
INVITATION TO BID
No. 22-11-22

**EARLY PROCUREMENT OF JANITORIAL SERVICES OF THE DEPARTMENT OF
SOCIAL WELFARE AND DEVELOPMENT – NATIONAL CAPITAL REGION (DSWD-
NCR) FOR THE YEAR 2023**

1. The Department of Social Welfare and Development – National Capital Region through the **authorized CY 2023 National Expenditure Program (NEP)** intends to apply the sum of **TEN MILLION EIGHT HUNDRED FORTY-THREE THOUSAND FIVE HUNDRED NINETEEN PESOS AND 04/100 (Php10,843,519.04)** being the Approved Budget for the Contract (ABC) to payments under the contract.

Bids received in excess of the ABC shall be automatically rejected at bid opening. Late bids shall not be accepted.

2. The DSWD-NCR now invites bids for the **Early Procurement of Janitorial Services of the Department of Social Welfare and Development – National Capital Region (DSWD-NCR) for the Year 2023**. Delivery of Goods and Services shall be in accordance with **Section VI. Schedule of Requirements**. Bidders should have completed **within the last three (3) 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. Instruction to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criteria as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184), otherwise known as the “Government Procurement Reform Act”.

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, 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.

4. Prospective bidders may obtain further information from DSWD-NCR Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below from Monday to Friday at 8:00AM to 5:00PM.
5. A complete set of Bidding Documents may be purchased by interested Bidders from **21 November 2022 to 12 December 2022; (November 12 to December 9, 2022; 8:00AM to 4:00PM) (December 12, 2022: until 12:30 P.M. only)** from given address and website below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Twenty-Five Thousand Pesos (Php25,000.00)***. The DSWD-NCR shall allow the bidder to present its proof of payment for the fees in person.
6. The DSWD-NCR BAC will hold a **Pre-Bidding Conference on 29 November 2022; 1:00 P.M.** and through video conferencing via google meet (meet.google.com/rkx-ehqi-iih) which shall be opened to all interested bidders.

7. Bids must be received by the BAC Secretariat through manual submission as indicated below on or before **12 December 2022, 12:45 P.M. at at BAC Secretariat, Room 301, 389 San Rafael St. cor. Legarda St. Sampaloc, Manila**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. Bid opening shall immediately follow after the deadline of the submission and receipt of bids shall be on **12 December 2022, 1:00 P.M. at at DSWD-NCR-Karunungan Conference Room, 389 San Rafael St. cor. Legarda St. Sampaloc, Manila**. Bids will be opened in the presence of the Bidder's representatives who choose to attend.
10. The DSWD-NCR reserves the right to accept or reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of RA 9184 and its 2016 Revised Implementing Rules and Regulation (IRR), without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

THE CHAIRPERSON

Bids and Awards Committee
DSWD-NCR
c/o BAC Secretariat
Room 301, DSWD-NCR Field Office
389 San Rafael St. cor. Legarda St.
Sampaloc, Manila
Email Address: dswdnrc.bac@gmail.com
Telephone No.: 5310-1434

12. You may visit the following websites:

For downloading of Bidding Documents: www.philgeps.gov.ph and www.ncr.dswd.gov.ph

Issued this 17th day of November 2022.

ATTY. MICHAEL JOSEPH J. LORICO
Chairperson
Bids and Awards Committee