



INVITATION TO BID NO. 2025-02

INVITATION TO BID FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR THE PHILIPPINE STATISTICS AUTHORITY-X (PSA-X) FIELD OFFICES FROM 01 April 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 Two Hundred Twenty Five Thousand Three Hundred Sixty Five Pesos and 77/100 Only (PhP 1,225,365.77)*** 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)	Two Hundred Five Thousand Two Hundred Thirty Eight Pesos and 30/100 Only (PhP205, 238.30)
Lot 2	Janitorial Services for the Province of Bukidnon (Malaybalay City)	Two Hundred Five Thousand Two Hundred Thirty Eight Pesos and 30/100 Only (PhP205, 238.30)
Lot 3	Janitorial Services for the Province of Camiguin (Mambajao)	One Hundred Ninety Nine Thousand One Hundred Seventy Four Pesos and 25/100 Only (PhP199,174.25)
Lot 4	Janitorial Services for the Province of Lanao del Norte (Iligan City)	Two Hundred Five Thousand Two Hundred Thirty Eight Pesos and 30/100 Only (PhP205, 238.30)
Lot 5	Janitorial Services for the Province of Misamis Occidental (Ozamiz City)	Two Hundred Five Thousand Two Hundred Thirty Eight Pesos and 30/100 Only (PhP205, 238.30)
Lot 6	Janitorial Services for the Province of Misamis Oriental (Cagayan de Oro City)	Two Hundred Five Thousand Two Hundred Thirty Eight Pesos and 30/100 Only (PhP205, 238.30)
TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)		One Million Two Hundred Twenty-Five Thousand Three Hundred Sixty-Five Pesos and 77/100 Only (PhP 1,225,365.77)

2. The *PSA-X* now invites bids for the above Procurement Project. Delivery of the Goods is required by *01 April 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 06 February 2025 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 (in PhP)
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00

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.

6. The *PSA-X ROBAC* will hold a Pre-Bid Conference which shall be open to prospective bidders on 14 February 2025, 8:30AM at the *PSA-X* Conference Room of the above-

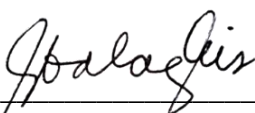
mentioned address. The PSA-RSSO X can accommodate a maximum of **two** representatives per prospect bidder to participate.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated above on or before *26 February 2025, 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 *26 February 2025, 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: rsso10bac@psa.gov.ph
Website: <http://rsso10.psa.gov.ph>

12. You may visit <http://rsso10.psa.gov.ph/procurement> for downloading of Bidding Documents

06 February 2025



SARAH B. BALAGBIS
Vice-Chairperson, Regional Office Bids and
Awards Committee