



Republic of the Philippines

**Tourism Infrastructure & Enterprise Zone Authority**  
**INVITATION TO BID**

**PROCUREMENT OF JANITORIAL SERVICES FOR THE TIEZA PRINCIPAL OFFICE AND INTRAMUROS AND RIZAL'S BAGUMBAYAN LIGHT AND SOUND MUSEUM FOR A PERIOD OF ONE (1) YEAR AS PER PR NO.22-11-0628**

Project Identification/Invitation to Bid No. 22-11-0006

The *Tourism Infrastructure and Enterprise Zone Authority*, through the *Approved Corporate Budget* intends to apply the sum of *Three Million Six Thousand Five Hundred Five Ninety Five Pesos and Twenty Centavos Only (PhP 3,006,505.20)* being the ABC to payments under the contract for the **PROCUREMENT OF JANITORIAL SERVICES FOR THE TIEZA PRINCIPAL OFFICE AND INTRAMUROS AND RIZAL'S BAGUMBAYAN LIGHT AND SOUND MUSEUM FOR A PERIOD OF ONE (1) YEAR AS PER PR NO.22-11-0628**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

1. The *Tourism Infrastructure and Enterprise Zone Authority* now invites bids for the above Procurement Project. Delivery of the Goods is required One (1) year 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).
2. 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.

3. 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.
4. 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 **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 **16 November 2022 -6 December 2022 8:00 am to 5:00 pm**, except Fridays, Saturdays, Sundays and Holidays and on **7 December 2022 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.

5. The *Tourism Infrastructure and Enterprise Zone Authority* will hold a Pre-Bid Conference<sup>1</sup> on **24 November 10:00a.m.** through video conferencing or webcasting *via Microsoft Teams*, which shall be opened to 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.
6. Bids in hard copies must be submitted face to face and duly received by the BAC Secretariat at the address below on or before **7 December 2022, 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.
7. The opening of Proposals shall be done face to face on **7 December 2022 @10: 00 a.m.** at the Legal Department Conference Room on the 7th Floor, Tower 1 Double Dragon Plaza Double Dragon Meridian Park Macapagal Avenue corner EDSA Extension Bay Area Pasay City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.
8. 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.

9. In line with the government's directive to ensure safety and to prevent the spread of COVID-19 all bidders are required to adopt and comply with the following safety protocols during the submission and opening of bids:
- a. Each bidder shall authorize and send only one (1) representative who shall be allowed entry to TIEZA premises and to make official transactions with the authority.
  - b. Presentation of covid-19 vaccine, booster card, and Antigen test with negative results issued by a DOH accredited clinic obtained within 24 hours.
  - c. Must pass the physical screening thru visual inspection or with equipment, and should not show any signs or symptoms of covid related disease such as coughing or sneezing.
  - d. Must indicate a body temperature of 36.6 degree Celsius or lower.
  - e. Must wear proper facemask all the times.
  - f. Must practice social distancing.
  - g. Must avoid physical contact such as handshakes, touching, etc.
  - h. Must avoid unnecessary talking.
  - i. Must bring their own pen/s.
10. 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 Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. 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
12. You may visit the following websites:  
For downloading of Bidding Documents: <https://notices.philgeps.gov.ph/tieza.gov.ph>  
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)

  
**Atty. NIÑO RUPERTO F. AQUINO**  
Chairperson  
Bids and Awards Committee