

**INVITATION TO BID**  
**FOR**  
***Procurement of One (1) Year Obligational Janitorial and Maintenance Services Requirement (Including Supplies and Materials) for the NEA Building***

1. The *National Electrification Administration (NEA)*, through the *2023 Corporate Operating Budget* intends to apply the sum **Nine Million Six Hundred Fourteen Thousand One Hundred Fifty-Five Pesos & 94/100 (Php9,614,155.94)** being the ABC to payments under the contract for *Procurement for One (1) Year Obligational Janitorial and Maintenance Services Requirement (Including Supplies and Materials) for the NEA (NEA ITB No. 2023-02 EPA)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *National Electrification Administration (NEA)* now invites bids for the above Procurement Project. Delivery of the Goods is required by **15 calendar days from receipt of Notice of Proceed**. 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) 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 *National Electrification Administration (NEA)* and inspect the Bidding Documents at **#57 NIA Road, Government Center, Diliman, Quezon City, from Monday to Friday, 8:00 A.M. to 5:00 P.M.**
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 9, 2023** at the address and time stated above.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of Procuring Entity. However, the Bidders shall pay the applicable fee of **Ten Thousand Pesos (PhP10,000.00)** for the Bidding Documents not later than the submission of their bids.

6. The *National Electrification Administration (NEA)* will hold a Pre-Bid Conference on **November 20, 2023 at 10:00 AM** at **Cultural Affairs Room, 2<sup>nd</sup> Floor, NEA Building, No. 57 NIA Road, Diliman, Quezon City** which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat at the address below, through manual submission at the office address indicated below, on or before **December 4, 2023 at 10:00 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 4, 2023 at 10:35 A.M.** at **Cultural Affairs Room, 2<sup>nd</sup> Floor, NEA Building, No. 57 NIA Road, Diliman, Quezon City.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. This Procurement is undertaken through Early Procurement Activities (EPA) of the goods and services for procurement for the FY 2023.
11. Thus, this EPA shall be governed by GPPB Circular No. 06-2019 dated 17 July 2019, which shall include, but not limited to the:

- a. rules and procedure of EPA:

The conduct of EPA from posting to recommendation of the BAC to the HoPE as to the award of the contract shall observe the mandatory timelines set forth in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act No. (RA) No. 9184, including the period for re-bidding which shall be within fifteen (15) days after each declaration of failure of bidding, which may be extended up to thirty (30) days upon approval of the HoPE.

- b. fixed price rule in procurement

No changes shall be made on the Contract Price by reason of escalation in currency. Any adjustment in Contract Price shall be done in accordance with guidelines provided by law.

- c. extension of the bid validity and security

The validity of their bidders' bid securities shall be beyond one hundred twenty (120) calendar days, prior to their expiration, if the funding source for the Procurement Project has yet to be approved and made effective. A change in the form of the bid security is allowed if this is made prior to the expiration of the bid validity sought to be extended. If the bidder refuses to extend the bid validity, the NEA shall reject the bid submitted by said bidder.

- d. validity of the eligibility requirements prior to the award of contract

- e. conditions of award

- i. Procurement Projects undertaken through EPA may be awarded upon approval and effectivity of the GAA, reenacted budget, appropriations ordinance, corporate budget or loan agreement, as the case may be.

- ii. If the amount authorized for a Procurement Project has been reduced, the PE may still make an award if the contract price to be awarded is within the amount authorized in the GAA, reenacted budget, appropriations ordinance, corporate budget, or loan agreement regardless of the posted ABC.
  - iii. The HoPE shall not award any Procurement Project if the amount therefor has been withdrawn or in the event the amount authorized in the GAA, reenacted budget, appropriations ordinance, corporate budget, or loan agreement is lower than the amount of contract to be awarded.
  - iv. In all instances, the HoPE has the authority to exercise the reservation clause under Section 41 of RA No. 9184, which grants the HoPE the right not to award the contract if, for any justifiable and reasonable ground, the award of the contract will not redound to the benefit of the government.
- f. date of earliest delivery.
12. The ***National Electrification Administration (NEA)*** 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.
13. For further information, please refer to:
- Ms. Anna Lissa C. Creencia**  
**Chairperson, BAC Secretariat**  
**National Electrification Administration (NEA)**  
**#57 NIA Road, Government Center, Diliman, Quezon City**  
**E-mail address: [nea.bac.secretariat9184@gmail.com](mailto:nea.bac.secretariat9184@gmail.com)**  
**Tel. No. 8929-19-09 local 180**
14. You may visit the following websites:
- For downloading of Bidding Documents: ***nea.gov.ph and philgeps.gov.ph***

***Quezon City, Philippines, 09 November 2023***

  
**ATTY. ALEXANDER PAUL T. RIVERA**  
*Chairperson, Bids and Awards Committee*