



**Republic of the Philippines
Senate Electoral Tribunal &
House of Representatives Electoral Tribunal**

**INVITATION TO BID
No. 2019-11-003**

PROCUREMENT OF JANITORIAL SERVICES

1. The **Senate Electoral Tribunal (SET)** and **House of Representatives Electoral Tribunal (HRET)**, through the Agencies' Current Appropriations, intend to apply the sum of **Four Million Three Hundred Twenty Thousand Pesos (PhP 4,320,000.00)**, being the Approved Budget for the Contract (ABC) for Fiscal Year 2020, to payments under the contract for the Procurement of Janitorial Services. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The SET and HRET now invite bids for Janitorial Services composed of sixteen (16) janitors for a period of one year. Duration of service is from January 1 to December 31, 2020. Bidders should have completed, within the last five (5) years prior to the 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 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 and subject to Commonwealth Act 138.

4. Interested bidders may obtain further information from the **SET & HRET Joint Bids and Awards Committee (SET & HRET JBAC)** and inspect the Bidding Documents at the address given below from **15 November 2019 to 03 December 2019, Monday to Friday at 9:00 a.m. to 12:00 noon and 1:00 to 4:00 pm.**

A complete set of the Bidding Documents may be purchased by interested Bidders from **15 November 2019 to 03 December 2019** from the address below at a non-refundable fee of **Five Thousand Pesos (PhP 5,000.00).**

The Bid Documents may also be downloaded free of charge from the websites of the Philippine Government Electronic Procurement System (PhilGEPS) at www.philgeps.gov.ph, Senate Electoral Tribunal at www.set.gov.ph and the House of Representatives Electoral Tribunal at www.hret.gov.ph, provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

5. The SET & HRET JBAC will hold a **Pre-Bid Conference** on **22 November 2019, 10:00 a.m.**, at the SET Conference Room, Ground Floor, Electoral Tribunals Building, COA Compound, Batasan Road, Quezon City which shall be open to prospective bidders.
6. Bids must be delivered to the address below on or before **04 December 2019, 9:45 a.m.** 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 **04 December 2019, 10:00 a.m.**, at the SET Conference Room, Ground Floor, Electoral Tribunals Building, COA Compound, Batasan Road, Quezon City. Bids will be opened in the presence of the Bidders' representatives who choose to attend. Late bids shall not be accepted.

7. The SET & HRET reserve 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.
8. For further information, please contact:

ROSALINA DE GUZMAN-TORRES

Director II, General Services

House of Representatives Electoral Tribunal


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Email Add: gsd_hret@yahoo.com.ph

Website: www.hret.gov.ph



ATTY. GIRLIE I. SALARDA

Secretary, House of Representatives

Electoral Tribunal

Co-Chairperson, SET & HRET Joint Bids
and Awards Committee