

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.



Janitorial Services for PhilSys Fixed Registration Centers of Five PSOs of MIMAROPA

1. The **Philippine Statistics Authority (PSA) RSSO MIMAROPA**, through the **General Appropriations Act FY 2022 R.A. 11639**, intends to apply the sum of **One Million Ninety-Six Thousand Two Hundred Eight Pesos and 86/100 Only (P 1,096,208.86)** being the ABC to payments under the contract for **Janitorial Services for PhilSys Fixed Registration Centers of Five PSOs of MIMAROPA**.

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 by **Janitorial Services for PhilSys Fixed Registration Centers of Five PSOs of MIMAROPA**.
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 **25 November to 18 December 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 (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 **06 December 2024, 9:00 AM** through video conferencing or webcasting via **Zoomlink below:**

<https://zoom.us/j/94146848479?pwd=G6m6BBDGCP6iACTSiTxvcUb7uqZelW.1>

Meeting ID: 941 4684 8479 Passcode: 711446, 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 **18 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 **18 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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