



**INVITATION TO BID**  
**FOR THE PROCUREMENT OF JANITORIAL SERVICES**  
**PROJECT REF. NO. IB-CO-21-001**

1. The Human Settlements Adjudication Commission (HSAC) formerly Housing and Land Use Regulatory Board, through the General Appropriations Act for 2021, intends to apply the sum of **One Million Eight Hundred Twenty Four Thousand Pesos (P1,824,000.00)** being the Approved Budget for the Contract (ABC), inclusive of all taxes for the Procurement of Janitorial Services, covering the period of eight (8) months, from May 01 to December 31, 2021.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. Bidders should have completed similar contracts with at least two (2) companies within two (2) 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 and subject to Commonwealth Act 138, cooperatives duly organized under the laws of the Philippines, and to Persons/entities forming themselves into a joint venture, i.e. group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract.

4. Interested bidders may obtain further information from the BAC Secretariat through the contact details given below and inspect the bidding documents as posted on the websites of the HSAC and the Philippine Government Electronic Procurement System (PhilGEPS).
5. A complete set of Bidding Documents may be acquired by interested bidders on **March 19, 2021 (Friday) to April 08, 2021 (Thursday) from 9:00AM to 2:00PM** at the address given below and upon payment of the applicable fee for the Bidding Documents pursuant to the latest guidelines issued by the Government Procurement Policy Board amounting to **Five Thousand Pesos (P5,000.00)**.


It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPs) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The HSAC will hold a **Pre-Bid Conference on March 29, 2021 (Monday), 10:00 AM**, via **Zoom Virtual Meeting**. The Zoom ID and Passcode will be sent to prospective bidders who purchased the Bidding Documents.
7. Bids must be delivered to the address below on or before **10:00AM of April 12, 2021 (Monday)**. Each Bidder shall submit **one (1) original and four (4) copies** of their duly accomplished eligibility and technical requirements, and the financial component of the bid in two (2) separate sealed envelopes in the bid box located at the stated below address. 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 **April 12, 2021 (Monday), 10:30 AM** at the HSAC Boardroom, 9/F HLURB Bldg., Kalayaan Ave., corner Mayaman St., Diliman, Quezon City. Late bids shall not be accepted. The bidders may attend the bid opening via Zoom.

8. The HSAC 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 contact:

**Mr. FREDERICK ALLAN M. LIGSAY**  
BAC Secretariat  
Human Settlements Adjudication Commission  
6/F HLURB Bldg., Kalayaan Ave.,  
Corner Mayaman St., Diliman, Quezon City  
Mobile No. 0921-9333445  
E-mail: procurement@hsac.gov.ph

  
**Atty. REUBEN U. ZABALA**  
Chairperson, HSAC-BAC