



INVITATION TO BID

PROCUREMENT OF JANITORIAL AND MAINTENANCE SERVICES REQUIREMENT (INCLUDING SUPPLIES AND MATERIALS) FOR THE NEA BUILDING

1. The National Electrification Administration through the *2019 Corporate Operating Budget* approved by the NEA Board of Administrators intends to apply the sum of *Seven Million Five Hundred Eight Thousand Three Hundred Pesos (Php7,508,300.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for the *Procurement of Janitorial and Maintenance Services Requirement (Including Supplies and Materials) for the NEA Building*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The National Electrification Administration now invites bids for the procurement of *twenty (20) Janitorial and four (4) Allied Manpower Services Personnel*. Bidders should have completed, within *five (5) years* prior 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 and inspect the Bidding Documents at *4th Floor c/o GSD, National Electrification Administration (NEA) Bldg., #57 NIA Road, Government Center, Diliman, Quezon City, Monday to Thursday 7:00 A.M. to 6:00 P.M.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on *August 28, 2019 at the address and time stated above.*
6. It 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 of *Seven Thousand Five Hundred Pesos (P7,500.00)* for the Bidding Documents not later than the submission of their bids.

7. The National Electrification Administration will hold a Pre-Bid Conference on ***September 4, 2019, 8:00 a.m. at the 2nd Floor, Cultural Affairs Room (C.A.R.), NEA, #57 NIA Road, Government Center, Diliman, Quezon City*** which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat at the address below on or before ***September 16, 2019 at 1:30 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 ***September 16, 2019, 1:45 p.m. at the 2nd Floor, C.A.R., NEA, #57 NIA Road, Government Center, Diliman, Quezon 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.

9. The National Electrification Administration 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:

ATTY. OSWALDO F. GABAT
BAC Secretariat Chairperson
National Electrification Administration
#57 NIA Road, Diliman, Quezon City
Tel. No. 929-1909 local 121


Dir. ANA ROSA D. PAPA
Vice-Chairperson
Bids and Awards Committee