



Republic of the Philippines
Department of Justice
PAROLE AND PROBATION ADMINISTRATION
DOJ Agencies Bldg., NIA Road, Diliman
Quezon City
☎ (02-927-00-04) <http://probation.gov.ph>

INVITATION TO BID FOR Provision of Janitorial Services in the Parole and Probation Administration – Central Office for Calendar Year 2019

The *Parole and Probation Administration-Central Office*, through the *authorized appropriations under the FY 2019 General Appropriations Act* ³ intends to apply the sum of ***One Million Four Hundred Twelve Thousand Seven Hundred Twelve Pesos (Php1,412,712.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract for the Provision of Janitorial Services (***six janitors***) in the Parole and Probation Administration Central Office for Calendar Year 2019. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The *Parole and Probation Administration-Central Office* now invites bids for the Provision of Janitorial Services in the Parole and Probation Administration Central Office for Calendar Year 2019.⁴ ***Contract period is from January 1, 2019 up to December 31, 2019.*** Bidders should have completed, within *two (2) 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.

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”.

(i) 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.

1. Interested bidders may obtain further information from the address given below and inspect the Bidding Documents at the address given below during office hours.
2. A complete set of Bidding Documents may be acquired by interested Bidders on *October 30 – November 26, 2018* from the address below *and upon payment of the*

³ 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)

⁴ 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.

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) in cash, non-refundable.

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 applicable fee for the Bidding Documents not later than the submission of their bids.

3. The *Parole and Probation Administration-Central Office* will hold a Pre-Bid Conference⁵ on **November 8, 2018 Thursday, 1:00 P.M.** at the PPA Multi-Purpose Hall 3rd Floor, DOJ Agencies Bldg., NIA Road corner East Avenue, Diliman, Quezon City which shall be open to prospective bidders.
4. Bids must be duly received by the BAC Secretariat at the address below on or before **November 26, 2018, Monday, 12:00 P.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 26, 2018, Monday,, 1:00 P.M.** at the PPA Multi-Purpose Hall 3rd Floor, DOJ Agencies Bldg., 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.


Activities	Schedule/Date
Advertisement /Posting of Invitation to Bid	October 29 – November 26, 2018
Issuance and Availability of Bid Documents	October 30 – November 26, 2018
Pre-Bid Conference	November 8, 2018 Thursday 1:00 P.M.
Request for Clarification ten (10) calendar days before deadline of submission of bids	November 15, 2018 Thursday 5:00 P.M. (written clarification)
Issuance of Supplemental Bid Bulletin - seven (7) calendar days before deadline of submission of bids	November 19, 2018 Monday
Deadline of Submission of Bids	November 26, 2018 Monday 12:00 P.M.
Opening of Bids	November 26, 2018 Monday 1:00 P.M.

5. 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 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.

⁵May 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.

6. For further information, please refer to:

Parole and Probation Administration-Central Office BAC Secretariat
2nd Floor Administrative Division
DOJ Agencies Bldg., NIA Road corner East Avenue, Diliman, Quezon City
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DIR. ALLAN B. ALCALA
PPA-CO BAC Chairperson