



Republic of the Philippines
Office of the President
DANGEROUS DRUGS BOARD

Bid Reference No. 2012-02

INVITATION TO APPLY FOR ELIGIBILITY AND TO BID

**PUBLIC BIDDING for
JANITORIAL SERVICES
for 01 FEBRUARY TO 31 DECEMBER 2013**

The DANGEROUS DRUGS BOARD, through its National Budget for CY 2013, intends to apply the sum of **ONE MILLION THREE HUNDRED TWENTY THOUSAND PESOS (Php 1,320,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for JANITORIAL SERVICES for **01 FEBRUARY to 31 DECEMBER 2013**. Bids in excess of the ABC shall be automatically rejected at Bid opening.

The DANGEROUS DRUGS BOARD now invites sealed bids from eligible Bidders for the said JANITORIAL SERVICES. Delivery of the GOODS is required during the period 01 FEBRUARY TO 31 DECEMBER 2013 (**11 months**). The description of an eligible Bidder is contained in Section II of the Bidding Documents, Instructions To Bidders (ITB).

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, 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 procedure.

Interested bidders may obtain further information from the DANGEROUS DRUGS BOARD, and inspect the Bidding Documents at the address given below from **8:00 A.M. up to 5:00 P.M., Mondays to Fridays**.

A complete set of **Bidding Documents** may be purchased by interested Bidders from the address below and upon payment of a nonrefundable fee in the amount of **TWO THOUSAND PESOS (Php 2,000.00)**, to be paid in cash. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.

The DANGEROUS DRUGS BOARD will hold a **Pre-Bid Conference** open to all interested parties on **19 December 2012, at 10:00 A.M.**, at the DDB Conference Room / Cafeteria, 3rd Floor, DDB-PDEA Bldg., NIA Northsite Road, Bgy. Pinyahan, Diliman, Quezon City.

Bids and eligibility requirements must be delivered to the address below on or before **1:00PM of 04 JANUARY 2013 (Friday)**. All Bids must be accompanied by a Bid security in



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the form of Cash, Certified Check, Cashier's Check, Manager's Check and in the amount not less than the amount provided hereunder:

FORM OF SECURITY	MINIMUM AMOUNT OF % OF ABC TO BE BID
1. Cash, Cashier's Check, Manager's Check	Two percent (2%) of ABC
2. Bank Draft/Guarantee	Two percent (2%) of ABC
3. Surety Bond	Five percent (5%) of ABC

Late Bids shall not be accepted

Schedule of Bidding activities are as follows:

ACTIVITIES	TIME	VENUE
1. Sale & Issuance of Bidding documents	8:00AM to 5:00PM only Mondays to Fridays starting 10 December 2012 up to 28 December 2012	BAC Secretariat c/o Ms. Ma. Victoria C. Sorne, 3F DDB-PDEA Bldg., NIA Road, Brgy Pinyahan, Diliman, Quezon City
2. Pre-Bid Conference (open only to parties who have purchased Bid documents)	10:00AM, 19 December 2012 (Wednesday)	DDB Conference Room, 3F DDB-PDEA Bldg., NIA Road, Brgy Pinyahan, Diliman, Quezon City
3. Deadline of Submission of Eligibility Document & Bids	1:00PM, 04 January 2013 (Friday)	DDB Conference Room, 3F DDB-PDEA Bldg., NIA Road, Brgy Pinyahan, Diliman, Quezon City
4. Opening of Bids	2:00PM, 04 January 2013 (Friday)	DDB Conference Room, 3F DDB-PDEA Bldg., NIA Road, Brgy Pinyahan, Diliman, Quezon City

Interested bidders may obtain further information from the BAC Secretariat c/o Ms. Ma. Victoria C. Sorne, at the 3F DDB-PDEA Bldg., NIA Road, Brgy. Pinyahan, Quezon City from 8:00AM to 5:00PM only, Mondays to Fridays, starting 10 December 2012. Any queries relative to the contents of the bid documents and the project requirements can only be made by bidders who purchased the bid documents not later than ten (10) calendar days prior to the Submission and Opening of Bids.

The DANGEROUS DRUGS BOARD 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.

BENJAMIN P. REYES, DMD, MPH, MDM
Deputy Executive Director for Operations/
Chairman, Bids and Awards Committee