



INVITATION TO BID FOR

Procurement of One (1) Year Contract for Janitorial Services

1. The **ENERGY REGULATORY COMMISSION (ERC)**, through the *2018 General Appropriations Act*, intends to apply the sum of **THREE MILLION TWO HUNDRED SIXTEEN THOUSAND TWO HUNDRED FIVE PESOS (PhP3,216,205.00)**, 12% VAT inclusive being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of One (1) Year Contract for Janitorial Services, Lot No. 2018-03**. Bids received in excess of the ABC for such lot shall be automatically rejected at bid opening.
2. The **ERC** now invites Bids for the **Procurement of One (1) Year Contract for Janitorial Services**. Delivery of the Services is required per Section VI Schedule of Requirements. Bidders should have completed, within the last 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) 9184, otherwise known as the "Government Procurement Reform Act".

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 5183.

4. Interested bidders may obtain further information from ERC-BAC Secretariat and inspect the Bidding Documents at the address given below, **Monday to Friday, 8:00 A.M. to 5:00 P.M. from 23 January 2018 (Tuesday) until 1:00 P.M. of 13 February 2018 (Tuesday)**.
5. A complete set of Bidding Documents for the **Procurement of One (1) Year Contract for Janitorial Services** may be acquired by interested Bidders starting **23 January 2018 (Tuesday), 8:00 A.M. to 5:00 P.M.** from the address below upon payment of a non-refundable fee of **Five Thousand Pesos (PhP5,000.00)**.

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

6. The ERC-BAC will hold the **Pre-Bid Conference on 31 January 2018 (Wednesday), 1:00 P.M. at the Mezzanine Floor, Pacific Center Building, San Miguel Avenue, Pasig City**, which shall be open to prospective bidders.
7. Bids must be duly received by the ERC-BAC Secretariat at the address below on or before **13 February 2018 (Tuesday) at 1:00 P.M.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.


Bid opening shall be on **13 February 2018 (Tuesday) at 1:30 P.M.** at the Mezzanine Floor, Pacific Center Building, San Miguel Avenue, Pasig City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The ERC-BAC 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 RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. Please see attached **Annex "A"** for the Specification.
10. For further information, please refer to:
Ms. Cherry Lyn S. Gonzales
BAC Secretariat Chairperson
Mezzanine Floor, Pacific Center Building, San Miguel Avenue, Pasig City
Tel No. **689-5365**
csgonzales@erc.gov.ph/procurement@erc.gov.ph

17 January 2018, Pasig City.



MARIA CORAZON C. GINES
BAC Chairperson


CLSG/LLG/RGMG/RRFM/SOM

**PROCUREMENT OF ONE (1) YEAR CONTRACT FOR
JANITORIAL SERVICES
(Lot No. 2018-03)**

One (1) Year Contract (Janitorial Services)

No. of Manpower	:	Eleven (11) Male utility worker One (1) Female utility worker
No. of Workdays	:	Six (6) days a week cleaning (48 hrs.) 8 hrs. duty/day
Contract Rate	:	Wage Order No. 21

MANPOWER REQUIREMENTS:

1. Filipino Citizen
2. At least high school graduate
3. Physically and Mentally fit
4. Not less than 120 lbs.
5. Without previous record of any conviction of any offense involving moral turpitude
6. Of good moral character, dependable and industrious
7. With knowledge in minor electrical, plumbing and carpentry works
8. Pass the Neuro Exam/Test and Drug Test
9. With ready available standby replacement as immediate replacement for janitor on leave/absent. Failure to comply maybe a ground for termination of Contract.
10. With Roving Supervisor to report twice a week to monitor the performance of assigned janitors and to assess the cleanliness of the area

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