



Republic of the Philippines

Philippine Economic Zone Authority

INVITATION TO BID

JANITORIAL AND CLERICAL MANPOWER SERVICES AT THE CAVITE ECONOMIC ZONE (CEZ-ITB 2023-05-002)

1. The PHILIPPINE ECONOMIC ZONE AUTHORITY-CAVITE ECONOMIC ZONE (PEZA-CEZ), through the Corporate Operating Budget for CY 2023 intends to apply the sum of **Pesos: Six Million Two Hundred Seventy Seven Thousand Nine Hundred Fifty Eight Pesos and 12/100 Only (₱6,277,958.12)** being the Approved Budget for the Contract (ABC) to payments under the contract for “**Janitorial and Clerical Manpower Services at the Cavite Economic Zone**” **CEZITB 2023-05-002**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The PEZA-CEZ now invites bids for the above Procurement Project. Delivery of the goods and services is required for a period of One (1) year which may be renewed/extended subject to the conditions stipulated in Appendix 23 Guidelines on Procurement of Security and Janitorial Services¹. Bidders should have completed, within **the last five (5) years** from 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 CEZ-BAC Secretariat and inspect the Bidding Documents at the address given below from **Monday to Friday from 8:00 a.m. to 5:00 p.m.**
5. A complete set of Bidding Documents may be acquired by interested Bidders on **16 May 2023** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos Only (₱10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

¹ Appendix 23 (5.0) Guidelines on Procurement of Security and Janitorial Services



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6. The PEZA-CEZ will hold a **Pre-Bid Conference** on **24 May 2023, 2:30pm**, 2nd Floor, Function Room, New Administration Building, Cavite Economic Zone, Rosario, Cavite, and/or through videoconferencing/webcasting via Microsoft Teams, which shall be open to prospective bidders. *For bidders who wish not to be physically present during the pre-bid conference, the BAC Secretariat shall email invite/meeting ID and password to those who signify their intent via email below one day before the scheduled pre-bid conference.*
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **2:00pm, 05 June 2023**. 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 **05 June 2023, 2:30pm** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. In any case the above dates is declared a special non-working holiday, it will automatically be reset on the next working day.
11. The PEZA-CEZ 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.
12. For further information, please refer to:

Secretariat, CEZ-Bids and Awards Committee
Phil. Economic Zone Authority-Cavite Economic Zone
2/F New Administration Bldg., CEZ, Rosario, Cavite
Tel. Nos. (046) 4376146 / 4376070
Tel./Fax No. (046) 437-6090
Email: cezbac@peza.gov.ph

13. You may visit the following websites:

For downloading of Bidding Documents:

1. PEZA Website (<http://www.peza.gov.ph/index.php/bid-opportunities>); or
2. Philgeps Website

10 May 2023

ENGR. CHARLES ALDRIN N. BAYBAY
Chairperson, CEZ-BAC