



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
ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007 CERTIFIED



**INVITATION TO BID FOR
SUPPLY OF JANITORIAL SERVICES FOR THE BUILDING AND GROUND MAINTENANCE
(PhilMech Goods 20-10-06)**

1. The **Philippine Center for Postharvest Development and Mechanization (PhilMech)** through its **FY 2021 Regular Fund** intends to apply the sum of **PhP 2,495,455.32** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Supply of Janitorial Services**. Bids received in excess of the ABC shall be automatically rejected during Bid opening.
2. The PhilMech now invites bids from eligible bidders for the **Supply of Janitorial Services. Delivery of the good/service is required from January 1 to December 31, 2021**. Bidders should have completed, within **five (5) 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 of the Instructions to Bidders.
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".

Bidding is restricted to Filipino Citizens/sole proprietorships, cooperatives and partnerships and organizations with at least (60%) interest of 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. Interested Bidders may obtain further information from the **PhilMech** the Bidding Documents at the address given below from 8:00 am to 5:00 pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 18-December 9, 2020** from the address below upon payment of a nonrefundable fee for the Bidding Documents in the amount of **PhP 2,500.00**.

Bidders may also opt to pay thru Landbank Account Fund Transfer. You may deposit your cash at PhilMech's Official Bank Account: **Landbank of the Philippines (LBP) Account Name: PHILMECH TRUST FUND: Account No. 2962-1023-63** and present or send the proof of payments e.g. bank deposit slips to the address written below or email to philmech_bac@yahoo.com.ph or bac@philmech.gov.ph

It may also be downloaded free of charge from the website of the Philippine Government Procurement System (PhilGEPS) and the website of the Procuring Entity provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their Bids.

6. The **Philippine Center for Postharvest Development and Mechanization** will hold a Pre-Bid Conference on **November 25, 2020; 1:30 pm** at the **Executive Lounge PhilMech Main Office, CLSU Compound Science City of Muñoz Nueva Ecija**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **1:30 pm of December 9, 2020**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on **December 9, 2020; 1:30 pm** at the **Executive Lounge PhilMech Main Office, 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. 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 **December 9, 2020; 1:30PM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity

Main Office: CLSU, Science City of Muñoz, Nueva Ecija, Philippines
Mobile Nos. (+63) 932-869-6837/ (+63) 917-813-0852
Fax No.: (044) 456-0110
Liaison Office: 3rd floor, ATI Bldg., Elliptical Road, Diliman, Quezon City
Tel. No. (02) 927-4019, 927-4029

PhilMech-AD-F-076 Rev 02 (07.01.20)

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10. In observance with the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases protocol on social distancing, **only one (1) designated / authorized representative per company** shall be allowed to participate and/or attend in the conduct of the bidding activities
11. The **Philippine Center for Postharvest Development and Mechanization** 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 41 of RA9184 and its IRR without thereby incurring any liability to the affected bidders or bidders.
12. For further information, please refer to:
 The BAC Secretariat,
 PHilMech Bids and Awards Committee
 Contact No. 0917 301 8242
 E-mail: philmech_bac@yahoo.com.ph
13. You may visit the following websites:
 For downloading of Bidding Documents:
www.philmech.gov.ph
<https://old.philmech.gov.ph/?page=bidding>


RAUL R. PAZ
 BAC Chairperson

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