



National Archives of the Philippines

INVITATION TO BID FOR PROCUREMENT OF JANITORIAL SERVICES FOR 2021

1. The *National Archives of the Philippines*, through the *General Appropriations Act 2021* intends to apply the sum of *Two Million One Hundred Thousand Pesos (Php 2,100,000.00)* being the ABC to payments under the contract for *Procurement of Janitorial Services for 2021*. 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 the above Procurement Project. Delivery of the Goods is required by *Fiscal year 2021*. 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) 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 *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 *November 10, 2020* from the given address and website(s) 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)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.
6. The *National Archives of the Philippines* will hold a Pre-Bid Conference¹ on *November 17, 2020, 10:00 a.m.* at *NAP Audiovisual Room, 6th Floor PPL Building 1000 U.N.*

¹ May 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.

Avenue corner San Marcelino Street, Manila and/or through video conferencing or webcasting *via Zoom Meeting, (Meeting ID: 948 3314 9917)*, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below on or before ***December 1, 2020, 9:30 a.m.*** 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 1, 2020, 10:00 a.m.*** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. 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 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.
11. For further information, please refer to:

VIRGINIA S. RAYMUNDO

BAC Secretariat

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12. You may visit the following websites:

For downloading of Bidding Documents:

<https://nationalarchives.gov.ph/invitation-to-bid/>

November 9, 2020



ELIZABETH B. EJE
BAC Chairperson