



Funding the Republic

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
INTRAMUROS, MANILA 1002

INVITATION TO BID

The Bureau of the Treasury (BTr), through the Bids and Awards Committee (BAC), invites suppliers to apply for eligibility and to bid for the Supply of Janitorial Services.

Approved Budget for the Contract (ABC) : Php6,000,000.00 inclusive of all applicable taxes

Delivery Schedule : Thirty (30) calendar days from receipt of Notice to Proceed

Scope of Work: The contractor shall provide thirty one (31) Janitorial Personnel and one (1) Supervisor who will render adequate and satisfactory janitorial and sanitation maintenance services in accordance to the Bureau's deployment plan.

Prospective bidders must have at least five (5) years of continuous existence and engagement in the business of providing janitorial services. The amount of completed contract, singly or an aggregate of two (2) completed contracts that is similar to the services to be bid, must be at least 50% of the approved budget of the proposed services for bidding and must at least meet the minimum requirements of the services to be procured as stated in the Technical Specifications/Instructions to Bidders (ITB) of the bidding documents.

The bidding documents can be obtained from the Office of the BAC Secretariat on the place and dates mentioned below upon payment of a non-refundable amount of P6,000.00.

The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use the non- discretionary "pass/fail" criteria. Failure to submit the required document under the bidding documents or the submission of a document which does not comply with the legal formalities shall be rated "failed".

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference, Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Revised Implementing Rules and Regulations (RIRR).

The schedule of activities are as follows:

ACTIVITY	SCHEDULE
1. Issuance of Bidding Documents	January 9 – January 19, 2012 Office of the BAC Secretariat Room 414, Bureau of the Treasury Palacio del Gobernador Intramuros, Manila 8:00 a.m. – 4:00 p.m.

ACTIVITY	SCHEDULE
2. Pre-bid Conference	January 18, 2012 2:00 p.m. Rm. 401, Bureau of the Treasury Palacio del Gobernador Intramuros, Manila
3. Submission and Receipt of Bids	February 1, 2012 1:30 p.m. Rm. 414, Bureau of the Treasury Palacio del Gobernador Intramuros, Manila
4. Opening of Bids	February 1, 2012 2:00 p.m. Rm. 401, Bureau of the Treasury Palacio del Gobernador Intramuros, Manila
5. Bid Evaluation	February 2 – 7, 2012
6. Submission of Additional Requirements	February 2-4, 2012 Office of the BAC Secretariat Room 414, Bureau of the Treasury Palacio del Gobernador Intramuros, Manila 9:00 a.m. – 4:00 p.m.
7. Post Qualification	February 2 – 7, 2012
8. Issuance of Notice of Award	February 10, 2012
9. Contract Signing & Issuance of Notice to Proceed	February 13, 2012

The BTr BAC reserves the right to reject documents which do not comply with the requirements, waive any formalities of documents or consider any submission of documents as substantial compliance, reject any and all bids, declare a failure of bidding, annul the bidding process, or not award the contract, without thereby incurring any liability to the affected bidder or bidders if the funds/allotment for the program/project/activity has been withheld or reduced through no fault of the procuring entity.

The BAC assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

ATTY. WILLIAM A. BELUSO, JR.
Vice-Chairperson, BAC

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