



## INVITATION TO BID

### PROCUREMENT OF JANITORIAL SERVICES FOR THE PERIOD OF JANUARY – DECEMBER 2021 FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-REGIONAL OFFICE III (DENR-ROIII)

IB No. DENR-ROIII-2021-EPA-01

1. The **Department of Environment and Natural Resources (DENR)** pursuant to the General Appropriations Act (GAA) intends to apply the sum of **Pesos: One Million One Hundred Sixty Five Thousand Pesos (₱ 1,165,000.00)** being the Budget for the Contract under the Net Expenditure Program (NEP) for FY 2021 for the Contract (ABC) to payment under the contract for the **Procurement of Janitorial Services for the period of January – December, 2021 for DENR-ROIII:**

Description	Total ABC ₱ (VAT Inclusive)	Funding Source	Bid Security: Bid Securing Declaration OR Cash/Cashier's/ Manager's Check, Bank Draft/ Guarantee, Irrevocable Letter of Credit*equivalent to at least 2% of the ABC (₱)	Bid Security: Surety Bond** (5%)(₱)	Cost/Price of Bid Documents (cash payment only) (₱)
Procurement of Janitorial Services for the period of January – December, 2021 for DENR-ROIII	1,165,000.00	GAA	20,000.00	50,000.00	5,000.00

\* Only those issued and confirmed by a Local Universal or Local Commercial Bank

\*\* Must be callable upon demand issued by a Surety or Insurance Company duly certified by the Insurance Commission as authorized to issue such bond

2. Bids received in excess of the ABC shall automatically be rejected at Bid opening. Late bids shall not be accepted.
3. DENR now invites Bids from eligible bidders for the **Procurement of Janitorial Services for the period of January - December, 2021 for DENR-ROIII** (hereinafter referred to as SERVICE).
4. Open competitive bidding procedures will be conducted using a non-discretionary “pass/fail” criterion as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) 9184, otherwise known as the “Government Procurement Reform Act”. All particulars relative to this bidding including Eligibility Checking, Bid Security, Evaluation and Post-Qualification Procedures and Award of Contract shall be governed by R.A. 9184 and its Revised IRR.
5. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organization 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.
6. A prospective Bidder must have completed within last five (5) years a Single contract of similar nature amounting to at least fifty percent (50%) of the ABC.  
*Similar in nature shall mean “janitorial services”.*
7. Contract is for CY 2021 which shall commence from receipt of Notice to Proceed.
8. The Invitation to Bid and Bidding Documents may be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and DENR website at [www.denr.gov.ph](http://www.denr.gov.ph) **starting 10 November 2020.**
9. The complete set of Bidding Documents may be acquired by interested bidders upon payment of the corresponding fee as indicated above not later than the schedule of submission of bids. The Bidding Documents shall be received personally by the prospective Bidder or his duly authorized representative upon presentation of proper identification document.



For the Pre-Bid Conference, bidders are encouraged to send their authorized technical representatives or personnel who are familiar with the bid requirements and will prepare the documents for the bidder.

10. The **Schedule of Bidding Activities** shall be as follows:

ACTIVITIES	TIME	VENUE
1. Sale and Issuance of Bid Documents	8:00 AM to 5:00 PM only Mondays to Fridays Starting November 10 - 27, 2020 8am - 5pm & Dec. 1, 2020 8am - 9:30am	BAC Secretariat at BAC Secretariat Office / Procurement Section Office, Ground Floor, DENR ROIII, Diosdado Macapagal Government Center, Barangay Maimpis, City of San Fernando, Pampanga
2. Pre-Bid Conference	November 17, 2020 10:00 AM Tuesday	Conference Room, Second Floor, DENR ROIII, Diosdado Macapagal Government Center, Barangay Maimpis, City of San Fernando, Pampanga
3. Submission of Bid Documents	December 1, 2020 9:30 AM Tuesday	BAC Secretariat at BAC Secretariat Office / Procurement Section Office, Ground Floor, DENR ROIII, Diosdado Macapagal Government Center, Barangay Maimpis, City of San Fernando, Pampanga
4. Opening of Bids	December 1, 2020 10:00 AM Tuesday	Conference Room, Second Floor, DENR ROIII, Diosdado Macapagal Government Center, Barangay Maimpis, City of San Fernando, Pampanga

11. Interested bidders may obtain further information from the BAC Secretariat at the BAC Secretariat Office/Procurement Section, Ground Floor, DENR, RO III, Diosdado Macapagal Government Center, Barangay Maimpis, City of San Fernando, Pampanga from 8:00 AM to 5:00 PM only, Mondays to Fridays starting **10 November** at Tel. No. (045) 455 3455. However, any queries relative to the content of the bid documents and the project requirements can only be made not later than ten (10) calendar days prior to the Submission and Opening of Bids.
12. DENR 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder/s.

**ARTURO E. FADRIQUELA**  
Chairperson, Bids & Awards Committee



**Bidding Process Schedule**  
**Early Procurement Activities**

Procurement of Janitorial Services for the period of January - December, 2021

Activities / Milestones	Date / Time	Responsible Person/s
Pre-Procurement Conference	October 26, 2020 Monday	BAC Secretariat TWG End-User
Advertisement / Posting of Invitation to Bid / Request for Expression of Interest	November 10, 2020 Tuesday	Secretariat
Issuance and Availability of Bidding Documents	Nov. 10-27, 2020 8am-5pm, December 1, 2020 8am-9:30pm	Secretariat
Pre-Bid Conference	November 17, 2020 10:00 AM Tuesday	BAC Secretariat TWG End-User Bidders Observers
Deadline Submission of Bids	December 1, 2020 9:30 AM Tuesday	Secretariat
Opening of Bids	December 1, 2020 10:00 AM Tuesday	BAC Secretariat TWG End-User Bidders Observers
Bid Evaluation	December 2, 2020 Wednesday	BAC Secretariat TWG
Post-Qualification	December 3, 2020 Thursday	BAC Secretariat TWG
Approval of Resolution / Issuance of Notice to Award	Short of Awarding and still waiting for the 2021 Approved GAA	BAC Secretariat Signing Official
Contract Preparation and Signing	-	BAC Secretariat Signing Official
Approval of Contract by Higher Authority / HOPE	-	Signing Official
Issuance of Notice to Proceed	-	BAC Secretariat Signing Official

Prepared by:

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Head RBAC Secretariat

Approved by:

**ARTURO E. FADRIQUELA**  
RBAC Chairman