



Republic of the Philippines
Sandiganbayan
Quezon City

INVITATION TO BID

ONE (1) LOT

**PROVISION OF JANITORIAL SERVICES FOR THE SANDIGANBAYAN
CENTENNIAL BUILDING, QUEZON CITY
AND SANDIGANBAYAN COURTHOUSE & LIVING QUARTERS,
BAGUIO CITY FOR ONE (1) YEAR (2023-2024)**

1. The Sandiganbayan, through the *General Appropriations Act of 2023*, intends to apply the sum of **Five Million Nine Hundred Thirty Seven Thousand Four Hundred Pesos only (Php5,937,400.00)**, being the Approved Budget for Contract (ABC) to payments under the contract for the **Provision of Janitorial Services for the Sandiganbayan Centennial Building, Quezon City and Sandiganbayan Courthouse and Living Quarters, Baguio City for One (1) Year (2023-2024)**, the details of which are as follows:

Unit	Description	ABC
One (1) Lot	Provision of Janitorial Services for the Sandiganbayan Centennial Building, Quezon City for One (1) year (2023-2024) of sixteen (16) janitors.	Php5,068,800.00
	Provision of Janitorial Services for the Sandiganbayan Courthouse and Living Quarters, Baguio City for One (1) Year (2023-2024) of four (4) janitors.	Php868,600.00
	Total	Php5,937,400.00

Bids received in excess of the total cost per item shall be automatically rejected.

2. The Sandiganbayan now invites bids for the above Procurement Project. Delivery of the Goods is required by within seven (7) calendar days from the issuance and receipt of Notice to Proceed (NTP). Bidders should have completed, within 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.
 - a. 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 Sandiganbayan and inspect the Bidding Documents at the address given below from 8:00 A.M to 4:00 P.M.
 5. A complete set of Bidding Documents may be acquired by interested Bidders on **September 15, 2023** at the Legal Research and Technical Staff, 2/F, Sandiganbayan Centennial Building, Batasan Road, Commonwealth Ave., Quezon City or may be downloaded at <https://sb.judiciary.gov.ph/> and upon payment of the applicable fee of **Five Thousand Pesos (Php5,000.00)**, pursuant to the latest Guidelines issued by the GPPB. The Procuring Entity shall allow the bidder to present its proof of payment for the fees.
 6. The *Sandiganbayan* will hold a Pre-Bid Conference on **September 25, 2023, 2:00 P.M.** through videoconferencing platform which shall be open to all prospective bidders. Interested parties are advised to email the BAC Secretariat at sbbacsecretariat@gmail.com before the scheduled date of Pre-Bid Conference to request for the online meeting credentials.
 7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below **on or before October 12, 2023, 1:30 P.M.** 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 **October 12, 2023, 2:00 P.M.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
 10. The Sandiganbayan 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.
 11. In case any of the above dates are declared a non-working day by a competent national or local government office, the corresponding procurement activity shall be moved to the next working day.
 12. For further information, please refer to:

Atty. Dashell C. Yancha-Po
Chief Judicial Staff Officer
Procurement Management Division
Legal Research and Technical Staff
2/F Sandiganbayan Centennial Building
sbbacsecretariat@gmail.com

(original signed)
Atty. Ma. Teresa S. Pabulayan
Chairperson, Bids and Awards Committee

September 2023