

**OFFICE OF THE OMBUDSMAN (VISAYAS)**  
**BIDS & AWARDS COMMITTEE**

**INVITATION TO BID FOR THE PROCUREMENT OF  
JANITORIAL AND MESSENGERIAL SERVICES FOR ONE YEAR**

1. The OFFICE OF THE OMBUDSMAN (VISAYAS), through its Current Appropriation intends to apply the sum of **TWO MILLION FIVE HUNDRED THOUSAND PESOS (Php2,500,000.00)**, being the ABC to payments under the contract for the *Procurement of Janitorial and Messengerial Services for One Year under P.B. No. 2022-04-001*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The OFFICE OF THE OMBUDSMAN (VISAYAS) now invites bids for the above Procurement Project. Delivery of the Goods is required by one (1) year commencing on a date indicated in the Notice to Proceed. Bidders should have completed, within the past 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) 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 the OFFICE OF THE OMBUDSMAN (VISAYAS) and inspect the Bidding Documents at the address given below during office hours at 8:00 A.M. to 5:00 P.M. from the BAC Secretariat, c/o **Mr. Elrich C. Sarmiento** or **Atty. Vincent Deo F. Albeos**, Members, BAC Secretariat, Office of the Ombudsman (Visayas), DA R.O. 7 Compound, M. Velez Street, Guadalupe, Cebu City with telephone numbers 255-0977 loc. 130 or 412-1629 loc. 130, or through mobile phone number 09167949321.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting on **April 8, 2022** from the given address and *upon payment of a non-refundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of FIVE THOUSAND PESOS (Php5,000.00)*. 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 non-refundable fee for the Bidding Documents not later than the submission of their bids. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, by facsimile, or through electronic means*.

6. The OFFICE OF THE OMBUDSMAN (VISAYAS) will hold a Pre-Bid Conference on April 20, 2022 (Wednesday) at 2:00 P.M., through **ZOOM Videoconferencing**. Zoom details shall be given to all Prospective Bidders who will submit an intent to join the Pre-Bid Conference. The intent shall be sent or submitted on or before April 19, 2022, 5 P.M., by email at this address: *elrich060878@gmail.com*.
7. Bids must be duly received by the BAC Secretariat through *manual submission* at the office address indicated below, on or before **May 2, 2022 (Monday), 2:00 P.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 also be held on **May 2, 2022 (Monday) at 2:30 P.M.**, at the Conference Room, 2<sup>nd</sup> Floor, Office of the Ombudsman (Visayas), DA R.O. 7 Compound, M. Velez Street, Guadalupe, Cebu City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity **through videoconferencing**. The password and ID number will be disclosed to bidder/s upon receipt of bids by the BAC Secretariat. The bidder/s shall submit the name of a person/representative who will participate the Opening of Bids through videoconferencing.
10. All bids must be accompanied by a thumb drive or USB wherein softcopies of all bid submissions in **PDF file** are stored.
11. The OFFICE OF THE OMBUDSMAN (VISAYAS) 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.
12. For further information, please refer to:

*Atty. Vincent Deo F. Albeos or Mr. Elrich C. Sarmiento*  
*BAC Secretariat, Members*  
*Office of the Ombudsman (Visayas)*  
*DA R.O. 7 Compound, M. Velez Street, Guadalupe, Cebu City*  
*Telephone Numbers: 255-0977 loc. 130 or 412-1629 loc. 130; or through Mobile*  
*Phone Number: 09167949321*  
*Email Address: elrich060878@gmail.com*

April 7, 2021.

  
ATTY. GAUDIOSO J. MELENDEZ  
BAC CHAIRMAN