



## INVITATION TO BID

1. The **Parole and Probation Administration-Central Office (PPA-CO)**, through the **FY 2024** General Appropriations Act intends to apply the sum of *One Million Seven Hundred Thirty Thousand Pesos (Php 1,730,000.00)* being the ABC to payments under the contract for **Janitorial Service for the Parole and Probation Administration-Central Office (PPA-CO) for FY 2024** with Project ID No: **2024-01**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Deliverables:

Quantity	Unit	Description	Contract Duration
1	lot	Six (6) Janitors	February 1, 2024 to January 31, 2025

2. The **PPA-CO** now invites bids for the above Procurement Project. Delivery of the service will start on **February 1, 2024**. 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.

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 **PPA-CO 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 **November 16 - December 6, 2023** and upon payment of the non-refundable 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)**. The bidder must present its Official Receipt as proof of payment for the fees to be presented before the bid opening.

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



6. The **PPA-CO** will hold a **Pre-Bid Conference** on **November 24, 2023; 9:30AM** via **Zoom Application** with Meeting ID: **838 0193 9184** and Passcode: **2024-01** which shall be open to prospective bidders.
7. Bids must be duly received by the **BAC Secretariat** through **manual submission** at the **2/F Administrative Division, DOJ Agencies Bldg., NIA Road, East Avenue, Diliman, Quezon City** on or before **December 6, 2023; 9:00AM**. 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 **December 6, 2023; 9:30AM** at the **3/F Multi-Purpose Hall, DOJ Agencies Bldg., NIA Road, East Avenue, Diliman, Quezon City**. Bids will be opened in the presence of the bidders' representative who choose to attend the activity.
10. Other information for the schedule of procurement activities:

Activities	Schedule
Request for Clarification and/or Interpretation, if any	November 26, 2023
Issuance of Supplemental Bid Bulletin, if any	November 29, 2023

11. The **PPA-CO** 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:

**Ricardo S. Arellano Jr. / BAC Secretariat**  
Parole and Probation Administration - Central Office  
DOJ Agencies Bldg., NIA Road, East Avenue, Diliman, Quezon City 1101  
[probation.genservices@gmail.com](mailto:probation.genservices@gmail.com) / [ricoarellanojr@gmail.com](mailto:ricoarellanojr@gmail.com)  
(02)8-927-00-04 / 0919-950-1084

13. For downloading the Bidding Documents, you may visit the following websites:

- 1.) <https://probation.gov.ph>
- 2.) <https://philgeps.gov.ph>

**REY DANIEL N. GONZAGA**

*Chairperson, Bids and Awards Committee*

*Date Issued: November 16, 2023*