



INVITATION TO BID FOR *the Provision of Janitorial Services* Project Identification No. 001-2024

1. The Philippine Fiber Industry Development Authority through the General Appropriations Act FY 2024 approved Annual Procurement Plan intends to apply the sum of Two Million Seventeen Thousand Three Hundred Seventy-Four Pesos and Twenty-Four Centavos (PhP2,017,374.24) being the ABC (for the first year only) to payments under the contract for Provision of Janitorial Services with Project Identification No. 001-2024. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Philippine Fiber Industry Development Authority now invites bids for the above Procurement Project. Delivery of the Goods shall be in accordance with the Delivery Schedule under Section VI (Schedule of Requirements). Bidders should have completed, within 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 (Instructions to Bidders).

In accordance with Appendix 23 (Guidelines on the Procurement of Janitorial and Security Services) of R.A. 9184 and its 2016 Revised IRR, the contract duration is one (1) year and renewable every year but not to exceed three (3) years subject to performance evaluation.

3. 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.

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.

4. Prospective Bidders may obtain further information from the PhilFIDA Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during office hours from 8:00 A.M. to 5:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting February 13, 2024 from the BAC Secretariat at the given address and website(s) below pursuant to the latest Guidelines issued by the GPPB, in the amount of Two Thousand Pesos (PhP2,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.

6. The PhilFIDA will hold a Pre-Bid Conference¹ on February 23, 2024 (Friday) 1:30 P.M. through video conferencing via Microsoft Office 365 Teams which shall be open to prospective bidders. Bidder/s should submit a valid email address at least one (1) day before the Pre-Bid Conference.
7. Bids must be duly received by the BAC Secretariat through manual submission PhilFIDA Central Office: 3/F DA-PCAF Bldg., Department of Agriculture, Elliptical Rd., Diliman, Quezon City on or before March 11, 2024 at 10:00 A.M. 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 be on March 11, 2024 (Monday) 10:30 A.M. at PhilFIDA Fiber Processing and Utilization Laboratory: BAI Compound, Visayas Ave., Quezon City to be streamed live via MS Office 365 Teams, the link of which is available by request. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The bidders shall drop three (3) copies of their duly accomplished eligibility requirement, technical and financial proposals in two (2) separate envelopes in the bid box located at the PhilFIDA Central Office: 3/F DA-PCAF Bldg., Department of Agriculture, Elliptical Rd., Diliman, Quezon City. Interested bidders are requested to contact the BAC Secretariat at Cellular Phone Nos. 09189402419 and 09983243606 before submitting the bidding documents.
11. The PhilFIDA 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.
12. For further information, please refer to:

PhilFIDA BAC Secretariat
Philippine Fiber Industry Development Authority
3/F DA-PCAF Bldg., Department of Agriculture, Elliptical Rd., Diliman, Quezon City
Tel/Fax No.: 8721-9813 Tel. Nos. 89288756 to 65 loc. 2652
Email Address: bac@philfida.da.gov.ph
13. You may visit the following websites:
For downloading of Bidding Documents:
www.philgeps.gov.ph and/or www.philfida.da.gov.ph

February 12, 2024



CONCEPCION D. JOCSON
BAC Chairperson

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.