



## INVITATION TO BID NO. 2024-05

### INVITATION TO BID FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR THE PHILIPPINE STATISTICS AUTHORITY-X (PSA-X) FIELD OFFICES FROM 01 JANUARY 2025 TO 31 DECEMBER 2025

1. The *Philippine Statistics Authority-X (PSA-X)*, through the *National Expenditure Program FY 2025* intends to apply the sum of **One Million Three Hundred Seven Thousand Pesos (PhP 1,307,000.00)** being the total Approved Budget for the Contract (ABC) to payments under the contract for each lot. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

| LOT  | DESCRIPTION  | APPROVED BUDGET FOR THE CONTRACT (ABC) in PhP  |
|--|--|--|
| Lot 1  | Janitorial Services for the Regional Statistical Services Office X (Cagayan de Oro City) | One Hundred Eighty-Eight Thousand Four Hundred Fifty-Five Pesos and 21/100 Only (PhP188,455.21)                |
| Lot 2  | Janitorial Services for the Province of Bukidnon (Malaybalay City)                       | One Hundred Eighty-Eight Thousand Four Hundred Fifty-Five Pesos and 21/100 Only (PhP188,455.21)                |
| Lot 3  | Janitorial Services for the Province of Camiguin (Mambajao)                              | One Hundred Eighty-One Thousand Eight Hundred Sixty-Nine Pesos and 50/100 Only (PhP181,869.50)                 |
| Lot 4  | Janitorial Services for the Province of Lanao del Norte (Iligan City)                    | One Hundred Eighty-Eight Thousand Four Hundred Fifty-Five Pesos and 21/100 Only (PhP188,455.21)                |
| Lot 5  | Janitorial Services for the Province of Misamis Occidental (Ozamiz City)                 | One Hundred Eighty-Eight Thousand Four Hundred Fifty-Five Pesos and 21/100 Only (PhP188,455.21)                |
| Lot 6  | Janitorial Services for the Province of Misamis Oriental (Cagayan de Oro City)           | One Hundred Eighty-Eight Thousand Four Hundred Fifty-Five Pesos and 21/100 Only (PhP188,455.21)                |
| TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC) |  | One Million One Hundred Twenty-Four Thousand One Hundred Forty-Five Pesos and 54/100<br><br>(PhP 1,124,145.54) |

2. The *PSA-X* now invites bids for the above Procurement Project. Delivery of the Goods is required by *01 January to 31 December 2025*. 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) 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.

4. Prospective Bidders may obtain further information from *PSA-X* and inspect the Bidding Documents at the address given below during 8:00AM – 5:00PM weekdays except holidays.
5. A complete set of Bidding Documents may be acquired by interested Bidders on 09 December 2024 from the given address and website below

**Limketkai Module-2, BPO and Cyberpark Building,  
Rosario Crescent, Limketkai Center,  
Barangay 31, Cagayan de Oro City  
<http://rso10.psa.gov.ph/procurement>**

and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the following amounts:

| Approved Budget for the Contract (ABC) | Price of Bidding Documents<br>(in PhP) |
|--|--|
| 500,000 and below                      | 500.00                                 |
| More than 500,000 up to 1 Million      | 1,000.00                               |
| More than 1 Million up to 5 Million    | 5,000.00                               |

The Bidding Documents can also be downloaded from *PSA-X* website at <https://rso10.psa.gov.ph/procurement>.

For lot procurement, the maximum fee for the Bidding Documents for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the Bidding Documents of all lots shall not exceed the maximum fee prescribed in the Guidelines for the sum of the ABC of all lots.

Payment for the cost of the Bidding Documents can be made over the counter at *PSA-X* office address or thru fund transfer to the following bank account details:

Account Name: PSA Trust Fund  
Account Number: 2412 1028 11  
Bank: Landbank of the Philippines  
Account Branch: Velez Branch

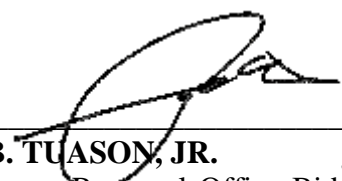
The prospective bidders shall present during bid submission its proof of payment for the fees before participating in the bidding process during. In case of bank transfer, notify *PSA-X* by sending a copy of the Bank Transfer Form to [rso10bac@psa.gov.ph](mailto:rso10bac@psa.gov.ph).

6. The *PSA-X ROBAC* will hold a Pre-Bid Conference which shall be open to prospective bidders on *27 November 2024, 1:30PM* at the *PSA-X Conference Room* of the above-mentioned address. The *PSA-RSSO X* can accommodate a maximum of **two** representatives per prospect bidder to participate.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated above on or before *09 December 2024, 12:00 Noon*. 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 *09 December 2024, 1:30 P.M.* at the above-mentioned address. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. A maximum of one bidder representative can be accommodated onsite to maintain social distancing at the *PSA-X Conference Room*.
10. The *PSA-X* 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:

*Ms. Genelyn B. Laspobres*  
*Head, Secretariat*  
*Regional Office Bids and Awards Committee*  
*PSA-Regional Statistical Services Office X*  
*Limketkai Module-2 BPO & Cyberpark Building,*  
*Rosario Crescent, Brgy 31, Cagayan de Oro City*  
*Telephone Number: (088) 291-1672*  
*Mobile Number: 09178219152*  
*Email address: [rso10bac@psa.gov.ph](mailto:rso10bac@psa.gov.ph)*  
*Website: <http://rso10.psa.gov.ph>*

12. You may visit <http://rso10.psa.gov.ph/procurement> for downloading of Bidding Documents

*15 November 2024*

  
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**JOSE B. TUASON, JR.**  
Chairperson, Regional Office Bids and Awards  
Committee

