



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Visayas Avenue, Diliman, Quezon City
Tel. No.: (02) 8249-3367 | (02) 8248-3367

INVITATION TO BID

PROCUREMENT OF JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - CENTRAL OFFICE (DENR-CO) (MULTI-YEAR CONTRACT - CY 2024-2025)
Bid Ref. No. DENR-CO-2023-017

Approved Budget for the Contract: P29,710,095.97

1. The **Department of Environment and Natural Resources (DENR)** through the 2024 *National Expenditure Program (NEP)* intends to apply the sum of **Pesos: Twenty-Nine Million Seven Hundred Ten Thousand Ninety-Five and 97/100 (29,710,095.97)** being the ABC to payments for the first year of the Multi-Year Contract for the **PROCUREMENT OF JANITORIAL SERVICES FOR THE DENR-CO FOR CY 2024-2025 (MULTI-YEAR CONTRACT)** under Bid Ref. No. **DENR-CO-2023-017**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Below is the schedule of total approved budget allocation for this multi-year project under the Department of Budget and Management Approved Multi-Year Contractual Authority No. MYCA-BMB-E-22-0000032;

Year	Approved Budget under Multi-Year Contract (P)
2024	34,000,000.00
2025	34,000,000.00

Once awarded, the winning bidder has the obligation to honor the succeeding year contract with DENR based on the above schedule of approved budget. The DENR reserves the right to pre-terminate contract without liability for reasons of budgetary limitations in succeeding year.

2. The DENR now invites bids for the above Procurement Project. **The Janitorial Services shall commence upon receipt of the Notice to Proceed (NTP) until 31 December 2025** 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).

*Similar project shall mean **“Procurement of Janitorial Services”**.*

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 DENR and inspect the Bidding Documents at the address given below from Mondays to Fridays, 9:00 AM to 4:00 PM.
5. A complete set of Bidding Documents may be acquired by interested bidders by requesting a copy of Order Form via email at bac.co@denr.gov.ph prior payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Pesos: Twenty-five thousand (P25,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The **Schedule of Bidding Activities** shall be as follows:

ACTIVITIES	DATE & TIME	VENUE/MODE
1. Sale and Issuance of Bid Documents	9:00 AM to 4:00 PM only Mondays to Fridays Starting 28 September 2023	BAC Secretariat c/o Dianne G. Ibias at BAC Secretariat Office, Basement, DENR Main Bldg., Diliman, Quezon City
2. Pre-Bid Conference	05 October 2023, (Thursday) 9:30 AM	Online via Google Meet Platform**
3. Submission of Bid Documents	19 October 2023, (Thursday) 9:00 AM	BAC Secretariat Office, Basement, DENR Main Bldg., Visayas Ave., Diliman, Quezon City
4. Opening of Bids	19 October 2023, (Thursday) 10:45 AM	Online via Google Meet Platform**

**** Only two (2) pre-registered representatives per bidder shall be allowed to participate in the Google Meet videoconference.**

7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
8. Prospective Bidders interested to join the Pre-Bid Conference and Bid Opening via Google Meet video conferencing may send request for the link thru email at bac.co@denr.gov.ph with the following information together with proof of identity of the attendee/s a day before the scheduled conference:

a. Name of Project:	
b. Bid Reference No.:	
c. Activity:	
d. Company Name:	

e. Company Address:	
f. Name of Representative/s (maximum of 2 personnel only):	i. _____ ii. _____
g. Email Address/es (to which all communications from the Bids and Awards Committee shall be sent):	i. _____ ii. _____
h. Contact No/s.	
i. Attach Scanned Copy or Photo of Identification Card (ID)	

For the Pre-Bid Conference, bidders are encouraged to send their authorized technical representative/s or personnel who are familiar with the bid requirements and will prepare the documents for the bidder.

9. The DENR 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.
10. For further information, please refer to:

Dianne G. Ibias

Head, BAC Secretariat

BAC Secretariat Office, Basement, DENR Main Building,

Visayas Avenue, Diliman, Quezon City

Email Address: bac.co@denr.gov.ph

Telephone/Fax No.: (02) 8926-2675

11. For downloading of Bidding Documents, you may visit:
<https://denr.gov.ph/index.php/bid-opportunities/denr-central-office/invitation-to-bid/public-bidding>

27 September 2023

MARCIAL C. AMARO, JR. CESO II
*Assistant Secretary for International Affairs
& Chairperson, Bids & Awards Committee*