



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)

(Early Procurement Activity)

Government of the Republic of the Philippines

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

PUBLIC BIDDING NO. 2023-008

11 November 2023

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



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 National Expenditure Program (NEP)* intends to apply the sum of **ONE MILLION FOUR HUNDRED EIGHTY FIVE THOUSAND SIX HUNDRED TWENTY TWO PESOS AND FORTY FOUR CENTAVOS ONLY (PhP1,485,622.44)** 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 – (EPA). 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>Janitorial Services for PSA Bohol Provincial Office for 01 January 2024 to 31 December 2024</p> <p>*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>Janitorial Services for PSA Cebu Provincial Office for 01 January 2024 to 31 December 2024</p> <p>*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>	440,959.20
3	<p>Janitorial Services for PSA Negros Oriental Provincial for 01 January 2024 to 31 December 2024</p> <p>*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>Janitorial Services for PSA Siquijor Provincial Office for 01 January 2024 to 31 December 2024</p> <p>*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>	198,357.24
5	<p>Janitorial Services for PSA Regional Statistical Services Office VII (PSA RSSO7) for 01 January 2024 to 31 December 2024</p> <p>*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>	440,959.20
TOTAL:		1,485,622.44

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 (EPA)**. 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 **11 November 2023 to 05 December 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:

APPROVED BUDGET FOR THE CONTRACT (ABC)	COST OF THE BIDDING DOCUMENTS (in Philippine Peso)
<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 **22 November 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/JanitorialPreBid>

Meeting ID: 893 4857 9340

Passcode: 771953

7. Bids must be duly received by the **RO7 BAC Secretariat** at the address below on or before **05 December 2023, 12:00nn.**

Activity	Date and Time	Place of Submission	Address/Station
Submission of Bids	11 November 2023 to 05 December 2023 (Note: During office hours only, Monday-Friday, from 8:00A.M. to 5:00 P.M. except 05 December 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 **05 December 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/JanitorialOpeningofBids>

Meeting ID: 862 4767 4590

Passcode: 382423

The Schedule of Bidding Activities shall be as follows:

ACTIVITIES	DATE AND TIME	VENUE
Sale and Issuance of Bid Documents	11 November 2023 to 05 December 2023 (Note: During office hours only, Monday-Friday, from 8:00A.M. to 5:00 P.M. except 05 December 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	22 November 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: <u>Zoom Meeting Link:</u> https://tinyurl.com/JanitorialPreBid Meeting ID: 893 4857 9340 Passcode: 771953
Submission of Bids	11 November 2023 to 05 December 2023 (Note: During office hours only, Monday-Friday, from 8:00A.M. to 5:00 P.M. except 05 December 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
Opening of Bids	05 December 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: <u>Meeting Link:</u> https://tinyurl.com/JanitorialOpeningofBids Meeting ID: 862 4767 4590 Passcode: 382423

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. Procurement undertaken under Early Procurement Activity (EPA) will be based on the issuance of the GPPB CIRCULAR 06-2019, Guidelines on the Implementation of Early Procurement Activities (EPA).
12. 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
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EDWINA M. CARRIAGA
 R07-BAC Chairperson

