



**INVITATION TO APPLY FOR ELIGIBILITY AND TO BID  
FOR THE**

**PROCUREMENT OF JANITORIAL AND MAINTENANCE  
SERVICE PROVIDER FOR THE DOTC CENTRAL OFFICE**

1. The **Department of Transportation and Communications (DOTC)** intends to apply the sum of **SIX MILLION THREE HUNDRED THIRTY TWO THOUSAND NINE HUNDRED NINETEEN PESOS AND EIGHTY FOUR CENTAVOS (P6,332,919.84)** being the approved budget for the Contract (ABC) to payments under the **Procurement of Janitorial and Maintenance Service Provider for the DOTC-Central Office**. Bids received in excess of the ABC shall be automatically rejected at Bid opening.
2. The **Department of Transportation and Communications** now invites Bids from eligible bidders for the **Janitorial and Maintenance service provider for the DOTC-Central Office**. The description of an eligible Bidder is contained in bidding Documents.
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criteria as specified in the Implementing Rules and Regulations Part A (IRR-A) of Republic Act 9184 (R.A. 9184), otherwise known as the "Government Procurement Reform Act," and is restricted to Filipino citizens/sole proprietorships, 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 Republic Act 5183 (R.A. 5183) and subject to commonwealth Act 138 (C.A. 138). Only bids from Bidders who pass the eligibility check will be opened. The process for the eligibility check is described in Section II of the Bidding Documents, ITB. The bidder with the Lowest Calculated Bid (LCB) shall advance to the post-qualification stage in order to finally determine responsiveness of the bid to technical and financial requirements of the project. The contract shall then be awarded to the Lowest calculated and Responsive Bidder (LCRB) who was determined as such during the post-qualification.
4. Interest Bidders may obtain further information from the **Department of Transportation and Communications** and inspect the Bidding Documents from **8:00 am to 5:00 pm at Unit 56, 5<sup>th</sup> Floor, Columbia Tower, Ortigas Avenue, Mandaluyong City**.

5. A complete set of Bidding Documents may be purchased by interested Bidders from Unit 56, 5<sup>th</sup> Floor, Columbia Tower, Ortigas Avenue, Mandaluyong City, upon payment of a non-refundable fee in the amount of **THREE THOUSAND PESOS (P3,000.00)** at the DOTC Cashier. The method payment will be in cash basis. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.

The complete schedule of activities are listed as follows:

| <b>Activities</b>                | <b>Schedule</b>  |
|----------------------------------|--|
| 1. Issuance of Bidding Documents | 11 December 2008   |
| 2. Pre-bidding Conference        | 18 December 2008<br>10:30 AM<br>Unit 156, 15 <sup>th</sup> Floor Training Room |
| 3. Submission of Bids            | 02 January 2009 until 9:00 AM  |
| 4. Opening of Bids               | 02 January 2009 at 10:30 AM  |

The bidding documents will be made available at Unit 56, Columbia Tower, Ortigas Avenue, Mandaluyong City, upon presentation of receipt of payment.

The DOTC reserves the right to reject any or all bids, waive minor defects and accept the offer most advantageous to the Government. The DOTC assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred "in the preparation of the bid.

**DOMINGO A. REYES, JR.**  
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Comptrollership & BAC Chairman, Locally  
Funded Projects