



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY
REGION IV-A CALABARZON

INVITATION TO BID

For the Early Procurement of Manpower Agency for Security and Janitorial Services at PSA CALABARZON for 2025

1. The Philippine Statistics Authority - Regional Statistical Services Office (PSA-RSSO) IV-A, through the National Expenditure Program for Calendar Year (CY) 2025 intends to apply the sum of **Seven Million Four Hundred Forty-three Thousand Pesos Only (PhP 7,443,000.00)** for the **Early Procurement of Security Services (Lot 1) and Janitorial Services (Lot 2) at PSA CALABARZON for 2025 with PSA Contract Nos. 2025-RBAC-001 and 2025-RBAC-002, respectively** being the Approved Budget for the Contract (ABC) to payments under the contract for each lot. **Bids received in excess of the ABC shall be automatically rejected at bid opening.**
2. The PSA-RSSO IV-A now invites bids for the above Procurement Project particularly described as follows:

ITEM DESCRIPTION	QTY	TOTAL ABC (PhP)	Bid Security: Cash/ Cashier's/ Manager's Check/ Bank Draft/Guarantee, Irrevocable Letter of Credit (2%)* (PhP)	Bid Security: Surety Bond (5%)** (PhP)	Cost of Bid Documents (cash payment only) (PhP)
LOT 1					
Security services for 12 months to be deployed to five CALABARZON PSA Offices (PSA RSSO IV-A, PSA-Batangas, PSA-Cavite, PSA-Laguna, PSA-Quezon) -10 Security Guards (2 per PSA IV-A Offices, twelve (12) hours duty (day shift/	1 Lot	5,207,000.00	104,140.00	260,350.00	5,000.00

night shift), seven (7) days a week including holidays -Uniformed, Licensed, Bonded and Armed. No guards shall be allowed to render double/straight duty					
LOT 2					
Janitorial services for 12 months to be deployed to six CALABARZON PSA Offices -12 Utility workers (2 per PSA IV-A Offices, eight (8) hours duty excluding lunch break, five (5) days a week) Estimated number of workdays per year is 243	1 Lot	2,236,000.00	44,720.00	111,800.00	2,000.00

*Only those Issued and confirmed by a Local Universal or Local Commercial Bank

** Must be callable upon demand issued by AFPGIC. Bond must specify additional grounds for forfeiture of Bid Security.

Delivery of the Goods and Services is required not later than 15 calendar days upon receipt of Notice to Proceed. Bidders should have completed, within one (1) year prior to 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).

- 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.

- Prospective bidders may obtain further information from PSA – RSSO IV-A and inspect the Bidding Documents at the address given on page 3 during weekdays from Monday to Friday (8:00 a.m. to 5:00 p.m.) except on declared special and regular holidays.
- A complete set of Bidding Documents may be acquired by interested Bidders on November 23, 2024 from the given address and website(s) on page 3 upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued

by the GPPB, in the amount stated above per lot. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.

6. The PSA – RSSO IV-A will hold a hybrid Pre-Bid Conference on November 29, 2024 at 9:30 a.m. (PSA Bundy Clock) at Philippine Statistics Authority, RSSO IV-A, Bldg. C, Fiesta World Mall, Brgy. Marauoy, Lipa City, Batangas, face-to-face and/or through video conferencing or webcasting via Zoom Platform, which shall be opened to prospective bidders. Invited participant who opted to join on-line could register in advance by accessing this link:
https://us02web.zoom.us/meeting/register/tZErd-ygqjgiHtEr_HZeLEJ24_1_k_s3WBD3
7. Bids must be duly received by the BAC Secretariat through manual submission by the **bidder or bidders' authorized representative/s*** at the office address indicated below on or before 8:30 a.m. (PSA Bundy Clock) of December 16, 2024. Late bids shall not be accepted. **The bidder's representative/s who will participate in all stages of the current procurement shall be the authorized representative/s indicated in Sec. 25.3 of 2016 Revised IRR of RA 9184.*
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 December 16, 2024, 9:00 a.m. (PSA Bundy Clock) at the given address below. Bids will be opened in the presence of the **bidders or bidders' authorized representative/s** who choose to attend the activity.
10. The PSA – RSSO IV-A 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. For further information, please refer to:

LOU DARLENCE O. MITRA
RBAC Head Secretariat
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RSSO IV-A
Bldg. C, Fiesta World Mall, Brgy. Marauoy,
Lipa City, Batangas.
Tel. No. (043) 756-0412
Fax No. (043) 757-0812
Email: rso04a@psa.gov.ph, cc: rso04acrasd@psa.gov.ph, rso04abac@psa.gov.ph
12. You may visit the following websites:
For downloading of Bidding Documents: *rso04a.psa.gov.ph*
or philgeps.gov.ph

November 22, 2024

(sgd.) **MS. WILMA A. VILLAFUERTE**
RBAC Chairperson