

INVITATION TO BID # 19-03-03

Procurement of Janitorial Services of the Department of Social Welfare and Development – National Capital Region (DSWD-NCR) for the period of May 1, 2019 to December 31, 2019

1. *The Department of Social Welfare and Development – National Capital Region through the General Appropriation Act intends to apply the sum of **FIVE MILLION THREE HUNDRED EIGHTY EIGHT THOUSAND FIVE HUNDRED SIXTY-EIGHT PESOS AND EIGHTY CENTAVOS (Php5,388,568.80)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Janitorial Services of the Department of Social Welfare and Development – National Capital Region (DSWD-NCR) for the period of May 1, 2019 to December 31, 2019***

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 three (3) 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) may be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and DSWD-NCR website at www.ncr.dswd.gov.ph.

The complete set of Bidding Documents may be acquired and be purchased by interested Bidders from 12 March 2019 to 01 April 2019, 8:00 a.m. to 4:00 p.m., from the address below and upon payment of a non-refundable fee of Php 25,000.00, in accordance to Section 17.5 of the IRR

6. The DSWD-NCR BAC will hold a *Pre-Bidding Conference on 19 March 2019; 10:00 A.M. at Karunungan Conference Room, DSWD-NCR 389 San Rafael cor. Legarda Streets, Sampaloc, Manila* 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. Bidders may directly coordinate with the BAC-Secretariat in the address below.

The opening of bids will be on 02 April 2019 at 10:00 A.M. at Karunungan Room, DSWD-NCR 389 San Rafael cor. Legarda Streets, Sampaloc, Manila

7. Interested Bidders/Contractors may obtain further information from the OIC- BAC Secretariat, c/o Ms. Rowena V. Ibanez at DSWD-NCR 389 San Rafael cor. Legarda Streets, Sampaloc Manila from 9:00 AM to 5:00 PM at tel. no. (02) 310-1434 email at dswdncr_bac2011@yahoo.com.ph or dswdncr.bac@gmail.com.

Also, interested bidders/contractors are encouraged to submit their **LETTER OF INTENT TO BID** on or before the schedule of Pre bidding conference.

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.

VIRGINIA C. DANILES
Vice chairperson
Bids and Awards Committee