



Republic of the Philippines  
**COURT OF APPEALS**  
Manila

**INVITATION TO BID**  
**For the Supply of Janitorial Services**

1. The Court of Appeals, through its Appropriations under MOOE-Office Maintenance and other Operating Expenses intends to apply the sum of **P4,149,275.76** being the Approved Budget for the Contract (ABC) to payments under the contract for the Supply of Janitorial Services for the Court of Appeals-Manila. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Court of Appeals through its Bids and Awards Committee now invites bids for the Supply of Janitorial Services with an approved budget of P4,149,275.76.

Delivery of the said Janitorial Services is required fifteen (15) days after receipt of Notice to Proceed. Bidders should have completed as specified in **ITB Clause 12**, within three (3) years from the date of submission and receipt of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. The description of an eligible bidder is contained in the Bidding Documents.

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act."

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 Republic Act 5183 and subject to Commonwealth Act 138.

4. Interested bidders may obtain further information from the BAC Secretariat, c/o Office of the Clerk of Court and inspect the Bidding Documents at the address given below during office hours.

A complete set of Bidding Documents may be acquired by interested Bidders starting **05 August 2016** from the address below and upon payment of a nonrefundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB in the amount of **P4,000.00**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (Phil-GEPS) or Court of Appeals BAC Website, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

5. The Court of Appeals through its Bids and Awards Committee will hold a Pre-Bid Conference on **17 August 2016 at 2:30 P.M.** at the Conference Room, Ground Floor, Annex 1 Building, Ma. Orosa St., Ermita, Manila which shall be open only to all interested parties who have purchased the Bidding Documents.
6. Bids must be delivered to the BAC Secretariat, c/o Office of the Clerk of Court, Room 101, Main Building, Ma. Orosa St., Ermita Manila on **30 August 2016 from 8:00 A.M.-2:00 P.M.** All bids must be accompanied by a bid security which shall be limited to Bid Securing Declaration and at least one (1) other form of bid security in any of the acceptable forms and in the amount stated in **BDS and ITB.**

Bid opening shall be on **30 August 2016 at 2:30 P.M.** at the Conference Room, Ground Floor, Annex 1 Bldg. Bids will be opened in the presence of the Bidders' representatives who choose to attend. Late bids shall not be accepted.

7. The Court of Appeals reserves the right to reject any or all eligibility documents or proposals without offering any reason, waive any defect or formalities contained therein, accept any proposal which is considered most advantageous to the government or annul the bidding process prior to contract award.
8. The Court of Appeals assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.
9. For further inquiries, contact the BAC Secretariat, c/o Office of the Clerk of Court at 523-21-13 or 524-12-41 loc. 219, 315, telefax 526-58-34.

Approved by:

**RAMON A. CRUZ**

Associate Justice *JRM*  
Co-Chairperson

*Bids & Awards Committee on  
Purchase and Acquisition of Court  
Facilities, Equipment and Supplies*

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Phil-GEPS  
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