



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 (IC) (MANILA HEAD OFFICE, CEBU AND DAVAO DISTRICT OFFICES) AND ITS PREMISES UNDER A THREE (3) – SERVICE AGREEMENT (PROJECT REFERENCE NO. 2019 – 07 – 207)

1. The Insurance Commission through its Special Account in the General Fund 151 and Multi-Year Obligation Authority (MYOA) No. MYOA-BMB-A-18-0000083 issued by the Department of Budget and Management (DBM) dated 12 November 2018 intends to apply the sum of **Six Million One Hundred Sixty Five Thousand & 00/100 Pesos (Php6,165,000.00)**, inclusive of 12% VAT, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Janitorial Services for the Insurance Commission (IC) (Manila Head Office, Cebu and Davao District office) and its Premises under a Three (3) year Service Agreement**. The contract to be bid has a duration of three (3) years. However, the mentioned ABC is for the first year only. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Insurance Commission (IC) now invites bids for the **Procurement of Janitorial Services for the Insurance Commission (IC) (Manila Head Office, Cebu and Davao District office) and its Premises under a Three (3) year Service Agreement**. Delivery of the Goods is required as indicated in the **Bid Data Sheet**. 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 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 the IC-BAC Secretariat and inspect the Bidding Documents at the address given below from **9:00 A.M. to 5:00 P.M., Monday to Friday.**
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **17 July 2019** 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 **TWENTY FIVE THOUSAND PESOS only (PHP25,000.00).**

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) (<https://www.philgeps.gov.ph>) and IC (<https://www.insurance.gov.ph>), provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

6. IC will hold a **Pre-Bid Conference** on **24 July 2019 1:30 P.M.** at the IC Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita, 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 **07 August 2019, 1:30 P.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 **07 August 2019, 2:00 P.M.** at **IC Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita, 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. IC 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:

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