

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.



**JANITORIAL SERVICES FOR RSSO MIMAROPA, PSO
MARINDUQUE, PSO OCCIDENTAL MINDORO, PSO ORIENTAL
MINDORO, PSO PALAWAN AND PSO ROMBLON**

1. The **Philippine Statistics Authority (PSA) RSSO MIMAROPA**, through the **General Appropriations Act FY 2025**, intends to apply the sum of **One Million Two Hundred Ninety Thousand Twenty-Eight Pesos and 20/100 Only (P 1,290,028.20)** being the ABC to payments under the contract for **JANITORIAL SERVICES FOR RSSO MIMAROPA, PSO MARINDUQUE, PSO OCCIDENTAL MINDORO, PSO ORIENTAL MINDORO, PSO PALAWAN AND PSO ROMBLON** for **January 01, 2025 to December 31, 2025**.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **Philippine Statistics Authority RSSO MIMAROPA** now invites bids for the above Procurement Project. Delivery of the Goods is required from **January 01, 2025 to December 31, 2025** for the **JANITORIAL SERVICES FOR RSSO MIMAROPA, PSO MARINDUQUE, PSO OCCIDENTAL MINDORO, PSO ORIENTAL MINDORO, PSO PALAWAN AND PSO ROMBLON**.
3. 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).
4. 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.

5. Prospective Bidders may obtain further information from **Philippine Statistics Authority RSSO MIMAROPA** and inspect the Bidding Documents at the address given below during **8:00 a.m. to 5:00 p.m.**

Philippine Statistics Authority RSSO MIMAROPA
Civil Registration and Administrative Support Division (CRASD)
2nd Floor Emerald Building, J.P. Rizal Street,
Barangay Camilmil, Calapan City, Oriental Mindoro
Telephone: (043) 288-9744, (043) 470-0716 / Telefax: (043) 286-7491
rssomimaropa@psa.gov.ph

6. A complete set of Bidding Documents may be acquired by interested Bidders on **11-18 November 2024** from the given address and upon request through email **rssomimaropa@psa.gov.ph** cc **bacmimaropa.psa@yahoo.com** 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 Only (PhP 5,000.00)** Proof of payment for the fees will be presented in person or through email.
7. **The Philippine Statistic Authority RSSO MIMAROPA** will hold a Pre-Bid Conference on **15 November 2024, 1:30 PM** through video conferencing or webcasting via **Zoomlink below**:
 - a. <https://zoom.us/j/92208911165?pwd=j12tKtRTOn8yzfsoT4JCIGKZgXtVUH.1> Meeting ID: **825 5922 2877** Passcode: **301370**, which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat through at the address stated in Item 4 on or before **02 December 2024, 12:00 p.m. PST**. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
10. Bid opening shall be on **02 December 2024, 1:30 p.m. PST** through virtual platform using Zoom application. No bidders' representatives will be allowed on site. **The meeting ID and passcode will be sent only to those who have paid the bidding documents.**
11. The **Philippine Statistics Authority RSSO MIMAROPA** 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:

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Civil Registration and Administrative Support Division (CRASD)
2nd Floor Emerald Building, J.P. Rizal Street, Barangay Camilmil, Calapan City
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RO-BAC Chairman
Officer-in-Charge