



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Tanggulang Pambansa
Department of National Defense

Invitation to Apply for Eligibility and to Bid

Procurement of Janitorial Services

1. The **Department of National Defense (Philippine Veterans Affairs Office [PVAO])** through the **General Appropriations Acts (GAA) of FY 2005 (RA 9336), and FY 2006** intends to apply the sum of **Six Hundred Seventy Thousand (PhP670,000.00)** for CY 2005 (August to December) and **One Million Six Hundred Eight Thousand (PhP 1,608,000.00)** for CY 2006 being the Approved Budget for the Contract (ABC) to the payments for the **Procurement of Janitorial Services Consisting of Thirteen (13) Janitorial Personnel**. Bids received in excess of the ABC shall be automatically rejected at Bid opening.
2. The **Department of National Defense** now invites sealed Bids from eligible Bidders for the **Procurement of Janitorial Services** for 5 months under CY 2005 and for the whole of CY 2006. The description of an eligible Bidder is contained in Section II of the Bidding Documents, **ITB**.
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criteria as specified in the Implementing Rules and Regulations Part A (IRR-A) of Republic Act No. 9184 (R.A. 9184), otherwise known as the Government Procurement Reform Act. Only Bids from Bidders who pass the eligibility check will be opened. The process for the eligibility check is described in Section II of the Bidding Documents, **ITB**.
4. Interested Bidders may obtain further information from the DND BAC Secretariat and inspect the Bidding Documents at the address given below from *8 o'clock in the morning to 5 o'clock in the afternoon, Monday thru Friday*.
5. A complete set of Bidding Documents may be purchased starting July 1, 2005 by interested Bidders from the address below and upon payment of a non-refundable fee in the amount of Two thousand Pesos (PhP2,000.00). The method of payment will be **thru cash/manager's/cashier's check**. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.
6. The **DND Bids and Awards Committee** will hold a Pre-Bid Conference open to all interested parties on **July 15, 2005 at 2 o'clock in the afternoon** at the **DND Old Conference Room, DND Building, Camp General Emilio Aguinaldo, Quezon City (CGEA)**.
7. Bids and eligibility requirements must be delivered **on or before 9:00AM 19 July 2005** to the DND BAC Secretariat, **DND Old Conference Room, DND Building, CGEA, QC**. All Bids must be accompanied by a Bid security in the form of as indicated

in the attached Bid forms or an equivalent amount in a freely convertible currency. Late Bids shall not be accepted.

8. Bid opening shall be on **19 July, 2005, 9:00AM at the DND Old Conference Room, DND Building, CGEA.** Bids will be opened in the presence of the Bidders' representatives who choose to attend.

9. Bids shall be prepared in four (4) copies, one (1) original and three (3) photocopies without assistance from any person in the DND or in any branch of the government. It shall be prepared using the attached Bid forms and in strict compliance to the requirements of the Instruction to Bidders. **Quotations submitted not in the official forms as issued by the DND Bids and Awards Committee will not be accepted.** All entries shall be preferably filled-up with the appropriate information. Any erasure, correction or changes shall be initialed by the bidder or his authorized representative. All pages must be signed on the space provided for. Any unsigned page of the bidder's tender shall be a ground for disqualification.

10. To facilitate eligibility checking, manufacturers and/or prospective bidders who wish to participate in the public bidding are required to apply for registration with the DND BAC, through the DND BAC Secretariat, at least fifteen (15) days prior to the scheduled submission and opening of bids for the procurement of the projects they wish to participate in, pursuant to DND BAC Cir 01-2005 dtd 12 May 2005.

11. The DND reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

DND Bids and Awards Committee
GSD, PVAO Compound,
Camp General Emilio Aguinaldo, Quezon City
Telephone number : 9124762/4213531
Contact Person: Dir.Alexander F. Gonzales, CESO V
E-mail address: bacsecretariat@dnd.gov.ph
support@pvao.mil.ph
Facsimile number: 4213531
Website address: www.pvao.mil.ph

UNDERSECRETARY JOSE F SANTOS
Chairman, DND-BAC

Technical Specifications:

Item	Specifications
Janitorial Personnel	1. Highly trained personnel and supervision.
	2. Janitorial Agencies joining the bidding shall have necessary permits and papers to operate in the Philippines.

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J-2005-2-Hiring of Janitorial Personnel