

CENTRALIZED BIDS AND AWARDS COMMITTEE

FDA-CENBAC Ref. No. ITB No. 2023-0322-AFS-EPA

INVITATION TO BID

Procurement of Janitorial and Maintenance Services for the Food and Drug Administration (FDA) – Central Office, Alabang, Muntinlupa City for CY 2024

1. The *Food and Drug Administration (FDA)*, through the **FDA-Special Account in the General Fund (SAGF)** aggregate in the amount of **Eleven Million Four Hundred Seventy-Seven Thousand Thirty-Five Pesos and Sixty-Eight Centavos (Php11,477,035.68)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Janitorial and Maintenance Services for the Food and Drug Administration (FDA) – Central Office, Alabang, Muntinlupa City for CY 2024**. Bids received in excess of the ABC shall be automatically rejected at bid opening
2. The *Food and Drug Administration* now invites bids for the above Procurement Project. Delivery of the Goods is required by **not more than Fifteen (15) calendar days after receipt of Purchase Order**. Bidders should have completed, within **Five (5) 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 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 *Food and Drug Administration* and inspect the Bidding Documents at the address given below during office hours, **8:00AM to 5:00PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **25 December to 16 January 2024** from the given address and website(s) below *pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos Only (Php5,000.00)*. The Food and Drug Administration shall allow the bidder to present its proof of payment for the fees



6. The *Food and Drug Administration* will hold a Pre-Bid Conference¹ on 3 January 2024 at 9:00AM through video conferencing or webcasting via *Microsoft teams*: https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTA5N2M4ZGMtODMxOS00MDc3LTIiOWUtMTkxMTRmMzZiOTBm%40thread.v2/0?context=%7b%22Tid%22%3a%229ff96714-1510-4651-af07-60d5630380ab%22%2c%22Oid%22%3a%225ff40fe4-2c55-4d25-9266-77af65fa914c%22%7d, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission on or before 16 January 2024, 8:30AM** at the Food and Drug Administration BAC Secretariat Room, FDA Annex Bldg. 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 16 January 2024, 9:00AM at the given address below Food and Drug Administration BAC Secretariat Room, FDA Annex Bldg. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Note: Scanned copy of bid submission that is password protected shall be saved in a USB and enclosed in the bid envelope

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 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:

ATTY. ALBERTITO C. GARCIA
Head CenBAC Secretariat
Food and Drug Administration
BAC Secretariat Room, FDA Annex Bldg.
Tel No. 8857-1900 Loc 8307
bacsec@fda.gov.ph
www.fda.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: <https://www.fda.gov.ph>

24 December 2023

ORIGINAL COPY SIGNED
ENGR. ANA TRINIDAD F. RIVERA, MSc
FDA, BAC Chairperson

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.