



INVITATION TO BID (IB)
(DOT-BAC IB No. 2019-038)

The Department of Tourism – Bids and Awards Committee (DOT-BAC), invites PhilGEPS registered service providers to bid for the hereunder project:

Name of Project:	Procurement of DOT Janitorial Services
Brief description of the Project:	Services of a company engaged in the business of handling janitorial services
Approved Budget for the Contract:	Six Million Three Hundred Eighty-Two Thousand One Hundred Ninety-Seven Philippine Pesos and 45/100 (PhP6,382,197.45), inclusive of taxes, chargeable against 2020 funds. This project is subject to "early procurement short of award".
Contract Duration:	March to December 2020

Prospective bidders should have experience in undertaking a similar project within the last three (3) years with an amount of at least 50% of the proposed project for bidding. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.

All particulars relative to Eligibility Check, Preliminary Examination of Bids, Bid Security, Performance Security, Pre-Bid Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulations (IRR).

The complete schedule of activities is listed, as follows:

Activities	Schedule
1. Issuance and availability of Bidding Documents	December 27 2019 to January 15, 2020 (8:00 a.m. to 5:00 p.m.) January 16, 2020 (until 9:00 a.m. only) 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
2. Pre-bid Conference	January 3, 2020 (10:00 a.m.) 4 th Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
3. Deadline for Request for Clarification	Until January 6, 2020
4. Issuance of Supplemental / Bid Bulletin	On or before January 9, 2020
5. Deadline of Submission and Receipt of Bids	on or before January 16, 2020 (until 9:00 a.m.) 4 th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City
6. Opening of Bids / Eligibility Check	January 16, 2020 (10:00 a.m.) 4 th Floor Conference Room, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City


Bidding Documents may be obtained at the DOT-BAC Secretariat, c/o Ms. Maria Alma O. Almazan., at the 4th Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City (Tel. Nos. 459-5200 to 30 loc. 425) upon payment of non-refundable fee of **TEN THOUSAND PHILIPPINE PESOS (PhP10,000.00)** to the DOT Cashier, Ground Floor, DOT Building, No. 351 Sen. Gil Puyat Ave., Makati City:

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Philippine Department of Tourism, provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

Bids shall be submitted in sealed envelopes labeled Technical Envelope and Financial Envelope addressed to the undersigned.

The DOT reserves the right to reject any and all bids, declare a failure of bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding. Likewise, the DOT may waive any minor defect therein and accept the offer most advantageous to the government. Further, the DOT assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Approved by:


/ ASEC. ROBERTO P. ALABADO III
DOT-BAC Chairperson

Date of Postings:

PhilGEPS website: December 27, 2019 to January 16, 2020

DOT website: December 27, 2019 to January 16, 2020

DOT Bulletin Board: December 27, 2019 to January 16, 2020