



**INVITATION TO BID FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR CY2018  
FOR THE DEPARTMENT OF AGRARIAN REFORM CENTRAL OFFICE (DARCO)  
Reference Number: PBD-17-15**

1. The Department of Agrarian Reform (DAR), under the proposed 2018 DAR Budget, intends to apply the sum of **Philippine Pesos Twenty-Three Million Nine Hundred Thirty-One Thousand Forty-One Pesos and Sixty-Six Centavos only (PhP23,931,041.66) inclusive of taxes**, being the proposed Approved Budget for the Contract (ABC), for the procurement of janitorial services for a one-year period covering January 2-December 31, 2018. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DAR now invites bids for the procurement of:

Description	Number of Personnel	Approved Budget for the Contract (ABC)
Janitorial Services	One Hundred (100) Janitors and Two (2) Supervisors	PhP23,931,041.66

Delivery of the above services shall commence on January 2, 2018 at 6:00 a.m. 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) 9184, otherwise known as the "Government Procurement Reform Act".
4. 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.
5. Interested bidders may obtain further information from the DAR-BAC Secretariat and inspect the Bidding Documents at the address given below during office hours, from 8:00 a.m. to 5:00 p.m.

6. A complete set of Bidding Documents may be acquired by interested Bidders from **October 16, 2017** from the address 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 **PhP12,000.00**. Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPs) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
7. The DAR-Bids and Awards Committee will hold a Pre-Bid Conference on **October 23, 2017 at 9:00 a.m.** at the FAPsO Conference Room, DAR Central Office, Elliptical Road, Diliman, Quezon City, which shall be open to all prospective bidders.
8. Bids must be duly received by the BAC Secretariat at the address below on or before **November 6, 2017 at 9:00 a.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 **November 6, 2017 at 10:00 a.m.** at the FAPsO Conference Room, DAR Central Office, Elliptical Road, Diliman, Quezon City. Bids will be opened in the presence of the Bidders' representatives who choose to attend. Late bids shall not be accepted.

9. The Department of Agrarian Reform 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.
10. For further information, please refer to:

Mr. Dennis Joseph A. Cruz  
OIC, Procurement Division/Head DAR-BAC Secretariat  
Ground Floor, DAR Central Office  
Elliptical Road, Diliman, Quezon City  
Telephone Numbers: 453-8300/455-5840  
Email address: procurementdivision.darco2013@gmail.com

  
**HERMINIA FE B. SAN JUAN**  
Chairperson, Bids & Awards Committee