



## **BIDS AND AWARDS COMMITTEE**

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### **INVITATION TO BID**

**ITB No. 2021-001-FDA-VC/CTQAL**

**PROCUREMENT OF JANITORIAL MANPOWER SERVICES WITH  
CLEANING SUPPLIES, MATERIALS AND EQUIPMENT OF FDA –  
VISAYAS CLUSTER (VC)/CEBU TESTING AND QUALITY  
ASSURANCE LABORATORY (CTQAL) FOR A PERIOD OF ONE (1)  
YEAR**

1. The Food and Drug Administration (FDA)-Visayas Cluster (VC)/Cebu Testing & Quality Assurance Laboratory (CTQAL), through the FDA MOOE FUND 2021 intends to apply the sum of **One Million Seven Hundred Seventy-Four Thousand Seven Hundred Sixty-Five Pesos and 44/100 (₱1,774,765.44)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **Procurement of Janitorial Manpower Services with Cleaning Supplies, Materials and Equipment of FDA – VC/CTQAL for a period of One (1) Year**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The FDA-VC/CTQAL now invites bids for the above Procurement Project. Delivery of the Goods is required by **Fifteen (15) Calendar Days upon Issuance of Notice to Proceed**. Bidders should have completed, within **three (3) 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.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to a 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 **FDA-VC/CTQAL –Bids and Awards Committee (BAC)** and inspect the Bidding Documents at the address given below during **8:00 AM to 5:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **01 June 2021 to 21 June 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 of **Five Thousand Pesos Only (₱5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through **fund transfer or bank deposit** in person or electronic means.

6. The FDA-VC/CTQAL will hold a Pre-Bid Conference on **09 June 2021, 9:00 to 11:00 AM through** video conferencing or webcasting **via Google Meet** (<https://meet.google.com/dus-ncpd-mcb>), which shall be open to prospective bidders.
7. Bids must be duly received by the VC-BAC Secretariat through manual submissions at the office address indicated below and/or online or electronic submission (Password Protected Zipped folders for Envelope 1 and 2 wherein passwords for accessing the files will be disclosed by the Bidder/s only during actual bid opening) to [lsrivera@fda.gov.ph](mailto:lsrivera@fda.gov.ph) and [jrcoyoca@fda.gov.ph](mailto:jrcoyoca@fda.gov.ph) on or before **21 June 2021 at 9:00AM**. 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 **21 June 2021 at 9:30 AM** at the given address below and/or via video conferencing or webcasting **via Google Meet** (<https://meet.google.com/ens-zgew-utc>). Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Food and Drug Administration** 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 Section 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:

**MS. JANET R. COYOCA**

Secretariat, Visayas Cluster – Bids and Awards Committee

Food and Drug Administration

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12. You may visit the following websites for downloading of Bidding Documents:

<https://www.fda.gov.ph/bids-and-awards/>

<https://notices.philgeps.gov.ph/>

  
**MA. ANGELES D. GUZMAN**

Chairperson, VC-Bids and Awards Committee