



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo



**INVITATION TO BID FOR THE PROCUREMENT OF JANITORIAL
SERVICES FOR THE DEPARTMENT OF AGRARIAN REFORM CENTRAL
OFFICE (DARCO) FOR CY 2025
REFERENCE: PBD-043-24-02(EPA)**

1. The **Department of Agrarian Reform (DAR)**, through the proposed budget for CY 2025 and the approved indicative Annual Procurement Plan (APP) for 2025 intends to apply the sum of **Philippine Pesos Twenty Three Million Two Hundred Twenty Three Thousand Nine Hundred Sixty-One and 68/100 only (PhP 23,223,961.68)** inclusive of taxes, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Janitorial Services (74 Janitorial Personnel) for the DAR Central Office for CY 2025 for Twelve (12) Months (January-December)/PBD-043-24-02(EPA)**. Bids received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected at bid opening.
2. The **DAR** now invites bids for the above Procurement Project. Delivery of the above services shall commence on **January 2, 2025, at 7:00 a.m.** Bidders should have completed, within five (5) 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.

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 the DAR-BAC Secretariat and inspect the Bidding Documents at the address given below from Monday to Friday between 8:00 am to 5:00 pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 22, 2024**, 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 Twenty-Five Thousand Pesos only (**PhP25,000.00**). The Procuring Entity shall allow the bidder to present its proof of payment for the fees through the presentation of the original copy of the official receipt issued by DAR not later than the date of bid submission.
6. The Department of Agrarian Reform will hold a Pre-Bid Conference on **November 29, 2024 at 10:00 a.m.** at the **FMAO Conference Room, 3rd Floor, Main Building, DAR Central Office, Elliptical Rd., Quezon City**, 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 in paragraph 11 below on or before **December 12, 2024, at 10:00 a.m.** 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 conducted face to face on **December 12, 2024, at 10:00 a.m.** at the **FMAO Conference Room, 3rd Floor, Main Building, DAR Central Office, Elliptical Rd., Quezon City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Department of Agrarian Reform 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.
11. For further information, please refer to:

Atty. SHIELA MAE GERAPUSCO
DAR-BAC Secretariat Chairperson
Procurement Division Office
Ground Floor, DAR Central Office
Elliptical Road, Diliman, Quezon City
Telephone Numbers: 8928-1011; 09667812052
Email address: darco.bacsecretariat.b@gmail.com
12. You may visit the following websites:
For downloading of Bidding Documents: www.dar.gov.ph
www.philgeps.gov.ph

November 21, 2024

ATTY. QUINTIN O. MAGSICO, JR.
Assistant Secretary, Finance & Management Office (FMO)
for Finance & Management Service (FMS) &
Procurement-Related Services
Chairperson, Bids & Awards Committee