



## INVITATION TO BID

### PROCUREMENT OF JANITORIAL / MANPOWER SERVICES

1. The Occupational Safety and Health Center (OSHC) through the State Insurance Fund (SIF) intends to apply the sum of **Seventeen Million One Hundred Ten Thousand One Hundred Two Pesos (Php17,110,102.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)** to payment under the contract for **Procurement of Janitorial /Manpower Services**.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The OSHC now invites bids for the supply of the above services. Delivery of the goods and services is required for the period of **one (1) year**. Bidders should have completed, within two (2) 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 Implementing Rules and Regulations (IRR) of Republic Act (R.A.) 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 5183.


4. Interested Bidders may obtain further information from the OSHC Bids and Awards Committee (BAC) Secretariat through email at [bacsecretariat@oshc.dole.gov.ph](mailto:bacsecretariat@oshc.dole.gov.ph). Please refer to the OSHC Procedures and Guidelines in the Conduct of OSHC Online Procurement Activity. (**Annex A**)
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 18, 2020** from the given address stated below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount **Php 12,500.00**. Proof of payment or scanned copy of deposit slip for the fees shall be sent through email to the OSHC BAC Secretariat.
6. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the OSHC website, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

7. The Occupational Safety and Health Center will hold an online Pre-Bid Conference on **November 25, 2020, 3:30 PM**, via **Zoom videoconferencing (Meeting ID:929 3859 2581 Passcode: 771412 )** which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat through the OSHC-BAC official email address at [bacsecretariat@oshc.dole.gov.ph](mailto:bacsecretariat@oshc.dole.gov.ph) with security protected password on or before **December 7, 2020, 1:30 PM**. Original copies of the 1<sup>st</sup> and 2<sup>nd</sup> envelopes shall be submitted through courier service to OSHC-BAC Secretariat, Finance & Administrative Division , North Avenue, cor. Agham Road, Diliman, Quezon City. Late bids shall not be accepted.
9. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 14.

Bid opening shall be on **December 7, 2020, 2:00 P.M** at Conference Room 3<sup>rd</sup> Floor, OSHC Training Building, North Ave., cor. Agham Road, Diliman, Quezon City, Philippines which will be conducted **via Zoom video conferencing**. Link shall be provided upon receipt of the scanned copy of the bid documents, prior to the schedule of opening. Bidders or their authorized representatives must provide to the OSHC BAC Secretariat either via email or any acceptable mode of electronic transmission a copy of their authorization and company identification to participate in said bidding.

10. The Occupational Safety and Health Center reserves the rights 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 35.6 of 2016 Revised IRR of RA 9184 without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**OSHC-BAC Secretariat**  
Finance and Administrative Division  
3<sup>rd</sup> Floor OSHC Bldg.  
North Ave., cor. Agham Road, Diliman, Quezon City  
OSHC Website: [www.oshc.dole.gov.ph](http://www.oshc.dole.gov.ph)  
Email: [bacsecretariat@oshc.dole.gov.ph](mailto:bacsecretariat@oshc.dole.gov.ph)  
Tele-Fax (02) 8927-0862

  
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**ENGR. NELIA G. GRANADILLOS**  
BAC Chairma