



**Republic of the Philippines**  
**Commission On Audit Region XII**  
**Koronadal City**

**INVITATION TO BID**  
**FOR PROCUREMENT OF JANITORIAL SERVICES For CY 2021**

**BID No. COA RO12-2020-003**

1. The Commission on Audit – Regional Office No. XII (COA-ROXII), through the General Fund intends to apply the following sums being the Approved Budget for the Contract (ABC) to payments for each lot:

<b>Lot No</b>	<b>Description</b>	<b>Quantity</b>	<b>ABC</b>
1	Janitorial Services for the period covering January 1, 2021 to December 31, 2021 for COA RO XII Buildings at Barangay Paraiso, Koronadal City  - Services of four (4) Utility Workers with eight (8) hours duty from Monday to Friday  - Option by Procuring Entity to add Utility Worker as may be necessary  - Inclusive of Cleaning Supplies worth P4,000.00 per month	48	P768,000.00
2	Janitorial Services for the period covering January 1, 2021 to December 31, 2021 for PSAO Sultan Kudarat located at Tacurong City  - Services of two (2) Utility Workers with eight (8) hours duty from Monday to Friday  - Option by Procuring Entity to add Utility Worker as may be necessary  - Inclusive of Cleaning Supplies worth P2,500.00 per month	24	390,000.00
3	Janitorial Services for the period covering January 1, 2021 to December 31, 2021 for PSAO Sarangani located at Alabel, Sarangani Province  - Services of two (2) Utility Workers with eight (8) hours duty from Monday to Friday  - Option by Procuring Entity to add Utility Worker as may be necessary	24	390,000.00

	- Inclusive of Cleaning Supplies worth P2,500.00 per month		
4	Janitorial Services for the period covering January 1, 2021 to December 31, 2021 for PSAO Cotabato Province located at Amas, Kidapawan City  - Services of three (3) Utility Workers with eight (8) hours duty from Monday to Friday  - Option by Procuring Entity to add Utility Worker as may be necessary  - Inclusive of Cleaning Supplies worth P2,500.00 per month	36	570,000.00
<b>TOTAL</b>			<b>P2,118,000.00</b>

Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening. Bidders shall have the option to bid by lot.

2. The COA-ROXII now invites bids for Janitorial Services for CY 2021 (COA RO12-2020-003). Delivery of the Goods is required from January 1, 2021 to December 31, 2021. Bidders should have completed, within three (3) 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) 9184, otherwise known as the “Government Procurement Reform Act”.

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 5183.

4. Interested bidders may obtain further information from the BAC Secretariat of COA – ROXII, and inspect the Bidding Documents at the address given below during Monday-Friday at 8:00 AM to 5:00 PM.

**Commission on Audit Regional Office No. XII**  
**Purok Pag-asa, Barangay Paraiso,**  
**9506 Koronadal City**

5. A complete set of Bidding Documents may be acquired by interested Bidders on September 21, 2020 to October 12, 2020 from the address above-mentioned and upon payment of a non-refundable fee for the Bidding Documents in the following amounts pursuant to the latest Guidelines issued by the GPPB:

<b>Lot No.</b>	<b>Cost of Bidding Documents</b>
1	P500.00
2	P500.00
3	P500.00
4	P500.00

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (<https://www.philgeps.gov.ph>) and the website of the Procuring Entity ([www.coa.gov.ph](http://www.coa.gov.ph)), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The COA-ROXII will hold a Pre-Bid Conference on September 29, 2020, 1:30 in the afternoon at COA 12 3/F Training Hall, COA Regional Office No. XII, Purok Pag-asa, Barangay Paraiso, Koronadal City, which shall be open to prospective bidders. Prospective bidders who will not be able to attend in person may join via a Zoom meeting, provided, they signify to the BAC Secretariat not later than September 25, 2020.
7. Bids must be duly submitted to and received by the BAC Secretariat at the address below on or before October 12, 2020 at 1:00 in the afternoon. Online or electronic submission of bids shall **not** be allowed pursuant to BAC Resolution No. 2020-018, series of 2020 dated August 25, 2020. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.

Bid opening shall be on October 12, 2020 at 1:30 in the afternoon at COA 12 3/F Training Hall, COA Regional Office No. XII, Purok Pag-asa, Barangay Paraiso, Koronadal City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The COA-ROXII 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

**MARIA FE LILIAN A. JAYAG**  
Head, BAC Secretariat  
COA Regional Office No. XII,  
Purok Pag-asa, Barangay Paraiso,  
9506 Koronadal City  
Contact No.: **0967 9588 067**  
Email: bac\_coa12@yahoo.com

(Sgd)

**ORLANDO C. MATAS**  
State Auditor V  
Chairperson, BAC