



*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 PhilGEPS registered suppliers/contractors to apply for eligibility and to bid for the Supply of Janitorial Services for FY 2017, with a total Approved Budget for the Contract (ABC) of **Ten Million Pesos (Php10,000,000.00)** inclusive of all applicable taxes. Bids received in excess of the ABC shall be automatically rejected at the bid opening.

Prospective bidders must have at least ten (10) years of continuous existence and engagement in the business of providing janitorial services. Prospective bidders must have completed within the past three (3) years a single largest contract similar to the goods to be bid with a contract price equivalent to at least 50% of the approved budget of the proposed goods for bidding and must at least meet the minimum requirements of the goods to be procured as stated in the Technical Specifications/Instructions to Bidders (ITB) of the bidding documents.

The bidding documents may be obtained from the Office of the BAC Secretariat on the place and dates mentioned below upon payment of a non-refundable amount Ten Thousand Pesos (Php10,000.00) in cash for the Supply of Janitorial Services for FY 2017.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that bidders shall pay the fee for the Bidding Documents not later than the submission of their bids.

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 schedules of activities are as follows:

A. ACTIVITY	B. SCHEDULE
1. Advertisement and issuance of Bidding Documents	Dec. 1, 2016 Office of the BAC Secretariat, Ground Floor, Ayuntamiento Bldg., Intramuros, Manila 8:00 a.m. –5:00 p.m.

2. Pre-bid Conference	Dec. 8, 2016 – 10:30 a.m. Legaspi Conference Room, 3rd Floor Ayuntamiento Bldg., Intramuros, Manila
3. Request for Clarification	Until Dec. 12, 2016 Office of the BAC Secretariat, Ground Floor, Ayuntamiento Bldg., Intramuros, Manila 8:00 a.m. –5:00 p.m Email: <a href="mailto:bac@treasury.gov.ph">bac@treasury.gov.ph</a>
4. Issuance of Supplemental Bid Bulletin	Dec. 14, 2016 Office of the BAC Secretariat, Ground Floor, Ayuntamiento Bldg., Intramuros, Manila 8:00 a.m. –5:00 p.m
5. Submission and Receipt of Bids	Dec. 21, 2016, 10:00 a.m. Legaspi Conference Room, 3rd Floor Ayuntamiento Bldg., Intramuros, Manila
6. Opening of Bids	Dec. 21, 2016, 10:30 a.m. Legaspi Conference Room, 3rd Floor Ayuntamiento Bldg., Intramuros, Manila
7. Submission of Additional Requirements	Until Dec. 26, 2016 Office of the BAC Secretariat, Ground Floor, Ayuntamiento Bldg., Intramuros, Manila 8:00 a.m. –5:00 p.m

The 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, or if the funds/allotment for the program/project/activity has been withheld or reduced through no fault of the procuring entity without thereby incurring any liability to the affected bidder or bidders

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

**ATTY. GISELA F. LOOD**  
Deputy Treasurer of the Philippines and  
Chairperson, BAC