

INVITATION TO BID

PROVISION OF SECURITY SERVICES AND JANITORIAL & MAINTENANCE SERVICES FY2023 FOR OFFICIAL USE OF DENR-RO8, TACLOBAN CITY

P.R. NO. 2022-09-0001/SECURITY SERVICES
P.R. NO. 2022-09-0002/JANITORIAL & MAINTENANCE SERVICES

1. The DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES – REGIONAL OFFICE 8 [DENR RO8], through the FY 2023 National Expenditure Program (NEP) intends to apply the sum of Three Million Two Hundred Sixty Thousand Eight Hundred Pesos & 32/100 [Ph3,260,800.32] being the Total ABC to payments under the contract for the following:

| Lot No. | Item/Particulars | ABC |
|---------|--|---------------|
| I | Provision of Six (6) Licensed Security Guards for Security Services | ₱1,503,600.00 |
| II | Provision of Twelve (12) personnel for Janitorial & Maintenance Services | ₱1,757,200.32 |
| | Total | ₱3,260,800.32 |

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

2. The DENR RO8 now invites bids for the above Procurement Project. Delivery of the Services is required *for the period January 1, 2023 to December 31, 2023*. 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 as posted on the websites of the DENR and the Philippine

Government Electronic Procurement System (PhilGEPS) at the address given below during office hours from 8:00a.m. – 5:00 p.m., Monday to Friday except Holidays.


5. A complete set of Bidding Document may be acquired by interested bidders on **October 01, 2022 to October 24, 2022, Monday-Friday from 8:00 p.m.–5:00 p.m.** at 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 of **Five Thousand pesos [Ph5,000.00] PER LOT**. 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 Conference on October 10, 2022, 2:00 p.m.** at **DENR RO8, 2nd Floor, Multi-Purpose 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 in sealed envelope must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **October 24, 2022, 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**.

| Lot No. | Item/Particulars | ABC | Not less than 2% (Cash, Cashier's/ Manager's Check, Bank Draft/ Guarantee or ILC) | Not less than 5% (Surety Bond) | Bid Securing Declaration |
|---------|--|---------------|---|--------------------------------|-----------------------------------|
| I | Provision of Six (6) Licensed Security Guards for Security Services | ₱1,503,600.00 | ₱30,072.00 | ₱75,180.00 | Notarized with No amount required |
| II | Provision of Twelve (12) personnel for Janitorial & Maintenance Services | ₱1,757,200.32 | ₱35,144.01 | ₱87,860.02 | |
| | Total | ₱3,260,800.32 | | | |

9. Bid opening shall be on **October 24, 2022, 2:00 p.m.** at the **DENR RO8, 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 bidder's 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:

Maita Reina G. Sugang
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: September 30, 2022