



Republic of the Philippines
Philippine Statistics Authority
Regional STATISTICAL SERVICES OFFICE VII



PHILIPPINE BIDDING DOCUMENTS

Procurement of 2024 Janitorial Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office VII

(01 January 2024-31 December 2024)

Government of the Republic of the Philippines

PHILIPPINE STATISTICS AUTHORITY 7
Gaisano Capital South Bldg. Colon St., Cebu City, Philippines

PUBLIC BIDDING NO. 2023-006

20 October 2023



INVITATION TO BID FOR

Procurement of 2024 Janitorial Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office VII

- The *Philippine Statistics Authority 7 (PSA 7)*, through the **2024 General Appropriation (General Fund)** and based on the **2024 National Expenditure Program (NEP)** intends to apply the sum of **ONE MILLION FOUR HUNDRED EIGHTY FIVE THOUSAND SIX HUNDRED TWENTY TWO PESOS AND TWENTY-ONE CENTAVOS ONLY (PhP1,485,622.21)** being the Approved Budget for the Contract (ABC) to payments under the contract stated below for the Procurement of 2024 Janitorial Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office VII. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

LOT	Item Description	Approved Budget for the Contract (ABC)
1	<p style="text-align: center;">Janitorial Services for PSA Bohol Provincial Office for 01 January 2024 to 31 December 2024</p> <p style="text-align: center;">*8 hours service, Mondays to Saturdays (including holidays) Note: Reporting time will be flexible and can be changed depending on the arrangement of the end-user and upon agreement by the supplier and the end-user)</p>	202,673.40
2	<p style="text-align: center;">Janitorial Services for PSA Cebu Provincial Office for 01 January 2024 to 31 December 2024</p> <p style="text-align: center;">*8 hours service, Mondays to Saturdays (including holidays) Note: Reporting time will be flexible and can be changed depending on the arrangement of the end-user and upon agreement by the supplier and the end-user)</p>	440,959.12
3	<p style="text-align: center;">Janitorial Services for PSA Negros Oriental Provincial for 01 January 2024 to 31 December 2024</p> <p style="text-align: center;">*8 hours service, Mondays to Saturdays (including holidays) Note: Reporting time will be flexible and can be changed depending on the arrangement of the end-user and upon agreement by the supplier and the end-user)</p>	202,673.40
4	<p style="text-align: center;">Janitorial Services for PSA Siquijor Provincial Office for 01 January 2024 to 31 December 2024</p> <p style="text-align: center;">*8 hours service, Mondays to Saturdays (including holidays) Note: Reporting time will be flexible and can be changed depending on the arrangement of the end-user and upon agreement by the supplier and the end-user)</p>	198,357.17
5	<p style="text-align: center;">Janitorial Services for PSA Regional Statistical Services Office VII (PSA RSSO7) for 01 January 2024 to 31 December 2024</p> <p style="text-align: center;">*8 hours service, Mondays to Saturdays (including holidays) Note: Reporting time will be flexible and can be changed depending on the arrangement of the end-user and upon agreement by the supplier and the end-user)</p>	440,959.12
TOTAL:		1,485,622.21

2. The *PSA 7* now invites bids for the **Procurement of 2024 Janitorial Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office VII**. Delivery of the Services is required on **01 January 2024 – 31 December 2024**. 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).
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.

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 5183.

4. Bidding Prospective Bidders may obtain further information from ***PSA 7 through the RBAC Secretariat*** and inspect the Bidding Documents at the address given below during ***working days, 8:00 a.m. to 5:00 p.m.***
5. A complete set of Bidding Documents may be acquired by interested Bidders from ***20 October 2023 to 08 November 2023 (until 12:00nn only)*** from the address stated in IB Clause 7 and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of:

<i>APPROVED BUDGET FOR THE CONTRACT (ABC)</i>	<i>COST OF THE BIDDING DOCUMENTS (in Philippine Peso)</i>
<i>500,000 and below</i>	<i>500.00</i>
<i>More than 500,000 up to 1 Million</i>	<i>1,000.00</i>
<i>More than 1 Million up to 5 Million</i>	<i>5,000.00</i>
<i>More than 5 Million up to 10 Million</i>	<i>10,000.00</i>
<i>More than 10 Million up to 50 Million</i>	<i>25,000.00</i>

Bid Documents Fee to be paid by the Bidder shall be based on the Total ABC of all LOTS to Bid.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity (<http://rso07.psa.gov.ph>), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

For bidders outside Cebu Province, BID Documents fee will be deposited to the account below and copy of the deposit slip shall be emailed to the email address provided for the issuance of OR.

Account Number: [0142-0375-13](#)

Account Name: [PSA Trust Fund Account](#)

Email Address: psa07.rbac@gmail.com

Also, original Copy of the deposit slip shall be sent or mailed to the address below.

Also, original Copy of the deposit slip shall be sent or mailed to the address below.

Name: [Lorna R. Chan](#)

Address: [2/F Philippine Statistics Authority Regional Statistical Services Office No. 7 \(PSA-RSSO 7\), Gaisano Capital South Building, Colon St., Cebu City](#)

6. The **PSA 7** will hold a Pre-Bid Conference on **27 October 2023, 1:30 P.M.** at ***2/F Philippine Statistics Authority Regional Statistical Services Office 7 (PSA-RSSO 7), Gaisano Capital South Bldg., Colon St., Cebu City, and through video conferencing via zoom meeting with link below*** which shall be opened to prospective bidders.

Zoom Meeting Link: <https://tinyurl.com/Pre-bid-2024-Janitorial>

Meeting ID: 897 9658 1754

Passcode: 888709

7. Bids must be duly received by the **RO7 BAC Secretariat** at the address below on or before **08 November 2023, 12:00nn.**

Activity	Date and Time	Place of Submission	Address/Station
Submission of Bids	20 October 2023 to 08 November 2023 (Note: During office hours only, Monday-Friday, from 8:00A.M. to 5:00 P.M. except 08 November 2023 which is until 12:00nn only)	Bohol	PSA Bohol Provincial Office, 3/F Galleria Luisa Bldg., Gallares St., Poblacion II, Tagbilaran City, Bohol
		RSSO and Cebu	Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City
		Negros Oriental	PSA Negros Oriental Provincial Office, Purple Building, Valencia Road, Bagacay, Dumaguete City, Negros Oriental
		Siquijor	PSA Siquijor Provincial Office, 3rd Floor Siquijor Business and Convention Center Bldg., Poblacion, Siquijor, Siquijor

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

9. Bid opening shall be on **08 November 2023, 1:30 P.M.** at **Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City**, and through video conferencing via zoom meeting with link below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Late bids shall not be accepted.

Meeting Link: <https://tinyurl.com/Opening-2024-Janitorial>

Meeting ID: 841 5307 0550

Passcode: 932461

The Schedule of Bidding Activities shall be as follows:


ACTIVITIES	DATE AND TIME	VENUE
Sale and Issuance of Bid Documents	(Note: During office hours only, Monday-Friday, from 8:00A.M. to 5:00 P.M. except 08 November 2023 which is until 12:00nn only)	BOHOL: PSA Bohol Provincial Office, 3/F Galleria Luisa Bldg., Gallares St., Poblacion II, Tagbilaran City, Bohol
		CEBU: Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City
		NEGROS: PSA Negros Oriental Provincial Office, Purple Building, Valencia Road, Bagacay, Dumaguete City, Negros Oriental
		SIQUIJOR: PSA Siquijor Provincial Office, 3rd Floor Siquijor Business and Convention Center Bldg., Poblacion, Siquijor, Siquijor
Pre-Bid Conference	27 October 2023 1:30 P.M.	Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City or via Zoom Meeting with the following link: Zoom Meeting Link: https://tinyurl.com/Pre-bid-2024-Janitorial Meeting ID: 897 9658 1754 Passcode: 888709

Submission of Bids	<p>20 October 2023 to 08 November 2023</p> <p>(Note: During office hours only, Monday-Friday, from 8:00A.M. to 5:00 P.M. except 08 November 2023 which is until 12:00nn only)</p>	<p>BOHOL: PSA Bohol Provincial Office, 3/F Galleria Luisa Bldg., Gallares St., Poblacion II, Tagbilaran City, Bohol</p> <p>CEBU: Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City</p> <p>NEGROS: PSA Negros Oriental Provincial Office, Purple Building, Valencia Road, Bagacay, Dumaguete City, Negros Oriental</p> <p>SIQUIJOR: PSA Siquijor Provincial Office, 3rd Floor Siquijor Business and Convention Center Bldg., Poblacion, Siquijor, Siquijor</p>
Opening of Bids	<p>08 November 2023 1:30 P.M.</p>	<p>Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City or via Zoom Meeting with the following link: Zoom Meeting Link: https://tinyurl.com/Opening-2024-Janitorial Meeting ID: 841 5307 0550 Passcode: 932461</p>

10. The **PSA 7** 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 35.6 and 41 of the 2016 revised IRR of RA 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

Ms. Edwina M. Carriaga/ Ms. Erah Mhay Quiñones/ Ms. Mary Clare Coronado/ Ms. Marie Cris Lerio and Ms. Manilyn Lunday
Philippine Statistics Authority Regional Statistical Services Office 7
Gaisano Capital South Bldg. Colon St., Cebu City
Tel. nos.:(032)412-6794/254-0470/256-0592
Email address: psa07.rbac@gmail.com
Telefax nos.:(032)412-6794/254-0470


EDWINA M. CARRIAGA
R07-BAC Chairperson

Republic of the Philippines



Government Procurement Policy Board