

BUREAU OF LOCAL GOVERNMENT FINANCE
DEPARTMENT OF FINANCE
8th Floor, EDPC Bldg., BSP Complex, Manila

INVITATION TO BID FOR JANITORIAL SERVICES

1. The **Bureau of Local Government Finance (BLGF)**, through the **FY 2025 National Expenditure Program (NEP)**, intends to conduct an Early Procurement Activity (EPA) per Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2020-1 dated June 2, 2020 where the Procuring Entity (PE) may undertake Early Procurement of at least 50% of the total value of eligible Procurement Projects included in the proposed budget of the department/agency in the NEP. The sum of **Two Million One Hundred Thousand Pesos (Php 2,100,000.00)** is applied being the ABC to payments under the contract for the **Procurement of Janitorial Services/ITB-02-2024-G**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **BLGF through its Bids and Awards Committee (BAC)** now invites bids for the above Procurement Project. Delivery of the Goods is required by **one (1) year beginning January 1, 2025 to December 31, 2025**. Bidders should have completed, within **three (3) years** prior to 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 BLGF by e-mailing **bacsecretariat@blgf.gov.ph** and inspect the Bidding Documents at the address given below on **Monday to Friday from 8:00 AM to 5:00 PM**. Prior coordination with the BAC Secretariat on this concern is required in view of access restrictions within the BSP Complex.
5. A complete set of Bidding Documents may be acquired by interested Bidders on the above-mentioned days and time from **November 8 – November 29, 2024** at the given address.
6. The **BLGF** will hold a Pre-Bid Conference on **November 15, 2024 (Friday), 10:30am to 12:00 noon Face to Face and/or Virtual (Hybrid meeting)** at the given address below, which shall be open to prospective bidders.

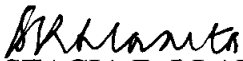
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, **on or before 12:00 PM of November 29, 2024 (Friday)**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **November 29, 2024 (Friday), 3:00 PM** at the given address below and shall be done **face to face** for the BAC, TWG and BAC Secretariat, observers and for the bidders, who choose to attend.

Bidders or its representatives who wish to join the pre-bid conference and the bid opening may coordinate with the BLGF-BAC Secretariat through the e-mail address given below, for instructions on the entry requirements to BSP Complex.

10. The **BLGF** 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:

Ms. Grace Louie M. Boongaling
Head, BAC Secretariat
Bureau of Local Government Finance
8th Floor, EDPC Bldg., BSP Complex
Malate, Manila
bacsecretariat@blgf.gov.ph

6 November 2024


ANASTACIA R. LLANETA
BAC Chairperson