



## INVITATION TO BID

### PROCUREMENT OF JANITORIAL SERVICES

1. The **Industrial Technology Development Institute**, through **General Appropriations Act (GAA)** intends to apply the sum of **Three Million One Hundred Five Thousand only (Php 3,105,000.00)** being the Approved Budget for the Contract (ABC) to payments for the first year of the two (2) year period, involving the **Procurement of Janitorial Services** covering the period from October 1, 2020 to September 30, 2022. Bids received in excess of the ABC shall be automatically rejected at the bid opening.
2. The **Industrial Technology Development Institute (ITDI)** now invites bids for the Procurement of Janitorial Services. Duration of the contract to be bid shall be October 1, 2020 to September 30, 2022. 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. Instruction 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".
  - (i) 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 and inspect the Bidding Documents at the **ITDI BAC Secretariat, Second Floor Metrology Bldg.** starting **July 6, 2020** from **8:00AM – 4:00PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders from **July 6, 2020 until July 22, 2020** from the ITDI BAC Secretariat, Second Floor Metrology Bldg. upon payment of the applicable fee for Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Three Thousand Pesos (P 3,000.00) only**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS). However, should the Bidders decide to participate in the bidding, they shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Interested supplier will be enlisted as bidder upon acquisition of the bidding documents. Copy of the official receipt must be sent to the BAC Office through email address [admbac@itdi.dost.gov.ph](mailto:admbac@itdi.dost.gov.ph).



6. The ITDI-BAC will hold a **Pre-Bid Conference on July 10, 2020, at 8:30 AM**, via Google Meet. Bidders will be required to submit a Letter of Intent (LOI) to join the Pre-bid Conference through email address [admbac@itdi.dost.gov.ph](mailto:admbac@itdi.dost.gov.ph). The link/invitation will then be sent to those interested bidders who submitted LOI.
7. Bids must be duly received by ITDI-BAC Secretariat at the **Metrology Conference Room, 2<sup>nd</sup> Floor., ITDI Metrology Building, DOST Compound Bicutan Taguig City on July 22, 2020 between 8:00 AM – 9:00 AM**. 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 **July 22, 2020** and will start at **9:00 A.M.** at the **Metrology Conference Room, 2<sup>nd</sup> Floor, ITDI, Metrology Building, Bicutan, Taguig City**. Bids will be opened in the presence of the bidders' representatives who choose to attend. Late bids shall not be accepted.

All bidders are requested to observe the following during the submission and opening of bids:

- a. Only one (1) representative from each company shall be allowed to participate in the bidding;
  - b. Opening of bids will be done per item. Only representative participating in that item will be allowed to enter the conference room;
  - c. Bidders will be given a designated waiting area;
  - d. Maximum of ten (10) persons will be allowed to stay inside the conference room;
  - e. Representatives shall be required to wear face mask and/or face shield or any protective gear at all times;
  - f. Social/Physical distancing maintaining at least one (1) meter apart.
9. The **Industrial Technology Development Institute (ITDI)** 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.
  10. For further information, please refer to:

  
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Approved for posting by:

  
**ANNABELLE V. BRIONES, PhD**  
Director