



Republic of the Philippines
DEPARTMENT OF AGRICULTURE WESTERN VISAYAS
Hamungaya, Brgy. Buntatala, Jaro, Iloilo City
westernvisayas@mail.da.gov.ph | (033) 336-4221

INVITATION TO BID FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR THE PERIOD OF APRIL TO DECEMBER 2024

1. The **Department of Agriculture-Western Visayas**, through the **National Expenditure Program 2024 (Early Procurement short of Award)** intends to apply the sum of **One Million Six Hundred Forty Seven Thousand Seven Hundred Sixty Two Pesos and 48/100 (Php1,647,762.48)** being the ABC to payments under the contract for **Procurement of Janitorial Services for the period of April to December 2024/IB 2024- (GAS)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Department of Agriculture-Western Visayas** now invites bids for the **Procurement of Janitorial Services for the period of April to December 2024** with the following terms of reference:

Janitorial Services for the period of April to December 2024

Assignment:

DA-BPI Compound	-	2
DA-WESVIARC (Administration)	-	4
DA-Soils Compound	-	2
TOTAL	-	8

Instructions:

1. Date of delivery: from April to December 2024
2. In the Cost of Distribution Per Month which shall be attached to the Quotation Form in the RFQ, only the agency Fee may be changed by the Prospective Bidder, the 12% VAT being dependent upon the total amount due to Janitor and Gov't and the Administrative Overhead and Margin
3. If the prospective bidders made an offer less than the amount due to Janitor and Government, it shall be automatically considered as non-complying as indicated in the latest Wage Order.

Delivery of the Services is required **within from April to December 2024**.

Bidders should have completed, within three (3) years (**2020-present**) 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).



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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.
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 No. 5183.

The prospective Bidder must be registered in the PhilGEPS.

Prospective Bidders may obtain further information from **Department of Agriculture-Western Visayas** and inspect the Bidding Documents at the address given below during office hours, **8:00 a.m. to 5:00 p.m.**

5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 21, 2023 – December 13, 2023** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (Php5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees to be presented **in person**.
6. The **Department of Agriculture-Western Visayas** will hold a Pre-Bid Conference at **8:30 a.m. on November 29, 2023** at the **RCPC Library, RCPC Building, DA WESVIARC Compound, Hamungaya, Brgy. Buntatala, Jaro, Iloilo City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below on or before **8:30 a.m. on December 13, 2023**. Late bids shall not be accepted.
8. All Bids must be accompanied by a Bid Securing Declaration **or** Bid Security in the amount of any of the acceptable forms and in the amount of **Php32,955.25** (if the bid security is in the form of cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit) **or** **Php82,388.13** (if the bid security is in the form of surety bond).

In lieu of a bid security, the bidder may submit a duly notarized **Bid Securing Declaration** that is an undertaking which states, among others, that the bidder shall enter into contract with the procuring entity and furnish the required performance security within 10 calendar days from receipt of the notice of award, and committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government



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procurement activity in the event that it violates any of the conditions stated therein as required in the guidelines issued by the GPPB.

9. Bid opening shall be at **8:30 a.m. on December 13, 2023** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Department of Agriculture-Western Visayas** 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.
11. **Department of Agriculture-Western Visayas** does not condone any form of solicitation on any prospective winning and losing bidders by any of our staff/employees or any other party. Any sort of this kind shall be reported immediately to the office of the Secretary or the National Bureau of Investigation (NBI) for entrapment and proper investigation.
12. For further information, please refer to:
Zarlina B. Cuello
BAC Chairperson
DA-WESVIARC Compound
Brgy. Buntatala, Jaro, Iloilo City
Tel. No. (033) 320-23-73
Fax No. (033) 320-94-69
www.westernvisayas.da.gov.ph
dareg6bac@yahoo.com
13. You may visit the following websites:
For downloading of Bidding Documents: PhilGEPS

November 21, 2023

Zarlina B. Cuello
BAC Chairperson