



Republic of the Philippines  
**Department of Justice**  
Parole and Probation Administration  
DOJ Agencies Bldg., NIA Road corner East Avenue  
Diliman, Quezon City

**INVITATION TO BID FOR**  
***Provision of Janitorial Services in the Parole and Probation Administration***  
***– Central Office six (6) janitors for Calendar Year 2018***

1. The Parole and Probation Administration-Central Office, through the authorized appropriations under the FY 2018 General Appropriations Act,<sup>2</sup> intends to apply the sum of ***One Million Three Hundred Fifty-Seven Thousand Three Hundred Seventy-Two Pesos (Php1,357,272.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract for Provision of Janitorial Services in the Parole and Probation Administration-Central Office for CY 2018. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Parole and Probation Administration—Central Office now invites bids for manpower services.<sup>3</sup> The duration of the contract is from January 1, 2018 until December 31, 2018. 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.
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) 9184, otherwise known as the "Government Procurement Reform Act".

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 5183.

4. Interested bidders may obtain further information from the address given below and inspect the Bidding Documents at the address given below during office hours.

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<sup>2</sup> In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of (LGUs, the Budget for the contract approved by the respective Sanggunian. (Section 5(a), R.A. 9184)

<sup>3</sup> A brief description of the type(s) of Goods should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

5. A complete set of Bidding Documents may be acquired by interested Bidders starting on November 7, 2017 up to November 29, 2017 at the General Services Section, 2<sup>nd</sup> Floor, DOJ Agencies Building, NIA Road corner East Avenue, Diliman, Quezon City and 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 (Php5,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of Parole and Probation Administration, provided that the Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

6. The Parole and Probation Administration – Central Office will hold a Pre-Bid Conference<sup>4</sup> on **November 17, 2017 at 10:00 A.M. at DOJ—PPA Multi-Purpose Hall, 3<sup>rd</sup> Floor, DOJ Agencies Building, NIA Road corner East Avenue, Diliman, Quezon City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **November 29, 2017 at 9:30 a.m.** 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 November 29, 2017, 10:00 A.M.** at the DOJ—PPA Multi-Purpose Hall 3<sup>rd</sup> Floor, DOJ Agencies Building, NIA Road corner East Avenue, Diliman, Quezon City. 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. *The schedule of bidding activities are as follows:*

Activities	Schedule
Advertisement/Posting of Invitation to Bid	November 7, 2017
Issuance and Availability of Bid Documents	Starting November 7, 2017
Pre-Bid Conference	November 17, 2017; 10:00 AM
Request for Clarification	November 20, 2017 (personal filing)
Issuance of Supplemental Bid Bulletin	November 23, 2017
Deadline for Submission of Bids	November 29, 2017; 9:30 AM
Opening of Bids	November 29, 2017; 10:00 AM

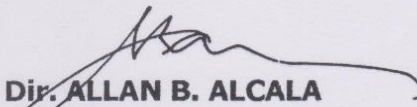
9. The Parole and Probation Administration—Central Office reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time

<sup>4</sup>May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

*PPA Central Office BAC Secretariat  
2<sup>nd</sup> Floor, Administrative Division  
DOJ Agencies Building, NIA Road Corner East Avenue,  
Diliman, Quezon City  
(02) 927-68-21 (telefax)/927-00-04  
ppaproperty2016@gmail.com/probation.genservices@gmail.com  
<http://probation.gov.ph>*

  
**Dir. ALLAN B. ALCALA**  
*Central Office BAC Chairperson*