



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION

## **INVITATION TO BID FOR JANITORIAL SERVICES (EARLY PROCUREMENT ACTIVITY FY 2021)**

1. The *National Privacy Commission*, through the *National Expenditure Program FY 2021* intends to apply the sum of **ONE MILLION THREE HUNDRED THOUSAND (Php 1,300,000.00)** being the ABC to payments under the contract for *engagement of Janitorial Service/APP 2021-0009*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *National Privacy Commission* now invites bids for the above Procurement Project. Delivery of the Goods is required for by *January 01, 2021 to December 31, 2021 (one (1) year)*. Bidders should have completed, within *three (3) 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.
  - a. 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 Privacy Commission* and inspect the Bidding Documents at the address given below during *Monday to Friday, 9:00 A.M. to 4:00 P.M.* However, due to alternative work arrangement being adopted, please set an appointment first with the NPC-BAC Secretariat through the email address given below.

*For the processing of payment of the Bidding Documents, please be reminded to bring the following documents:*

- a. *Invitation to Bid;*
  - b. *Original or CTC of letter of intent;*
  - c. *Photocopy of company ID; and*
  - d. *If paying through check, it should be named to Bureau of Treasury*
5. A complete set of Bidding Documents may be acquired by interested Bidders on *December 14, 2020* 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 Php5,000.00.* The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person or through electronic means.*
6. The *National Privacy Commission* will hold a Pre-Bid Conference on *December 22, 2020, 02:00PM* through video conferencing or webcasting *via Microsoft Teams* which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before *January 6, 2021, 10:00AM.* 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 *January 6, 2021, 01:00PM* at the given address below and through video conferencing or webcasting *via Microsoft Teams.* Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. *If you wish to join the pre-bid conference and the bid opening through video conferencing or webcasting via Microsoft Teams, please coordinate with the NPC-BAC Secretariat through the e-mail address given below.*
11. *Please note that this is an EARLY PROCUREMENT ACTIVITY and award of contract will commence upon the approval of enactment of appropriations or budget authorization document.*
12. The *National Privacy Commission* 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:

**ATTY. KRISHNA AIRA TANA-CAGUIA**  
*Bids and Awards Committee- Secretariat, Head*  
*East Banquet Hall, 5<sup>th</sup> floor, Delegation Building*  
*Philippine International Convention Center, Pasay City*  
*(02) 8234-2228 local 127*

*bacsecretariat@privacy.gov.ph*  
*www.privacy.gov.ph*

*Note: Due to the alternative work arrangement being adopted by the National Privacy Commission, please communicate through the e-mail address provided.*

14. You may visit the following websites:

For downloading of Bidding Documents: *www.privacy.gov.ph*

*December 14, 2020*

*sgd*  

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***ATTY. MARIA THERESITA E. PATULA***  
*BAC, Chairperson*