



INVITATION TO BID

Supply of Janitorial Services

1. The **Philippine Center for Postharvest Development and Mechanization** through its **Regular Fund** intends to apply the sum of **PhP 860,128.86** being the Approved Budget for the Contract (ABC) for June to December 2013 to payments under the contract for the **Supply of Janitorial Services**. Bids received in excess of the ABC shall be automatically rejected at Bid opening.
2. The **Philippine Center for Postharvest Development and Mechanization (PHilMech)** now invites bids for the Bidding of the **Supply of Janitorial Services** (Nine (9) Janitors for the Main Office in the Science City of Muñoz, Nueva Ecija and One (1) Janitor for the Liaison Office in Quezon City). The contract will commence on **June 1, 2013**. The contract shall be for a period of three (3) years. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, contract similar to the Project. The description of an eligible Bidder is contained in the Bidding Documents, particularly, in Section II of the Instructions to Bidders (ITB).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criteria as specified in the Implementing Rules and Regulations Part A (IRR-A) of Republic Act 9184 (R.A. 9184), otherwise known as the "Government Procurement Reform Act," and is restricted to Filipino citizens/sole proprietorships, 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 Republic Act 5183 (R.A. 5183) and subject to Commonwealth Act 138 (C.A. 138). Only Bids from Bidders who pass the eligibility check will be opened. The process for the eligibility check is described in the Bidding Documents. The bidder with the Lowest Calculated Bid (LCB) shall advance to the post-qualification stage in order to finally determine responsiveness of the bid to technical and financial requirements of the project. The contract shall then be awarded to the Lowest Calculated and Responsive Bidder (LCRB) who was determined as such during the post-qualification procedure.
4. Interested Bidders may obtain further information from the **Philippine Center for Postharvest Development and Mechanization (PHilMech)** and inspect the Bidding Documents at the address given below from 8:00am to 5:00pm.
5. A complete set of Bidding Documents may be purchased by interested Bidders from the address below and upon payment of a nonrefundable fee in the amount of **PhP 1,000.00**. The method of payment will be **in cash**. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative. **Only those who have purchased the Bidding Documents shall be allowed to participate in the pre-bid conference and raise or submit written queries or clarification.**
6. The **Philippine Center for Postharvest Development and Mechanization (PHilMech)** will hold a Pre-Bid Conference on **May 10, 2013, Friday, at 10:00am, at the PHilMech Executive Lounge, CLSU Compound Science City of Muñoz, Nueva Ecija.**



Republic of the Philippines
Department of Agriculture

Philippine Center for Postharvest Development and Mechanization

Science City of Muñoz, Nueva Ecija, Philippines
www.philmech.gov.ph



7. Bids and eligibility requirements must be delivered to the address below on or before **10:00am of May 27, 2013**. All Bids must be accompanied by a Bid security in the form and amount stated in the Bid Data Sheet or an equivalent amount in a freely convertible currency. Late Bids shall not be accepted.
8. Bid opening shall be on **May 27, 2013, 10:00am** at **PHilMech Executive Lounge, CLSU Compound Science City of Muñoz, Nueva Ecija**. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below.
9. The **Philippine Center for Postharvest Development and Mechanization (PHilMech)** reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

PHILIPPINE CENTER FOR POSTHARVEST DEVELOPMENT AND MECHANIZATION

(Formerly BUREAU OF POSTHARVEST RESEARCH AND EXTENSION)

Main Office : CLSU Cmpd., Science City of Muñoz, Nueva Ecija

Tel. No. (044) 4560287 / 4560213 FAX No. (044) 4560110

Liaison Office : 3F ATI Bldg., Elliptical Road, Diliman, Quezon City

Tel. No. 9274019 / 9274029 FAX No. 9268159

ARNEL RAMIR M. APAGA

BAC Chairman