



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
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<http://www.pca.da.gov.ph>

INVITATION TO BID

FOR THE NINE (9)-MONTH JANITORIAL SERVICES CONTRACT FOR THE PCA CENTRAL OFFICE FOR THE PERIOD OF APRIL 1, 2023 TO DECEMBER 31, 2023

PUBLIC BIDDING NO. 02-2023

FUNDING SOURCE: REFER TO TABLE BELOW

1. The Philippine Coconut Authority through its Bids and Awards Committee (BAC) invites PhilGEPS registered suppliers to bid for the following items through early procurement activities (EPA) for FY 2023 in accordance with Appendix 31 of RA 9184's Revised IRR:

Lot No.	Qty	Item/ Description	Approved Budget for the Contract	Funding Source	Price of Bid Documents	Delivery Period
1	17 GU	Janitorial Services	₱ 3,890,360.38	GOP (COB 2023)	₱ 5,000.00	Refer to Section VI

The Contract to be awarded shall be subject to:

[a] existing DBM Guidelines on Cash-Based Budgeting (NBC No. 583 dated 4 January 2022) and other relevant regulations. Accordingly, the contract period shall commence seven (7) calendar days upon receipt of the Notice to Proceed and terminate on 31 December 2023. In the event that the resulting contract period is less than nine (9) months, the annual financial bid of the SCRB or LCRB shall be divided by nine (9) to arrive at the monthly fee for the janitorial services, which shall not exceed the foregoing ABC divided by nine (9); and

[b] GPPB Guidelines on the implementation of Early Procurement Activity (GPPB Circular 06-2019) which provides that this contract may only be awarded upon the approval and effectivity of the 2023 GAA or the reenacted budget and the ABC therefor remains without any reduction. In the event that the amount authorized for this procurement has been reduced, the project may still be awarded to the recommended winning bidder if the contract price is within the amount authorized in the GAA or the reenacted budget.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The summary of the bidding activities is as follows:

Sale and Issuance of Bid Documents	- January 26-Feb 21, 2023
Pre-Bid Conference	- February 7, 2023; 1:30pm
Deadline for submission and Opening of Bids	- February 21, 2023, 1:30pm
Bid Evaluation	- (This shall be in accordance
Post Qualification	- with the period prescribed
Notice of Award	- in the IRR of RA 9184)

"A food-secure Philippines with prosperous farmers and fisherfolk"



3. The **Philippine Coconut Authority (PCA)** now invites bids for the above Procurement Project. Delivery of the Goods is stated under Section VI of this Bidding Documents. Bidders should have completed, within five (5) 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).
4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
5. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or 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 No. 5183.
6. Prospective Bidders may obtain further information from BAC Secretariat Office and avail the Bidding Documents at the address given below during working days from 8AM-4PM.
7. A complete set of Bidding Documents may be acquired by interested Bidders from the BAC Secretariat Office upon requesting an order of payment and paying the applicable fee for the Bidding Documents in person.
8. The Pre-Bid Conference shall be held per the schedule stated above, at the 8/F Executive Lounge, R&D Building, Elliptical Road, Diliman, Quezon City, and/or through video conferencing or webcasting via Zoom (link will be provided to interested bidders upon request on the email address and/or contact number below) which shall be open to prospective bidders.
9. Bids must be duly received by the BAC Secretariat through **manual/physical submission** at the office address indicated below, on or before the date and time indicated above. Late bids shall not be accepted.
10. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
11. Bid opening shall be conducted per schedule and venue as stated above at the given address below or webcasting via Zoom (link will be provided to interested bidders upon request on the email address and/or contact number below). Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
12. The Philippine Coconut Authority reserves the right to 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

13. The Philippine Coconut Authority under the Department of Agriculture does not condone any form of solicitation on any prospective winning and losing bidders by any of our staff/employees or any other party. Any sort of this kind shall be reported immediately to the office of the Secretary or the National Bureau of Investigation (NBI) for entrapment and proper investigation.
14. For further information, please refer to:
- The BAC Secretariat Office
5th Floor, PCA R&D Building
Elliptical Road, Diliman, Quezon City
928-4501 loc. 409 | pcacobac@pca.gov.ph*
15. You may visit the following websites:
For downloading of Bidding Documents: <https://www.philgeps.gov.ph/>
<https://pca.gov.ph/>

Issued on January 25, 2023


ROEL M. ROSALES
CO BAC Chairman