



National Archives of the Philippines

INVITATION TO BID FOR *Procurement of Janitorial Services for 2018*

1. The *National Archives of the Philippines*, through the *General Appropriations Act 2018*¹ intends to apply the sum of *One Million Two Hundred Fifty Thousand Pesos (Php 1,250,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Janitorial Services for 2018*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *National Archives of the Philippines* now invites bids for *Services of six (6) Janitorial Services*.² Delivery of the Goods is required *from April to December 2018*. Bidders should have completed, within *five (5) 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) 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.

4. Interested bidders may obtain further information from *National Archives of the Philippines* and inspect the Bidding Documents at the address given below during *Monday to Friday, 8:00 a.m. to 5:00 p.m.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on *January 12, 2018* from the 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)*.

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,

¹ 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)

² 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.

provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The *National Archives of the Philippines* will hold a Pre-Bid Conference³ on **January 19, 2018, 10:00 a.m.** at **NAP Audiovisual Room, 3rd Floor, Juan Luna Building, Juan Luna corner Muelle dela Industria Streets Binondo, Manila**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **January 31, 2018, 9:30 a.m.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause Error! Reference source not found.**

Bid opening shall be on **January 31, 2018, 10:00 a.m.** at **NAP Audiovisual Room, 3rd Floor, Juan Luna Building, Juan Luna corner Muelle dela Industria Streets Binondo, 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.

8. The *National Archives of the Philippines* 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.
9. For further information, please refer to:

VIRGINIA S. RAYMUNDO
BAC Secretariat Chairperson
Bids and Awards Committee
National Archives of the Philippines
3rd Floor, Juan Luna Building,
Juan Luna corner Muelle dela Industria Streets,
Binondo, Manila
Philippines
Contact Nos: (02)524-3231
Email address: napbox2012@gmail.com /
nationalarchives@nationalarchives.gov.ph
Fax: (02) 524-3231
www.nationalarchives.gov.ph

(SGD.)

LEONCIA A. MARQUINA
BAC Chairperson

³May 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.