



INVITATION TO BID

PROCUREMENT OF PITC JANITORIAL AND ALLIED SERVICES REQUIREMENT FOR THREE (3) YEARS (2019 TO 2021)

Bid Ref. No. ASD-B1-2019-155

Approved Budget for the Contract – ₱ 4,377,929.74

1. The **Philippine International Trading Corporation (PITC)** intends to apply the sum of Pesos: Four Million Three Hundred Seventy Seven Thousand Nine Hundred Twenty Nine & Seventy Four (₱4,377,924.74) being the Approved Budget for the Contract (ABC) to payment under the contract for the **Procurement of PITC Janitorial and Allied Services Requirement for Three (3) Years (2019 TO 2021)**.

Description	ABC (VAT Inclusive) (₱)	Funding Source	Bid Security (in any of the following forms)	Cost / Price of Bid Documents (cash payment only) (₱)
Procurement of PITC Janitorial and Allied Services Requirement for Three (3) Years (2019 To 2021)	4,377,929.74 (1 st year)	PITC 2019 CORPORATE OPERATING BUDGET (for the 1 st year only)	<ul style="list-style-type: none">• Bid Securing Declaration• Cash or Cashier's/ Manager's Check* equivalent to at least 2% of the ABC• Bank Guarantee/ Bank draft or Irrevocable Letter of Credit to at least 2% of the ABC*• Surety bond callable upon demand to at least 5% of the ABC**	4,000.00

*Only those issued and confirmed by a Local Universal or Local Commercial Bank

**Must be callable upon demand issued by a Surety or Insurance Company duly certified by the Insurance Commission as authorized to issue such bond

2. Bids received in excess of the ABC shall be automatically rejected at Bid opening.
3. PITC now invites Bids from JANITORIAL AND ALLIED SERVICES AGENCIES for the PITC JANITORIAL AND SERVICES REQUIREMENT FOR THREE (3) YEARS 2019 TO 2021 (hereafter referred to as "GOODS").
4. A prospective Bidder must have completed a single largest contract of similar nature within last five (5) years amounting to at least fifty percent (50%) of the total ABC.

Similar contract shall mean "Janitorial or Manpower Services".

5. Open competitive bidding procedures will be conducted using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) 9184, otherwise known as the "Government Procurement Reform Act". All particulars relative to this bidding including Eligibility Checking, Bid Security, Evaluation and Post-Qualification Procedures and Award of Contract shall be governed by R.A. 9184 and its **2016** Revised IRR.
6. The Invitation to Bid and Bidding Documents may be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and PITC website at www.pitc.gov.ph. Interested bidders may inspect the Bidding Documents upon presentation of proper identification during office hours (8:00am – 4:00pm) on weekdays only.

7. The complete set of Bidding Documents may be acquired by interested bidders during office hours (8:00am – 4:00pm) but not later than 4:00pm upon payment of a non-refundable fee as indicated above. The Bidding Documents shall be received personally by the prospective Bidder or his duly authorized representative upon presentation of proper identification document.

It may also be downloaded free of charge from the website of the PhilGEPS and the PITC website, PROVIDED that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

For the Pre-Bid Conference, bidders are encouraged to send their authorized technical representatives or personnel who are familiar with the bid requirements and will prepare the documents for the bidder.

8. The **Schedule of Bidding Activities** shall be as follows:

ACTIVITIES	TIME	VENUE
1. Sale and Issuance of Bid Documents	8:00 AM to 4:00 PM only Mondays to Fridays Starting 15 July 2019	BAC I Secretariat c/o Ms. Ana DG Asprec at 5/F NDC Building, 116 Tordesillas Street Salcedo Village, 1227 Makati City
2. Pre-Bid Conference	22 July 2019 (Monday) 4:00 PM	5/F Conference Room, NDC Bldg
3. Submission and Opening of Bid Documents	02 August 2019 (Friday) 2:00 PM *Late Bids shall not be accepted.	116 Tordesillas Street, Salcedo Village 1227 Makati City

9. Interested bidders may obtain further information from the BAC I Secretariat c/o Ms. Ana DG Asprec at the 5/F NDC Building, 116 Tordesillas Street, Salcedo Village, 1227 Makati City, from 8:00 AM to 4:00 PM only, Mondays to Fridays starting 15 July 2019 at tel. No. 818-1479 to 81 loc. 308. **However, any queries relative to the contents of the bid documents and the project requirements can only be made not later than ten (10) calendar days prior to the Submission and Opening of Bids.**
10. PITC reserves the right to accept or reject any bid proposal, 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.

(Sgd) PITC Bids & Awards Committee I

Posting of Invitation to Bid and Bidding Documents @ PhilGEPS and PITC Bulletin Board on 15 July 2019