

REPUBLIC OF THE PHILIPPINES
PHILIPPINE PORTS AUTHORITY
PORT MANAGEMENT OFFICE-ZAMBOANGA
R.T. Lim Boulevard, Zamboanga City
Tel Nos. (062) 991-2037; (062)991-2360; Fax No. (062) 991-2360

**INVITATION TO BID FOR THE OUTSOURCING OF JANITORIAL SERVICES FOR
CY 2016**

The Philippine Ports Authority, Port Management Office of Zamboanga (PPA, PMO-Zamboanga) through its Bids and Awards Committee for Procurement of Goods (BAC-PG) invites interested bidders to participate in the public bidding and submit their eligibility requirements and bid documents for the **Outsourcing of Janitorial Services CY 2016 for a total of seven (7) positions**, the contract period of which is six (6) months only from July 01 to December 31, 2016.

The Approved Budget for the Contract (ABC) for the year is: **Five Hundred Eighty Five Thousand Pesos & 00/100 (Php585,000.00)** charged against the corporate budget of the Philippine Ports Authority. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Prospective bidders must have an experience of having completed at least one (1) contract that is similar to the contract to be bid, and whose value, adjusted to current prices using the NSO consumer price indices, must be at least 50% of the ABC to be bid. The said single completed contract must be within the last five (5) years from the submission and receipt of bids. The bidders should have enough key personnel and equipment (owned, leased or under purchase) and meet the other minimum eligibility requirements available for the execution of the contract.

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". A contract will only be awarded to the Lowest Calculated and Responsive Bidder who was determined as such during its post-qualification.

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.

Interested bidders may obtain further information from PPA, PMO-Zamboanga and inspect the Bidding Documents at the address given below during office hours from 8:00 AM to 5:00 PM, Monday to Friday.

The schedule of activities is listed, as follows:

1. Submission of Letter of Intent (LOI)

The Letter of Intent with attached photocopy of the Mayor's Permit shall be received starting May **11-27, 2016** by the BAC-PG Secretariat, 2nd Floor Administration Building. Please present original copy of the Valid Mayor's Permit for verification purposes.

2. Issuance of Bid Documents

Bid documents may be secured from **May 11-June 09, 2016**, from 8:00 AM to 5:00 PM except **June 09, 2016 which should not be later than 3:00 PM** from the BAC-PG Secretariat at the address stated above. Documents will be furnished to the prospective bidders upon receipt of the LOI and payment of a non-refundable amount of **ONE THOUSAND ONE HUNDRED TWENTY, Philippine Currency (Php 1,120.00) inclusive of 12% VAT.**

3. Pre-Bid Conference

The Pre-Bid Conference shall be on **May 27, 2016, Friday, 3:00 PM** at the Conference Room, 2nd Floor Administration Building, Philippine Ports Authority, PMO-Zamboanga, Port Area, Zamboanga City. The said conference shall be open only to those who have purchased the bidding documents.

4. Submission of Bids

Submission of Bid Documents shall **not be later than 3:00 PM on 09 June 2016, Thursday**, to the BAC-PG Secretariat, at the Conference Room, 2nd Floor Administration Building,

Philippine Ports Authority, PMO-Zamboanga, Zamboanga City. Upon submission of bid documents, bidder's representative is required to present a copy of the Special Power of Attorney to represent the owner/s of the company.

Opening of Bids shall be at 3:00 PM on June 09, 2016 after submission of the said bid documents in the presence of the Bidder's representative who chooses to attend.

All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the Instruction to Bidders. Late bids shall not be accepted.

The PPA, PMO-Zamboanga reserves the right to accept or reject any or all bids, to annul the bidding process, and to reject any or all bids at any time prior to the awarding of contract with justifiable cause/s, without thereby incurring any liability to the affected bidder or bidders.

For further information and inquiry, please refer to:

Ms. Darwisa J. Lipaygo/Karen Kay O. Rivero
Secretariat, BAC-PG
PPA, PMO-Zamboanga, Port Area, Zamboanga City
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