



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 7037407
Procuring Entity NEGROS ORIENTAL STATE UNIVERSITY
Title PROCUREMENT OF JANITORIAL SERVICES 2020 FOR NORSU CAMPUSES
Area of Delivery Negros Oriental

Solicitation Number:	GOOD20200201	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Janitorial Services	Date Published	10/06/2020
Approved Budget for the Contract:	PHP 4,364,645.04	Last Updated / Time	10/06/2020 00:00 AM
Delivery Period:		Closing Date / Time	29/06/2020 09:00 AM
Client Agency:			
Contact Person:	Jose Alcantara Clarion, Jr. Staff Kagawasan Avenue, Dumaguete City Negros Oriental Philippines 6200 63-35-4209641 joseclarion@gmail.com		

Description

INVITATION TO BID FOR

PROCUREMENT OF JANITORIAL SERVICES 2020 FOR NORSU CAMPUSES

Project Reference No.: GOOD2020-02-01

1. The Negros Oriental State University (NORSU) Campuses and the Bids and Awards Committee (BAC), through General Appropriation and Allocation Fund for 2020 intends to apply the sum stated hereunder in the amount of Four Million Three Hundred Sixty-Four Thousand Six Hundred Forty-Five Pesos and 04/100 Only (Php 4,364,645.04) being the Approved Budget for the Contract (ABC) to payments under the contract for "Procurement of Janitorial Services 2020 for NORSU Campuses". Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The Negros Oriental State University (NORSU) now invites bids for the above project Procurement of Janitorial Services 2020 for NORSU Campuses consisting of the following:

1. Janitorial Services - PHP 4,035,354.96

Deployment - No. of Janitors

- A. Main Campus, Dumaguete City - 21
- B. Bajumpandan Campus, Dumaguete City - 3
- C. Bayawan – Sta. Catalina Campus, Negros Oriental - 7
- D. Siaton Campus, Siaton, Negros Oriental - 2
- E. Bais Campuses I & II, Bais City, Negros Oriental - 7

F. Pamplona Campus, Pamplona, Negros Oriental - 2
G. Mabinay Campus, Mabinay, Negros Oriental - 2
H. Guihulngan Campus, Guihulngan City, Negros Oriental - 5
I. Overall Supervisor - 1
TOTAL NUMBER OF PERSONNEL - 50

2. Supplies and Materials - Php329,290.06

Total ABC - Php4,364,645.04

Contract Duration: Six (6) Months

Delivery of goods and services shall commence within seven (7) calendar days upon receipt of the Notice to Proceed. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project, equivalent to at least fifty percent (50%) of the ABC. 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 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 RA 5183 and subject to Commonwealth Act 138.

4. Interested bidders may obtain further information from NORSU BAC Secretariat and inspect the Bidding Documents at the address given below during Mondays to Fridays at 9:00 AM to 3:00 PM.

A complete set of Bidding Documents may be purchased by interested bidders Mondays to Fridays during regular office hours from June 15, 2020 – June 29, 2020 at the NORSU-BAC Secretariat upon payment of a non-refundable fee in the amount of Five Thousand Pesos Only (PHP 5,000.00) in a form of cash to be paid at the University Cashier, NORSU Main Campus, Dumaguete City.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

5. The significant date and time for the above project are as follows:

PRE-BID CONFERENCE: June 17, 2020 at 1:00PM

DEADLINE SUBMISSION OF BIDS: June 29, 2020 at 8:30AM

OPENING OF BIDS: June 29, 2020 at 9:00AM

VENUE: BAC Office/Conference Room, NORSU Main Campus

6. Bidders are encouraged to attend the Pre-Bid Conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the bidders will in no way prejudice their bid; however, the bidder is expected to know the changes and/or amendments to the Bidding.

7. Bids must be delivered to the BAC Office/Conference Room, NORSU Main Campus on or before the schedule of submission of bids. All bids must be accompanied by a bid security in form of duly notarized BID SECURING DECLARATION, or any form of Bid Security prescribed under Section 27.2 of the 2016 Revised IRR of RA 1984 and Special Power of Attorney if submitted by a representative. Late bids shall not be accepted.

8. If Bids are submitted by a representative, the said representative may have Special Power of Attorney authorizing him/her to represent the bidder for the said Bidding Activity.

9. The link for the video conference for the Pre-Bid Conference and the Opening of Bids shall be given to you by the BAC Secretariat.

10. In compliance with GPPB issued Resolution No. 09-2020, the following internal guidelines were being formulated:

(i) The BAC allows the use of videoconferencing, webcasting and similar technology in the conduct of any of the meetings and determination of quorum by the BAC. Please contact us if cannot attend personally.

(ii) The BAC considers the submission of documents thru email with e-signature/digital signature provided that the document submitted shall include attached valid government ID of the duly authorized person representing the company. Also, provided that the bid submission is received on or before the scheduled opening of bids. Provided further that the bidder shall also send the actual bid documents thru courier services, the tracking receipt shall be sent as an attachment to the email or a separate email on or before the scheduled

opening of bids.

(iii) If the hard copies of the bid documents cannot be sent on or before the opening of bids due to fortuitous events, the bidder shall email the BAC on such impediment and attach a signed Certification attesting to the case. The tracking receipt will be emailed on the date the hard copies of the bid documents were sent.

(iv) All online submission of bids shall be sent to the email address:
onlinebidsubmission.norsubac@norsu.edu.ph.

(v) All online submissions shall conform to Number 4.2 of GPPB RESOLUTION NO. 09-2020 on the requirement of archived and compressed format with password protection. All documents sent with no passwords will be treated as NON-COMPLIANT by the Bids and Awards Committee and will automatically be disqualified.

(vi) The filename of the online bid submission shall be in the following format:
"NORSU Project Reference Number" + "Company Name" + "First Envelope" + "File Number (if applicable)"

(vii) All scanned documents for online submission must be in compiled in pdf format or equivalent read only format. The chronological order based on the checklist of requirements must be strictly followed. In the event the file is above 25MB, a separate file may be submitted bearing the added file number.

(viii) The bidder must be present virtually if not available to come during the opening of bids. The bidder must use the virtual meeting as indicated in the Instruction to Bidders. Once called by the BAC for the opening of the bid file submitted thru email, the bidder shall provide the password for opening the file. The bidder may provide the password thru video call, teleconferencing, text message or call the BAC Secretariat during the opening of bids ONLY.

(ix) Passwords emailed before the opening of bids will not be allowed.

(x) The BAC Secretariat shall be responsible for the audit trail of all emailed bid submissions and shall immediately confirm the receipt of the emailed online submission of the bidder.

(xi) Modification of bids shall comply with the provisions under Number 5.4 of the GPPB RESOLUTION NO. 09-2020. The format shall be as follows:
"Modification" + "NORSU Project Reference Number" + "Company Name" + "First Envelope" + "File Number (if applicable)"

(xii) All inquiries on the conduct of procurement activities may be done thru the following emails:

norsubacsec@gmail.com
norsuregistrar@yahoo.com

11. The Negros Oriental State University (NORSU)-BAC reserves the right to accept or reject any bid, 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.

(SGD)REYMIL T. CADAPAN, MBA
BAC Secretariat Chairman
NORSU-Main Campus, Dumaguete City
Negros Oriental, Philippines 6200
Tel.no.(035) 420-9641

(SGD)MERIVIC G. CATADA, Ph.D.
University BAC Chair
NORSU-Main Campus, Dumaguete City
Negros Oriental, Philippines 6200
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Pre-bid Conference

Date	Time	Venue
17/06/2020	1:00:00 PM	BAC Office/Conference Room, NORSU Main Campus

Created by Jose Alcantara Clarion, Jr.

Date Created 09/06/2020

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