Capital Region intends to apply the sum of **TWO MILLION SIX HUNDRED SIXTY THREE THOUSAND SEVEN HUNDRED FOUR PESOS AND 80/100 (Php2,663,704.80)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Janitorial Services for the Department of Social Welfare and Development-National Capital Region (DSWD-NCR) Field Office (01 January 2015 to 31 December 2015)**. Bids received in excess of the ABC shall be automatically rejected at bid opening. Late bids shall not be accepted.
2. A prospective bidder should have been in a business with dealings similar to this project for a period of at least five (5) years prior to the date of bid opening and should have completed within the last three (3) years from the date of submission and receipt of bids at least one (1) contract of similar nature amounting to at least fifty percent (50%) of the ABC.
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criteria as specified in the Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184), otherwise known as the "Government Procurement Reform Act".
4. The bidding is restricted to Filipino citizens/sole proprietorships, organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
5. The Invitation to Bid (ITB) and the Terms of Reference may be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and DSWD-NCR website at [www.ncr.dswd.gov.ph](http://www.ncr.dswd.gov.ph).

The complete set of Bidding Documents may be purchased by interested Bidders starting 27 November 2014, 8:00 a.m. to 4:00 p.m., from the address below and upon payment of a non-refundable fee of Php5,000.00.

6. The DSWD-NCR BAC will hold a Pre-Bidding Conference on 03 December 2014 at 9:00 1.m. which shall be open to all interested bidders. Bidders are encouraged to send their authorized technical representative or personnel who are familiar with the bid requirements and will prepare the documents for the bidder.

The opening of bids will be on 16 December 2014 at 9:00 a.m. at DSWD-NCR.

7. Interested Bidders/Contractors may obtain further information from the BAC Secretariat, c/o Ms. Mary Ann D. Yulas or Ms. Marivic Ursua at DSWD-NCR 389 San Rafael cor. Legarda Streets, Sampaloc Manila from 8:00 AM to 4:00 PM at tel. no. (02) 310-1434 / 733-0010 to 18 loc 209 or email at [dswdncr\\_bac2011@yahoo.com.ph](mailto:dswdncr_bac2011@yahoo.com.ph) or [dswdncr.bac@gmail.com](mailto:dswdncr.bac@gmail.com).
8. The DSWD-NCR reserves the right to accept or reject any bid/quotation, to annul the bidding/procurement process, and to reject all bids/quotations at any time prior to contract award, without thereby incurring any liability to the affected Bidder/s and/or Contractor/s.

**MANUELA M. LOZA**  
Chairperson  
Bids and Awards Committee