

**Republic of the Philippines**  
**Department of Social Welfare and Development**

DSWD Field Office III, Diosdado Macapagal Government Center, Maimpis,  
City of San Fernando Pampanga, Philippines 2000  
Tel: (045) 861 – 2413 ; Telefax: (045) 961 – 2413  
Email: bacsecretariat.fo3@dswd.gov.ph  
Website: <http://www.dswd.gov.ph>

**INVITATION TO BID FOR**

**PROCUREMENT OF JANITORIAL SERVICES FOR THE  
DSWD FIELD OFFICE III – EARLY PROCUREMENT  
ACTIVITY (EPA)**

ITB No. GOP/DSWD3-2021-11-002  
(PR No. 2021-11-679)

1. The **Department of Social Welfare and Development (DSWD) - Field Office III**, through the TARA, GASS, SOCPEN, CENTERS, SFP, PANTAWID, DRRP – DR, DRRP – CF, SLP and AICS Funds (DR) intends to apply the sum of **FIVE MILLION ONE HUNDRED FOUR THOUSAND TWO HUNDRED EIGHTY TWO PESOS AND 85/100 (PhP5,104,282.85)**, being the Approved Budget for the Contract (ABC), to payments under the contract for the **PROCUREMENT OF JANITORIAL SERVICES FOR THE DSWD FIELD OFFICE III – EARLY PROCUREMENT ACTIVITY (EPA)**.

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

2. The DSWD - Field Office III now invites bids for the above Procurement. The delivery of Service is required in accordance with **Section VI – Schedule of Requirements**.

Bidders should have completed a contract similar to the Project **within the last 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 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, 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 **DSWD – Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below from **Monday to Friday at 8:00 a.m. to 5:00 p.m.**
5. A complete set of Bidding Documents may be acquired by interested bidders on **29 November 2021 to 13 December 2021** from given address and website/s below in the amount of **Ten Thousand Pesos (PhP10,000.00)**. 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 DSWD Field Office III will hold a Pre-Bid Conference on **29 November 2021 (Monday), 9:30 a.m.**, through videoconferencing/webcasting *via google meet*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before **13 December 2021 (Monday), 8:00 a.m.** 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 **13 December 2021 (Monday), 9:00 a.m.**, at the **DSWD Field Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga, Philippines**, and/or through video conferencing or webcasting via Google Meet. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The DSWD 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 Implementing Rules and Regulations (IRR) of RA No.9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**THE CHAIRPERSON**

Bids and Awards Committee  
c/o BAC Secretariat  
DSWD Field Office III, Diosdado  
Macapagal Government Center, Maimpis,  
City of San Fernando, Pampanga,  
Philippines  
Tel: (045) 861 – 2413  
Telefax: (045) 961 – 2413

12. You may visit the following websites:

For downloading of Bidding Documents:

**ps-philgeps.gov.ph** - Website of the Philippine Government Electronic Procurement System (PhilGEPS)

**www.fo3.dswd.gov.ph** – Website of the DSWD Field Office III



**VENUS F. REBULDELA**  
Bids and Awards Committee Chairperson