



INVITATION TO BID FOR JANITORIAL SERVICES FOR THE PHILIPPINE STATISTICS AUTHORITY (PSA) CENTRAL OFFICE FROM 01 MARCH TO 31 DECEMBER 2025

1. The **PSA**, through the **2025 General Appropriations Act** intends to apply the sum of **Fifteen Million Pesos Only (PhP 15,000,000.00)** being the ABC to payments under the contract for **Procurement of Janitorial Services for the Philippine Statistics Authority (PSA) Central Office**. Bids received in excess of the ABC shall be automatically rejected a bid opening.
2. The PSA now invites bids for the above Procurement Project. **Delivery of the Goods and Services is required for the period 01 March to 31 December 2025**. Bidders should have completed, within **two (2) 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 No. 5183.

4. Prospective Bidders may obtain further information from the **Philippine Statistics Authority of Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below during working hours from 8:00AM-5:00PM weekdays except holidays.

PSA BAC Secretariat
14th Floor, PSA Headquarters, PSA Complex
East Avenue, Diliman, Quezon City

5. A complete set of Bidding Documents may be acquired by interested Bidders on **20 January 2025** 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 **Ten Thousand Pesos (PhP 10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The **PSA-BAC** will hold a Pre-Bid Conference on **28 January 2025 10:00 A.M.** via Zoom, Meeting links will be provided to the respective email addresses provided to the BAC Secretariat by the interested bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **10 February 2025, 08:00 A.M.** Late bids shall not be accepted.
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 **10 February 2025 at 10:00 A.M.** via Google Meet. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **PSA** 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. For further information, please refer to:

Mr. Joseph P. Cajita
Head, BAC Secretariat
PSA Bids and Awards Committee
14th Floor PSA Headquarters, PSA Complex,
East Avenue, Diliman, Quezon City
Email address: bac-secretariat@psa.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents:
www.psa.gov.ph or <https://procurement.psa.gov.ph/>

SGD.
MINERVA ELOISA P. ESQUIVIAS
Chairperson
PSA Bids and Awards Committee