



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
Elliptical Road, Diliman, Quezon City 1101 Philippines
Tel. Nos.: (02) 8928-4501 to 09 Fax No.: (02) 8926-7631
<http://www.pca.da.gov.ph>

INVITATION TO BID

FOR THE TWELVE (12)-MONTH JANITORIAL SERVICES CONTRACT FOR THE PCA CENTRAL OFFICE FOR THE PERIOD OF JANUARY 1, 2020 TO DECEMBER 31, 2020

PUBLIC BIDDING NO. 11-2019

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:

| Lot No. | Qty | Item/ Description | Approved Budget for the Contract | Funding Source | Price of Bid Documents | Delivery Period |
|---------|-------|---------------------|----------------------------------|----------------|------------------------|---------------------|
| 1 | 1 lot | Janitorial Services | ₱ 4,500,000.00 | GOP (COB 2020) | ₱ 5,000.00 | Refer to Section VI |

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

Prospective bidders should have undertaken, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project.

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

| | |
|---|----------------------------------|
| Sale and Issuance of Bid Documents | - November 28 –December 18, 2019 |
| Pre-Bid Conference | - December 6, 2019, 9:00am |
| Deadline for submission and Opening of Bids | - December 18, 2019, 9:00am |
| Bid Evaluation | - (This shall be in accordance |
| Post Qualification | - with the period prescribed |
| Notice of Award | - in the IRR of RA 9184) |

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.
4. 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 5183 and subject to Commonwealth Act 138.

“A food-secure Philippines with prosperous farmers and fisherfolk”



5. A complete set of Bidding Documents may be acquired by interested Bidders from the BAC Secretariat Office (see address below) and upon payment of a nonrefundable as indicated above, pursuant to the latest guidelines issued by the GPPB.

The Bidding Documents may also be downloaded free of charge from the website of the PhilGEPS provided that Bidders shall pay the non-refundable price not later than the submission of their bids.

Interested bidders may obtain further information from the BAC Secretariat at the address given below.

6. 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, which shall be open to all interested parties.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be conducted per schedule and venue as stated above. Bids will be opened in the presence of the Bidders' representatives who choose to attend the opening. **Late bids shall not be accepted.**
8. Bidders shall drop their duly accomplished eligibility requirements, technical and financial proposals in two separate sealed envelopes in the designated bid box located at the Bidding Room.
9. The Philippine Coconut Authority reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
10. 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*


ERLENE C. MANOHAR
CD BAC Chairperson