



## **BIDS AND AWARDS COMMITTEE**

### **INVITATION TO BID** **PROCUREMENT OF JANITORIAL SERVICES**

1. The Occupational Safety and Health Center (OSHC), through the Corporate Operating Budget (COB) 2021 intends to apply the sum of **Four Million Nine Hundred Ninety Thousand Seven Hundred Fifty Pesos only (P4,990,750.00)** being the ABC to payments under the contract for **Procurement of Janitorial Services**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The OSHC now invites bids for the above Procurement Project. Delivery of the Goods is required by **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 (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 SHC Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during 8:00am to 5:00pm. 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 10, 2021** 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 **Php 5,000.00**. Proof of payment or scanned copy of deposit slip for the fees shall be sent through email to the OSHC BAC Secretariat.

6. The OSHC will hold an online Pre-Bid Conference on **November 18, 2021, 2:00 P.M.** (via Zoom, Meeting ID: 880 2883 0840; Passcode: 758117) which shall be open to prospective bidders.
7. 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 1, 2021, 1:30 PM**. Original copies of the 1<sup>st</sup> and 2<sup>nd</sup> envelopes shall be submitted to OSHC-BAC Secretariat, Finance & Administrative Division, North Avenue, cor. Agham Road, Diliman, Quezon. 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 **December 1, 2021, 2:00 P.M.** at Chairman's 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 OSHC 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:

**OSHC-BAC Secretariat**

Finance and Administrative Division

3<sup>rd</sup> Floor OSHC Bldg.

North Ave., cor. Agham Road, Diliman, Quezon City

OSHC Website: <https://oshc.dole.gov.ph>

Email: [bacsecretariat@oshc.dole.gov.ph](mailto:bacsecretariat@oshc.dole.gov.ph)

Tele-Fax (02) 8927-0862

  
ENGR. CONCEPCION T. STO. TOMAS  
BAC Chairperson