



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

## **INVITATION TO BID FOR *Janitorial Services***

1. The *National Privacy Commission* through the *FY 2023 General Appropriations Republic Act No. 11639* intends to apply the sum of *Two Million Five Hundred Thousand Pesos (Php 2,500,000.00)* being the ABC to payments under the contract for *Janitorial Services – APP Item No. 2024-0026*. 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 Services is required for a period of (1) year/ twelve (12) months which shall commence on 1 January 2024 to 31 December 2024. 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 AM to 4:00 PM*. *Due to alternative work arrangement being adopted by the Commission, 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) *Copy of the Invitation to Bid;*
- b) *Original or Certified True Copy of Letter of Intent*
- c) *Copy of company ID; and*
- d) *For check payments, check should be issued to the Bureau of the Treasury*
- e) *For cash payments, copies of the cash with visible serial number.*

Please send an advanced copy of the abovementioned documents to the BAC Secretariat at: [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph) before your scheduled appointment to facilitate the preparation of payment documents.

5. A complete set of Bidding Documents may be acquired by interested Bidders on 18 October 2023 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 Five Thousand Pesos (P 5,000.00)* 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<sup>1</sup> on 25 October 2023, 3:00 P.M. through video conferencing *via Microsoft Teams*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through *electronic submission* via *electronic mail* to [bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph) on or before 8 November 2023 8:00 AM. 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 8 November 2023 2:00 PM through *videoconferencing via Microsoft Teams*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Procedure for the conduct of electronic submission and receipt of bids shall be in accordance with the NPC-BAC Guidelines on Electronic Submission and Receipt of Bids.

*If you wish to join the pre-bid conference and the bid opening through video conferencing via Microsoft Teams, please coordinate with the NPC-BAC Secretariat through the email address given below.*

11. **Please note that this is an EARLY PROCUREMENT ACTIVITY and award of contract will commence upon approval and effectivity of its funding source or its 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:

*Bids and Awards Committee Secretariat*  
*West Banquet Hall, 5<sup>th</sup> Floor Delegation Building,*  
*Philippine International Convention Center, Pasay City*  
[bacsecretariat@privacy.gov.ph](mailto:bacsecretariat@privacy.gov.ph)  
(02) 8234-2228 local 127  
[www.privacy.gov.ph](http://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](http://www.privacy.gov.ph)

18 October 2023.



Digitally signed by Patula  
Maria Theresita Elnar

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Atty. Maria Theresita E. Patula  
Chairperson, Bids and Awards Committee