



REPUBLIC OF THE PHILIPPINES

# DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

**INVITATION TO BID FOR THE PROCUREMENT OF JANITORIAL SERVICES  
FOR THE DEPARTMENT OF AGRARIAN REFORM CENTRAL OFFICE  
(DARCO) FOR CY 2022 (Early Procurement Activity)  
REFERENCE NUMBER: PBD-21-13**

1. The Department of Agrarian Reform (DAR), under the proposed General Appropriations Act (GAA) of 2022, intends to apply the sum of **Philippine Pesos Twenty-Six Million One Hundred Forty-Nine Thousand Two Hundred Forty-Three and Seventy-Six Centavos only (₱26,149,243.76)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Janitorial Services for the Department of Agrarian Reform Central Office (DARCO) for CY 2022 (for 12 months) / PBD-21-13**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Department of Agrarian Reform* now invites bids for the above Procurement Project. Delivery of the above services shall commence on **January 02, 2022 at 6:00 a.m.** Bidders should have completed by *within five (5) years* from the date of submission and receipt of bids, a 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 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.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 27, 2021** 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 **Fifteen Thousand Pesos only (₱15,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through the presentation of the original copy of the official receipt issued by DAR not later than the date of bid submission.

6. The Department of Agrarian Reform will hold a Pre-Bid Conference on **December 07, 2021 at 9:00 a.m.** through video conferencing *via Microsoft Teams*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **December 20, 2021 at 8:30 a.m.** 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 **December 20, 2021 at 9:00 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.
10. 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 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. Mary Mae M. Gadon**

Chief, Procurement Division/Head, DAR-BAC Secretariat

Ground Floor, DAR Central Office

Elliptical Road, Diliman, Quezon City

Telephone Numbers: (02) 89281011 or Mobile No.: (0966) 781-2052

Email address: [procurementdivision.darco2013@gmail.com](mailto:procurementdivision.darco2013@gmail.com)

[darbacsec.primary2019@gmail.com](mailto:darbacsec.primary2019@gmail.com)

12. You may visit the following websites:

For downloading of Bidding Documents: [www.dar.gov.ph](http://www.dar.gov.ph)

[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

**27 November 2021**

  
**ATTY. JIM G. COLETO**

Board Member III

Chairperson, Bids & Awards Committee-Primary