

PROCUREMENT OF JANITORIAL SERVICES FOR DSWD FIELD OFFICE 1 FOR CY 2023 (EARLY PROCUREMENT ACTIVITY)

PROJECT IDENTIFICATION No. 22-DSWDFO1-11 EPA

1. The *Department of Social Welfare and Development – Field Office 1 (DSWD - FO 1)*, through the *General Appropriations Act CY 2023*¹ intends to apply the sum of *Five Million Seven Hundred Six Thousand Four Hundred Twenty-five Pesos and 74/100 (PhP5,706,425.74)* being the ABC to payments under the contract for *Procurement of Janitorial Services for DSWD Field Office 1 for CY 2023 (Early Procurement Activity) (22-DSWDFO1-12 EPA)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **DSWD – FO 1** now invites bids for the above Procurement Project. Delivery of the Goods required is *upon receipt of Notice to Proceed*. 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) No. 9184.

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 **DSWD - FO 1 Bids and Awards Committee Secretariat** and inspect the Bidding Documents at the address given below during **8:00 AM to 05:00 PM, Mondays to Fridays**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **08-28 November 2022** 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 **Ten Thousand Pesos (PhP10,000.00) only**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through an authorized representative.
6. The **DSWD - FO 1** will hold a Pre-Bid Conference² on **16 November 2022 at 3:00 PM** at the **DSWD - FO 1 Panlipunan Hall, Quezon Avenue, City of San Fernando, La Union**, and/or through video conferencing or webcasting via Google Meet at this link meet.google.com/nbj-ryik-duk, which shall be open to prospective bidders.

¹ Ibid.

² 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.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **28 November 2022 at 9:00 AM**. 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 **28 November 2022 at 2:00 PM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **DSWD – FO 1** 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:

HERMINIGILDA L. SONSON

Head, Bids and Awards Committee Secretariat
DSWD Field Office 1, Quezon Avenue, City of San Fernando, La Union
Trunk Line Number: (072) 687-80-00 local 222
Email Address: bac.fo1@dswd.gov.ph
Fax Number: (072) 888-21-84/888-25-05
Website: <http://www.fo1.dswd.gov.ph>


12. You may visit the following websites:

For downloading of Bidding Documents:

<https://www.philgeps.gov.ph>

<https://fo1.dswd.gov.ph/2022---procurement-opportunities/>

04 November 2022


MELECIO C. UBILAS, JR.
Chief Administrative Officer
Chairperson, Bids and Awards Committee