

Republic of the Philippines
Department of Environment and Natural Resources
Regional Office 08, Tacloban City

**INVITATION TO BID FOR
PROVISION OF JANITORIAL AND MAINTENANCE SERVICES
FOR DENR REGIONAL OFFICE 08 - CY 2022
PR No. 2021-09-0040NCB / ABC: Ph 1,750,000.00**

1. The **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-REGIONAL OFFICE 08 (DENR RO-08)**, through the **National Expenditure Program (NEP) FY 2022** intends to apply the sum of **One Million Seven Hundred Fifty Thousand pesos & 00/100 [Ph1,750,000.00]** being the ABC to payments under the contract for **Provision of Janitorial and Maintenance Services for DENR Regional Office 08 – CY 2022 [PR No. 2021-09-0040]**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **DENR RO8** now invites bids for the above Procurement Project. Delivery of the Goods is required within **twelve (12) months janitorial and maintenance services with twelve (12) Janitors/Janitress**. 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.

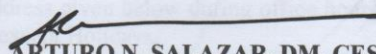
Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **Procurement Section, DENR RO8, 1st Floor, Administration Main Building, Tacloban City** and inspect the Bidding Documents at the address given below during office hours from **8:00 a.m. – 5:00 p.m.**, Monday to Friday except Holidays.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **OCTOBER 15, 2021-NOVEMBER 09, 2021, 8:00 p.m.–5:00 p.m.** from the given address and website(s) below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand pesos [Ph5,000.00]**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees as maybe presented in person, by facsimile, or through electronic means.

6. The **DENR RO8** will hold a **Pre-Bid Conference¹** on **OCTOBER 25, 2021, 3:00 p.m.** at **DENR RO8, PMD Conference Room, 4th Floor, Administration Main Building, Sto. Niño Extension, Tacloban City** which shall be open to prospective bidders through personal and video conferencing with link to be provided for the schedule upon submission of request for participation thru email address **psdenr08@gmail.com**.
7. Bids must be duly received by the BAC Secretariat through manual submission at the **DENR RO8, Procurement Section, 1st Floor, Administration Main Building, Tacloban City** on or before **NOVEMBER 09, 2021, 12:00 noon**. 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 **NOVEMBER 09, 2021, 3:00 p.m.** at the **DENR RO 8, PMD Conference Room, 4th Floor, Administration Main Building, Sto. Niño Extension, Tacloban City** through personal and via virtual platform with link to be provided upon request by prospective bidders thru email address **psdenr08@gmail.com**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **DENR RO8** 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:

MARIA ELISA M. SALAZAR
OIC-Chief, Administrative Division
DENR RO8, Sto. Niño Ext., Tacloban City
Tel. No. [053] – 832-0828
Email Address: **psdenr08@gmail.com**

12. You may visit the **DENR Region 8 website** for downloading of Bidding Document at: <https://r8.denr.gov.ph/index.php/bid-opportunities/invitation-to-bid>.


ARTURO N. SALAZAR, DM, CESO IV
Chairperson, Regional Bids and Awards Committee
Assistant Regional Director - Management Services

Date of Issue: October 15, 2021

¹ 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.