



Republic of the Philippines
Department of Justice
PAROLE AND PROBATION ADMINISTRATION
DOJ Agencies Bldg., NIA Road, Diliman
Quezon City
Tel. No.: 02-927-00-04 <http://probation.gov.ph>

INVITATION TO BID FOR Security Services for CY 2017

1. The Parole and Probation Administration, through the General Appropriations Act CY 2017 intends to apply the sum of **Seven Hundred Ninety One Thousand Five Hundred Seventy Two Pesos & 92/100 only (P791,572.92)** being the Approved Budget for the Contract (ABC) to payment under the contract for janitorial services for the period January 1 – December 31, 2017. Bids received in excess of the ABC shall be automatically rejected during the bid opening.
2. The Parole and Probation Administration now invites bids for security services for three (3) security guards for the CY 2017. Bidders should have completed, within two years prior to 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 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 and subject to Commonwealth Act 138.

4. Interested bidders may obtain further information from Parole and Probation Administration and inspect the Bidding Documents at the 2nd Floor Administrative Division, PPA-Central Office, DOJ Agencies Bldg., NIA Road Corner East Avenue, Diliman, Quezon City during office hours from 8:00 A.M. up to 5:00 P.M from Monday to Friday.

A complete set of Bidding Documents may be purchased by interested Bidders starting October 12 – November 7, 2016 from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **One Thousand Pesos (P1,000.00) in cash only.**

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of

the Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

5. The Parole and Probation Administration will hold a Pre-Bid Conference on October 21, 2016 (Friday), 1:30 P.M. at the 3rd Floor, PPA Multi-Purpose Hall, DOJ Agencies Building, NIA Road corner East Avenue, Diliman, Quezon City, which shall be open to all interested parties.
6. Bids must be delivered to the address below on or before November 7, 2016 (Monday) at 1:00 P.M. 3rd Floor, PPA Multi-Purpose Hall, DOJ Agencies Building, NIA Road corner East Avenue, Diliman, Quezon City. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.
7. Bid opening shall be on November 7, 2016 (Monday) at 1:30 P.M. 3rd Floor, PPA Multi-Purpose Hall, 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 Parole and Probation Administration shall not be held liable for any expenses incurred by the bidders arising from their bid nor from erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished.
9. The Parole and Probation Administration 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.

For further information, please refer to:

Milagros V. Galera
BAC Secretariat
2nd Floor Administrative Division
Parole and Probation Administration
DOJ Agencies Building, NIA Road corner East Avenue, Diliman, Quezon City
Tel Nos. 9276821/ 9270004
<http://probation.gov.ph>


DIR. ALLAN B. ALCALA
BAC Chairperson

Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is <i>Parole and Probation Administration - Central Office, Department of Justice</i>
1.2	The lot(s) and reference is/are: Three (3) Security Guards
	The Funding Source is: The Government of the Philippines (GOP) through <i>General Appropriations Act CY 2016</i> in the amount of <i>Seven Hundred Ninety One Thousand Five Hundred Seven Two Pesos & 92/100 only (P-791,572.92)</i>
3.1	No further instructions.
5.1	No further instructions.
5.2	None of the circumstances mentioned in the ITB Clause exists in this Project. Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.
5.4	"No further instructions"
7	No further instructions.
8.1	"Subcontracting is not allowed."
8.2	"Not applicable".
9.1	The Procuring Entity will hold a Pre-Bid Conference for this Project on <i>October 21, 2016, 1:30 P.M. at the 3rd Floor, PPA Multi-Purpose Hall, DOJ Agencies Building NIA Road corner East Avenue, Diliman, Quezon City.</i>
10.1	The Procuring Entity's address is: <i>Parole and Probation Administration - Central Office</i> <i>DOJ Agencies Building NIA Road corner East Avenue, Diliman, Quezon City</i> <i>Milagros V. Galera</i> <i>BAC Secretariat</i> <i>Tel. No. 9276821/ 9270004 [http://probation.gov.ph]</i>
12.1(a)	No further instructions.
12.1(a)(i)	"No other acceptable proof of registration is recognized."

12.1(a)(iii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within two years prior to the deadline for the submission and receipt of bids.
13.1	"No additional requirements."
13.1(b)	No further instructions.
13.2	<i>The ABC is Seven Hundred Ninety One Thousand Five Hundred Seven Two Pesos & 92/100 only (P 791,572.92)</i> Any bid with a financial component exceeding this amount shall not be accepted.
15.4 (a)(iii)	No incidental services are required.
15.4(b)	Not applicable, "The price of the Goods shall be quoted DDP, DOJ Agencies Building, NIA Road corner East Avenue, Diliman, Quezon City", No incidental services are required.
16.1(b)	The Bid prices for Goods supplied from the Philippines shall be quoted in Philippine Pesos.
16.3	Not applicable.
17.1	Bids will be valid 120 days from date of opening of bids.
18.1	The bid security shall be in the following: Amount of Bid Security (Equal to Percentage of the ABC) or its equivalent.
18.3	The bid security shall be valid 120 days from date of opening of bids.
20.3	Each Bidder shall submit <i>one (1)</i> original and <i>five (5) certified photo</i> copies of the first and second components of its bid.
21	The address for submission of bids is <i>at 2nd Floor, Administrative Division, PPA-Central Office, DOJ Agencies Building, NIA Road corner East Avenue, Diliman, Quezon City.</i> The deadline for submission of bids : <i>Security Services November 7, 2016, Monday at 1:00 P.M.</i>
24.1	The place of bid opening is <i>at the 3rd Floor PPA Multi – Purpose Hall, PPA-Central Office, DOJ Agencies Building NIA Road corner East Avenue, Diliman, Quezon City.</i> The date and time of bid opening is : <i>Security Services November 7, 2016, Monday at 1:30 P.M.</i>

24.2	No further instructions.
27.1	No further instructions.
28.3	The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
28.3(b)	<i>Bid Modification is allowed provided this is done before the deadline of submission and/or receipt of bids.</i>
28.4	No further instructions.
29.2(a)	No further instructions.
29.2(b)	<p><i>Bidders must submit certified true copies manually filed tax returns.</i></p> <p><i>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</i></p>
32.4(g)	<i>None.</i>