

**INVITATION TO BID**

 **December 29, 2016**

The Philippine Ports Authority, PMO Surigao through its Bids and Awards Committee (BAC), invites service providers/manpower services contractors to apply to bid for the hereunder project:

Name of Project : Provision of Janitorial and Messengerial Services CY 2017

Location : Port of Surigao

Brief Description : I. Janitorial services covering maintenance of cleanliness and orderliness at the Baseport, TMO Lipata, TMO Siargao, TMO Tandag and TMO Dinagat

 II. Messengerial services relative to official transactions.

Approved Budget

For the Contract : Php3,712,138.56 for 26 janitors (inclusive of wages, benefits and janitorial supplies &

materials)

Source of Fund : PPA Corporate Funds

Contract Duration : Upon issuance of Notice to Proceed until Dec. 31, 2017

Delivery Period : Upon issuance of Notice to Proceed

Prospective bidders should have been in existence for at least five (5) consecutive years prior to the advertisement and/or posting of the invitation to bid, and should have completed within the last five (5) years from the date of submission and receipt of bids, a contract similar to the project to be bid amounting to at least 50% of the Approved Budget for the Contract to be bid as adjusted to current prices using the wholesale consumer price index, and have key personnel available for the prosecution of the project. The description of an eligible bidder is contained in the Bidding Documents, particularly in Section 5 of the ITB.

Bidders must have substantial capital and/or investment of at least Three Million Pesos (Php3,000,000.00) of its paid-up capital stocks/shares in the case of corporations, partnership and cooperatives, and at least Three Million Pesos (Php3,000,000.00) of its net worth in the case of a single proprietorship on the basis of its financial statements for CY 2015, duly audited and stamped received by the BIR.

The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary “pass/fail” criteria. Post-qualification of the lowest calculated bid shall be conducted.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulation (IRR).

The complete schedule of activities is listed, as follows:

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|  Activities |  Schedule |
| 1. Issuance of Bid Documents | December 29, 2016 to January 16, 2017 (8:00 a.m.-5:00 p.m. Monday to Friday except on January 16, 2017 which is until 1:30 p.m. only)  |
| 2. Pre-Bid Conference | January 4, 2017 at 3:00 P.M. |
| 3. Submission of Bids | January 16, 2017 at 2:30 P.M. |
| 4. Opening of Bids | January 16, 2017 at 3:00 P.M.. |

Bid Documents will be available only to prospective bidders upon payment of a non-refundable amount of **Five Thousand Pesos (Php 5,000.00)** to the Philippine Ports Authority.

Representative/s of the prospective bidders must present a duly notarized Authorization or Special Power of Attorney (SPA) for Sole Proprietorship, or a duly notarized Secretary’s Certificate for Corporation, Partnership or Joint Venture, showing that they are the duly authorized representative/s of the company to attend the Pre-Bid Conference and Opening of Bids.

The Philippine Ports Authority, PMO Surigao assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

The PPA reserves the right to accept or reject any and/or all bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Further information may be obtained from the following:

 BAC Secretariat:

 EDMUNDO C, BAYANG, JR.

 Head, Secretariat

 Bids and Awards Committee-PG

 PPA, PMO Surigao

 Port Area, Surigao City 8400

 Telephone Nos. 826-2015 local 826-5233

 Fax No. 826-5589

 Email ad: pmosurigao@yahoo.com.

**(SGD.) FROILAN U. CATURLA**

BAC Chairman