



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila



INVITATION TO BID

PROCUREMENT OF JANITORIAL SERVICES FOR THE INSURANCE COMMISSION (MANILA HEAD OFFICE, CEBU AND DAVAO DISTRICT OFFICES) AND ITS PREMISES

1. The Insurance Commission, through the Special Account in the General Fund 151 for the year 2017 intends to apply the sum of **FIVE MILLION SIX HUNDRED FIVE THOUSAND PESOS ONLY (PhP5,605,000.00) INCLUSIVE OF 12% VAT** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Janitorial Services For The Insurance Commission (Manila Head Office, Cebu and Davao District Offices) and Its Premises**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Insurance Commission now invites bids for **Procurement of Janitorial Services for the Insurance Commission (Manila Head Office, Cebu and Davao District Offices) and Its Premises**. Delivery of the Goods is required for the duration of one (1) year. Bidders should have completed, within three (3) 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 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 *Insurance Commission BAC Secretariat* and inspect the Bidding Documents at the address given below during **8:00 a.m. to 5:00 p.m., Monday to Friday**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **16 July 2018** from the address below and upon payment of a nonrefundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos (PhP10,000.00)**.

A handwritten signature in blue ink, appearing to be "J. L. ...", located in the bottom right corner of the page.

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.

6. The *Insurance Commission* will hold a **Pre-Bid Conference** on **24 July 2018 at 2:00 p.m. at Function Room, Insurance Commission, 1071 U.N. Avenue, Manila**, which shall be open only to all interested parties who have purchased the Bidding Documents.
7. Bids must be duly received by the BAC Secretariat at the address below **on or before 12:00 noon of 06 August 2018**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18**.
8. Bid opening shall be on **06 August 2018 at 2:00 p.m. at Function Room, Insurance Commission, 1071 U.N. Avenue, Manila**. 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.
9. The *Insurance Commission* 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.
10. For further information, please refer to:

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EDWIN CORNELIUS A. LAUZ
Chairman
Bids and Awards Committee