



**INVITATION TO BID FOR**

**PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR TIEZA PRICIPAL OFFICE  
AND LIGHTS AND SOUND MUSEUM**

Invitation to Bid No. 20-07-0001

*In line with the government's directive to ensure safety and to prevent the spread of COVID-19, please be informed that the bidding activities for this project shall be done online/electronically.*

1. The Tourism Infrastructure and Enterprise Zone Authority (TIEZA), through the Approved Corporate Budget, intends to apply the sum of **Two Million Seven Hundred Forty Seven Thousand One Hundred Six Pesos and 43/100 Only (PhP2, 747,106.43)** being the Approved Budget for the Contract (ABC), to payments under the contract for the **Procurement of One (1) Year Janitorial Services for TIEZA Principal Office and Lights and Sound Museum**. Bids received in excess of the ABC shall be automatically rejected at Bid Opening.
2. The TIEZA now invites bids for the **Procurement of One (1) Year Janitorial Services for TIEZA Principal Office and Lights and Sound Museum**. Delivery of services is required to commence within seven (7) days upon receipt of Notice to Proceed. 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 which is at least fifty per cent (50%) of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly in Section II, Instruction to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act."

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least seventy five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.

4. Interested bidders may obtain further information from the TIEZA BAC Secretariat (**please see contact details below**) and inspect the Bidding Documents on our website and at the posting on the Philippine Government Electronic Procurement Service (PhilGEPs) website.
5. In line with the government's directive to ensure safety and prevent the spread of COVID-19, **please be guided** that the purchase of the bidding documents shall be online.

The Authority to Accept Payment (ATAP) is available at TIEZA's website. Interested bidders can download the ATAP, completely fill out the form and send the scanned copy to the BAC Secretariat's email. An instruction to settle thru bank deposit will be given thereafter.

Please note the payment for the bid documents is a non-refundable fee in the amount of **Two Thousand Pesos only (PhP2, 000.00)**. Once paid, the complete set of Bidding Documents will be provided to the prospective bidders thru email. Please note further that purchase of the bidding documents are available on **23 July-16 August 2020** from **8:00**

**am to 5:00 pm**, except Fridays, Saturdays, Sundays and Holidays and on **17 August, 2020** from **8:00 to 9:00 a.m.**

Bidders who will buy the bidding documents shall deposit the amount in either one of the following TIEZA bank accounts:

Account Name: TIEZA

Development Bank of the Philippines (DBP) Account #: 0405-018676-030 (Makati Branch)

Land Bank of the Philippines (LBP) Account #: 1782-1046-47 (Pasong Tamo Branch)

The deposit slip shall be kept and a scanned copy shall be sent to [tieza.bacsecretariat@gmail.com](mailto:tieza.bacsecretariat@gmail.com).

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 for the Bidding Documents not later than the submission of their bids.

6. To practice social distancing, the TIEZA Bids and Awards Committee will hold a Pre-Bid Conference on **03 August 2020 (Monday) at 10:00 a.m.** through video conference via Microsoft Teams which shall be open to all prospective bidders. Interested bidders may contact TIEZA BAC Secretariat at this electronic mail (e-mail) address, [tieza.bacsecretariat@gmail.com](mailto:tieza.bacsecretariat@gmail.com), for details.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **17 August, 2020, 9:30 a.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.
8. Bid opening shall be on **17 August 2020 (Monday) at 10:00 a.m.** and will be conducted through video conference via Microsoft Teams. Bids will be opened in the presence of the bidders' authorized representatives by joining the video conference. Interested bidders may contact TIEZA BAC Secretariat at this e-mail address, [tieza.bacsecretariat@gmail.com](mailto:tieza.bacsecretariat@gmail.com), for details. **Late bids shall not be accepted.**

Bidders shall submit their **archived/compressed in a document folder and password-protected** online bid proposals (Financial and Technical folders) in **TWO (2) separate emails** reflecting the name of the project

**Please indicate the following in the email subject:**

- **Name of the Project/TECHNICAL PROPOSAL**
- **Name of the Project/FINANCIAL PROPOSAL**

on or before **17 August 2020 at 9:30 a.m.** to the TIEZA BAC Secretariat through a soft copy sent via e-mail to [tiezabac.online@gmail.com](mailto:tiezabac.online@gmail.com), provided that it complies with the following conditions:

i. Copy of documents should be in clear .PDF/.IMG/.JPG/.TIFF/.GIF/.PNG format with the **password provided by their authorized representatives** to the members of the Bids and Awards Committee **during the opening** of bids through video conferencing via Microsoft Teams.;

ii. It is arranged accordingly based on the Eligibility Checklist using standard file name.

*Note that the BAC shall open the bid envelopes using a non-discretionary “pass/fail” criterion. If a Bidder submits the required document, it shall be rated “passed” for that particular requirement. The prospective bidder needs to ensure that ALL files submitted online can be easily accessed and read during the Opening of Bids, otherwise, it will be considered as “failed” for failure to include any requirement or are incomplete or patently insufficient.*

*Further, within seven (7) days after being declared as highest rated/lowest calculated bid, the bidder shall submit a hardcopy of the documents submitted online. The hardcopy will be used for evaluation by the Technical Working Group (TWG) to determine authenticity and consistency with the previously submitted softcopy. Please note that the content of the hardcopy and the softcopy (submitted online) should be **EXACTLY** the same. A Certification on this shall be filled out and submitted by the prospective bidder as part of the Eligibility Requirements. Failure to submit the required Certification and/or any discrepancy found between the softcopy and hardcopy shall be a ground for disqualification. Failure to submit the documents online within the period set shall be deemed “non-submission”. Failure to submit the hardcopy within the period set shall be a ground for “disqualification”.*

9. The *Tourism Infrastructure and Enterprise Zone Authority* 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:

BAC Secretariat  
7th Floor, Tower 1 Double Dragon Plaza Double Dragon Meridian Park Macapagal  
Avenue corner EDSA Extension Bay Area Pasay City  
(+632) 249-5986 loc. 713 or 714  
Cell Phone No. 0998-539-0162

Please email the following:

[For inquiries/concerns: bacsecretariat@tieza.gov.ph](mailto:bacsecretariat@tieza.gov.ph)  
[For purchase of bidding documents: tieza.bacsecretariat@gmail.com](mailto:tieza.bacsecretariat@gmail.com)  
[For online submission: tiezabac.online@gmail.com](mailto:tiezabac.online@gmail.com)



**ENGR. NESTOR M. DOMALANTA**  
Chairperson  
Bids and Awards Committee