



## **INVITATION TO BID FOR** ***Provision of Janitorial Services in the Parole and Probation*** ***Administration – Central Office for Calendar Year 2021***

1. The *Parole and Probation Administration – Central Office*, through the *National Expenditure Program (NEP) under the Calendar Year 2021* intends to apply the sum of ***One Million Four Hundred Seventy-Five Thousand Pesos Only (1,475,000.00)*** being the ABC to payments under the contract for ***Provision of Janitorial Services in the Parole and Probation Administration – Central Office for CY 2021 with public bidding no. 2020-007***. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The *Parole and Probation Administration – Central Office*, through the *National Expenditure Program (NEP) under the Calendar Year 2021* intends to apply the sum of ***One million Four Hundred Seventy-Five Thousand Pesos (1,475,000.00)*** for the ***Provision of Janitorial Services in the Parole and Probation Administration – Central Office with Public Bidding No.2020-007*** being the ABC to payments under the contract for ***six (6) Janitors***. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

2. The *Parole and Probation Administration – Central Office* now invites bids for the above Procurement Project. ***Delivery of the Services is required and effective on January 01, 2021***. 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).
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) No. 9184.
  - a. 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 No. 5183.
4. Prospective Bidders may obtain further information from ***Parole and Probation Administration – Central Office BAC Secretariat*** and inspect the Bidding Documents at the address given below during *office hours*.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 07 to 27, 2020** from the given address below **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 (Php 5,000.00) in cash, non-refundable.** The Procuring Entity shall allow the bidder to present its proof of payment for the fees **it will be presented in person.**

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.

6. The *Parole and Probation Administration – Central Office* will hold a Pre-Bid Conference on **October 15, 2020; Thursday, 10:00 AM** at the PPA Multi-Purpose Hall 3<sup>rd</sup> Floor, DOJ Agencies Bldg., 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 through manual submission at the office address indicated below, on or before **October 27, 2020; Tuesday, 09:30 AM**. 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 **October 27, 2020; Tuesday, 10:00 AM** at the given address below *PPA Multi-purpose Hall 3<sup>rd</sup> Floor, DOJ Agencies Bldg., NIA Road corner East Avenue, Diliman Quezon City* and Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. *Other information for the schedule of procurement activities;*

Activities	Schedule/Date
Advertisement /Posting of Invitation to Bid	October 07 to 27, 2020
Issuance and Availability of Bid Documents	October 07 to 27, 2020
Pre-Bid Conference	October 15, 2020; Thursday;10:00 A.M.
Request for Clarification ten (10) calendar days before deadline of submission of bids	October 17, 2020; 5:00 P.M. (thru email with signature for clarification)
Issuance of Supplemental Bid Bulletin - seven (7) calendar days before deadline of submission of bids	October 21, 2020; Wednesday
Deadline of Submission of Bids	October 27, 2020; Tuesday 9:30 A.M.
Opening of Bids	October 27, 2020; Tuesday 10:00 A.M.

11. 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

*Parole and Probation Administration-Central Office BAC Secretariat  
2<sup>nd</sup> Floor Administrative Division  
DOJ Agencies Bldg., NIA Road corner East Avenue, Diliman, Quezon City  
(02)8927-00-04 /Telefax (02) 8927-68-21  
[probation.genservices@gmail.com/](mailto:probation.genservices@gmail.com)  
[ppaproperty2016@gmail.com](mailto:ppaproperty2016@gmail.com)  
<https://probation.gov.ph>*

13. You may visit the following websites:

For downloading of Invitation to Bid: <https://probation.gov.ph/procurement/>

October 07, 2020

  
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**ATTY. REY DANIEL N. GONZAGA**  
**PPA-CO BAC Chairperson**