



Republic of the Philippines
Department of Justice

**PAROLE AND PROBATION ADMINISTRATION
BIDS AND AWARDS COMMITTEE**

DOJ Agencies Building, NIA Road cor. East Ave., Diliman 1100 Quezon City
Telephone Number: (02) 8927 00 04 | Email: ppacobacsecretariat@gmail.com
Website: <https://probation.gov.ph>



INVITATION TO BID

1. The **Parole and Probation Administration-Central Office (PPA-CO)**, through the **FY 2025 General Appropriations Act** intends to apply the sum of *One Million Nine Hundred Ninety-Two Thousand Pesos (Php 1,992,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for **Janitorial Service for the Parole and Probation Administration-Central Office for FY 2025** with Project ID No: **2025-01**. Bids received more than the ABC shall be automatically rejected at bid opening.

Deliverables:

Quantity	Unit	Description	Contract Duration
1	lot	Six (6) Janitors with cleaning supplies and materials	February 1, 2025 to January 31, 2026

2. The **PPA-CO** now invites bids for the above Procurement Project. Delivery of the service will start on **February 1, 2025**. 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 the **PPA-CO BAC Secretariat** and inspect the Bidding Documents at the address below during office hours.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 17 - December 9, 2024** 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, provided that the bidder shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

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6. The **PPA-CO** will hold a **Pre-Bid Conference** on **November 25, 2024; 9:30 AM** via **Zoom Application** with Meeting ID: **891 3400 2505** and Passcode: **442533** 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 9, 2024; 9:00 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 **December 9, 2024; 9:30 AM** at the **Natividad Hall, DOJ Agencies Bldg., NIA Road, East Avenue, Diliman, Quezon City**. Bids will be opened in the presence of the bidders' representative who chooses to attend the activity.
10. Other information for the schedule of procurement activities:

Activities	Schedule
Request for Clarification and/or Interpretation, if any	November 29, 2024
Issuance of Supplemental Bid Bulletin, if any	December 2, 2024

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:

BAC Secretariat

Parole and Probation Administration - Central Office
DOJ Agencies Bldg., NIA Road, East Avenue, Diliman, Quezon City 1101
ppacobacsecretariat@gmail.com
(02)8-927-00-04 / 0919-950-1084

13. For downloading the Bidding Documents, you may visit <https://philgeps.gov.ph> for free.

REY DANIEL N. GONZAGA
Chairperson, Bids and Awards Committee
Date Issued: November 12, 2024