



Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

INVITATION TO BID FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR TIEZA PRINCIPAL OFFICE AND LIGHT AND SOUND MUSEUM FOR A PERIOD OF ONE (1) YEAR

Invitation to Bid No. 21-09-001

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*, through the *Approved Corporate Budget* intends to apply the sum of *Two Million Eight Hundred Thirty Five Thousand Six Hundred Fifty Four Pesos Only (PhP 2,835,654.00)* being the ABC to payments under the contract **PROCUREMENT OF JANITORIAL SERVICES FOR TIEZA PRINCIPAL OFFICE AND LIGHT AND SOUND MUSEUM FOR A PERIOD OF ONE (1) YEAR** Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Tourism Infrastructure and Enterprise Zone Authority* now invites bids for the above Procurement Project. Delivery of the Goods is required within *upon receipt of Notice to Proceed*. Bidders should have completed, within *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 (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. 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 anon-refundable fee in the amount of **Three Thousand Pesos only (PhP 3,000.00)**. 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 **02 September – 20 September 2021** from **8:00 am to 5:00 pm**, except Fridays, Saturdays, Sundays and Holidays and on **21 September 2021** 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.

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.

4. The *Tourism Infrastructure and Enterprise Zone Authority* will hold a Pre-Bid Conference¹ on **09 September 10:00 a.m.** through video conferencing or webcasting via *Microsoft Teams*, which shall be open to prospective bidders. Interested bidders may contact TIEZA BAC Secretariat at this electronic mail (e-mail) address, tieza.bacsecretariat@gmail.com, for details.
5. Bids must be duly received by the BAC Secretariat through soft copy *sent* online or electronic submission as indicated below, on or before on **21 September 2021 09:30 a.m.** Late bids shall not be accepted.
6. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
7. Bid opening shall be on **21 September 2021 10:00 a.m.** via *Microsoft Teams*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
8. 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 **21, September 2021 9:30a.m.** to the TIEZA BAC Secretariat through a soft copy sent via e-mail to tiezabac.online@gmail.com, provided that it complies with the following conditions:

- i. It should be in a 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*.;

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

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

iii. The documents should be sent as raw file. Submission of documents through Google drive or similar application is not allowed.

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, the bidder shall submit two (2) hardcopies of the documents submitted online. The hardcopies 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. This will be required during the submission of the Hardcopy of your Bid proposal. Failure to submit the required Certification and/or any discrepancy found between the softcopy and hardcopy 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 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.

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

11. You may visit the following websites:

For downloading of Bidding Documents: <https://notices.philgeps.gov.ph/> or <https://tieza.gov.ph/>

For online bid submission: tiezabac.online@gmail.com

For inquiries/concerns: bacsecretariat@tieza.gov.ph

For purchase of bidding documents: tieza.bacsecretariat@gmail.com

Sgd.

ENGR. NESTOR M. DOMALANTA
BAC Chairperson