



PORT MANAGEMENT OFFICE NCR SOUTH

Muelle de San Francisco St.
South Harbor, Port Area, Manila
Tel. Nos. 525-5264 to 67, Telefax No. 522-4009

INVITATION TO BID.

**PROCUREMENT OF JANITORIAL SERVICES FOR PMO NCR SOUTH
FROM JANUARY 01, 2018 TO DECEMBER 31, 2018**

1. The PPA-PMO NCR South, through its Corporate Operating Budget intends to apply the sum of **Four Million Seven Hundred Twenty Three Thousand Nine Hundred Seventy Pesos & 88/100 (P 4,723,970.88)** being the Approved Budget for the Contract (ABC) to payments under the Contract for Janitorial Services for PMO NCR South. Bids received higher than the ABC shall be automatically rejected at the bid opening.
2. The PPA-PMO NCR South now invites bids from prospective bidders for the Procurement of Janitorial Services for PMO NCR South. Delivery of the services is required from **January 01, 2018 to December 31, 2018:**

NO. OF JANITORS

PMO NCR South	18
---------------	----

3. Prospective Bidders should have completed, within the last five (5) years from the date of submission and receipt of bids, a single contract that is similar to the Project, the value of which must be at least fifty percent (50%) of the Approved Budget for the Contract (ABC) to be bid. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section III, Instructions to bidders.
4. Equipment requirement:
 - a. 5 units, Floor polisher, 16"
 - b. 1 units, Vacuum Cleaner, heavy duty
 - c. 1 lot, janitorial supplies & materials (see schedule of requirements)
5. 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, known as the "Government Procurement Reform Act", and 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.

6. Interested bidders may obtain further information and inspect the Bidding Documents from **8:00 A. M. to 4:00 P.M.** as well as, purchase said Bidding Documents at the address given below on **November 9, 2017** until **December 5, 2017** upon presentation of a Letter of Intent (LOI) and payment of a non-refundable fee for the Bidding Documents in the amount of **Five Thousand Pesos (P5,000.00), VAT exclusive.**

**Secretariat, Bids and Awards Committee
Procurement of Goods and Related Services
2nd Floor, PMO NCR South, 22 Muelle de San Francisco.
South Harbor, Port Area, Manila**

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Philippine Ports Authority, provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

Payment for the bid documents shall be in Cash or Manager's Check.

7. The PMO NCR South will hold a Pre-bid Conference on **November 22, 2017 at 2:00 P.M.** at PMO NCR South Conference Room M, South Harbor, Port Area, Manila, which shall be open to all interested parties.
8. Bids must be delivered to and received by the Secretariat of the Bids and Awards Committee at the PMO NCR South Conference Room M, South Harbor, Port Area, Manila not later than **9:00 A. M. on December 5, 2017.** All bids must be accompanied by a Bid Security in any of the following acceptable forms and amounts in Philippine Currency:

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
a) Cash, cashier's/manager's check, bank draft/guarantee confirmed by a Universal or Commercial Bank.	Two percent (2%)
b) Irrevocable letter of credit issued by a Universal or Commercial Bank;	
c) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)
d) Any combination of the foregoing	Proportionate to share of form with respect to total amount of security
e) Bid Securing Declaration	

9. Bid opening shall be on **December 5, 2017 at 9:15 A. M.** at PMO NCR South Conference Room M, South Harbor, Port Area, Manila. Bids will be opened in the presence of the Bidder's representatives who choose to attend at the above address. Late bids shall not be accepted.

10. The PPA-PMO NCR South 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.
11. For further information, please refer to:

Mr. Gallardo G. Guerrero

Head Secretariat, Bids and Awards Committee
Procurement of Goods and Related Services
PMO NCR South
South Harbor, Port Area, Manila
Tel. No. (02) 525-5264 local 516
Facsimile No. 522-4009



ANDRES C. CANDAROMA JR.
Chairperson
Bids and Awards Committee, PGRS