



**Republic of the Philippines**  
**Department of Social Welfare and Development**

FIELD OFFICE NCR  
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**INVITATION TO BID # 18-02-01**

**PROCUREMENT OF JANITORIAL SERVICES FOR THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT—NATIONAL CAPITAL REGION (DSWD-NCR) FROM APRIL 1, 2018- DECEMBER 31,2018**

1. *The Department of Social Welfare and Development – National Capital Region intends to apply the sum of **SIX MILLION ONE HUNDRED TWENTY FOUR THOUSAND EIGHT HUNDRED EIGHTY ONE PESOS AND 60/100** 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) FROM APRIL 1, 2018- DECEMBER 31,2018*

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) 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 acquired by interested Bidders starting 24 FEBRUARY 2018, 1:00 p.m. to 5:00 p.m., from the address below and upon payment of a fee of Php 10,000.00, refundable in accordance to section 17.5 of the IRR.***

6. The DSWD-NCR BAC will hold a ***Pre-Bidding Conference on 1 March 2018; 10:00 A.M at RD's 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 13 March 2018 at 11:00 A.M. at the Karunungan Conference Room, DSWD-NCR 389 San Rafael cor. Legarda Streets, Sampaloc, Manila***

7. Interested Bidders/Contractors may obtain further information from the BAC Secretariat, c/o Mr. Mikhail O. Tizon 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](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.

**TERESITA L. VALENTINO**  
Chairperson  
Bids and Awards Committee