

INVITATION TO BID FOR THE PROCUREMENT OF
Janitorial Services
(TPB-ITB No. 2021-001)

1. The ***Tourism Promotions Board (TPB)***, through the Corporate Budget FY 2021, intends to apply the sum of **Four Million One Hundred Eighty Four Thousand Six Hundred Sixty Six Pesos and 64/100 Only (Php4,184,666.64)**, inclusive of all applicable taxes, being the ABC to payments under the contract for the **Janitorial Services for the period of One (1) year, renewable every year but not to exceed three (3) years**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The TPB now invites bids for the above Procurement Project. Delivery of the Services is required to **commence one (1) day after the 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. Contract should at least be **fifty percent (50%) of the ABC**. 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 **TPB – Bids and Awards Committee Secretariat** and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m. Monday to Friday excluding holidays.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **December 21, 2020 to January 11, 2021 (10:00 a.m.)** 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 (Php 5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by sending of scanned copy of Official Receipt or by showing the Official Receipt personally to the TPB-BAC Secretariat.

6. The TPB will hold a Pre-Bid Conference¹ on **December 29, 2020, 3:00 p.m.** through video conferencing or webcasting *via Zoom Link* which shall be open to prospective bidders. Please email bac_sec@tpb.gov.ph or soc_torres@tpb.gov.ph for the meeting ID and Pass code.
7. Bids must be duly received by the BAC Secretariat through online or electronic submission as indicated below, on or before **January 11, 2021, 10:00 a.m.** Late bids shall not be accepted.

Instructions for submission of bid/proposal:

Bidders are instructed to submit in electronic bid submission. The bidders shall submit their bids in two (2) **password-protected** compressed archive folder, one each for “Technical Component Documents” and “Financial Component Documents”.

Password-Protected Technical Component Document includes the following scanned documents:

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts **within three (3) years**, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid **within three (3) years**, contract should at least be **fifty percent (50%) of the ABC**; **and**
- (g) Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications; **and**

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.

- (i) Notarized Omnibus Sworn Statement (OSS);
and if applicable, Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC), computation must be at least equal to ABC;
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Password-Protected Financial Component Documents include scanned copy of:

- (m) Duly signed and accomplished Financial Bid Form; **and**
- (n) Duly signed and accomplished Price Schedule(s).

Please submit your electronic bid/proposal to all of the following email addresses: bac_sec@tpb.gov.ph and soc_torres@tpb.gov.ph;

Request a confirmation if your submitted bid was received.

The Bidders are also instructed to submit the hard copy of their bid proposal after the Bid Opening to the TPB BAC Secretariat.

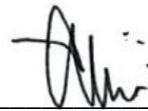
- 8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in Bidding Documents **ITB** Clause 14.
- 9. Bid opening shall be on January 11, 2021, 3:00 p.m. via *Zoom Link*, request the *Zoom Link meeting ID and Passcode* to bac_sec@tpb.gov.ph or soc_torres@tpb.gov.ph. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. TPB will request the password or passcode from the bidders during the bid opening, Bidders are instructed to attend the Bid Opening.
11. The TPB 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.
12. For further information, please refer to:

Ms. Eloisa A. Romero / Mr. Socrates G. Torres
BAC Secretariat, Administrative Department
Tourism Promotions Board
4th Floor Legaspi Towers 300, Roxas Boulevard, Manila
Tel. Nos. 02-525-7312/02 525-9318 loc. 214/215
Email at bac_sec@tpb.gov.ph and/or soc_torres@tpb.gov.ph
Land Line 02-8 525 93 18 loc. 261
Mobile Number: 0998 9732874

13. You may download the Bidding Documents from PHILGEPS or www.tpb.gov.ph.
For email copy, please contact: bac_sec@tpb.gov.ph and/or soc_torres@tpb.gov.ph

December 21, 2020



Atty. Venancio C. Manuel III
Chairperson 
Bids and Award Committee