



UNIVERSITY OF THE PHILIPPINES BAGUIO
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INVITATION TO BID

The University of the Philippines Baguio, through its Bids and Awards Committee (BAC), invites Service Providers to apply for eligibility and to bid for the hereunder contract:

Name of Contract: 12- MONTH JANITORIAL SERVICES CONTRACT
Location: University of the Philippines Baguio, Governor Pack Road, Baguio City
Brief Description: Lot price for the services of Twenty-Three (23) janitors/janitresses for one (1) year; interested service providers should have an established operations in Baguio City/Benguet for at least two (2) years.
Approved Budget For the Contract (ABC): Php 3,634,402.54
Contract Duration: Twelve (12) Months
Effectivity of Contract: January 2019

Prospective bidders should have experience in undertaking a similar project with an amount of at least 50% of the proposed project for bidding, and have key personnel available for the prosecution of the contract. The Eligibility Check/Screening as well as the Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria. Post-qualification of the lowest calculated bid shall be conducted.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference, Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulation (IRR).

The complete schedule of activities is listed, as follows:

ACTIVITIES	SCHEDULE
1. Advertisement/Posting of Invitation to Bid, & Issuance of Bid Documents	27 October 2018 - 20 November 2018
2. Pre-bid Conference	10:00am, 8 November 2018
Venue: Board Room/Conference Room of the Vice Chancellor,	
3. Submission of Bids	20 November 2018
On or before 9:30am at the Office of the Vice Chancellor for Administration (OVCA), 2/F Iskolar ng Bayan Building, U.P. Baguio Campus. Late bids will not be accepted.	
OPENING OF BIDS	20 November 2018
10:00am at the Board Room/Conference Room of the Vice Chancellor, U.P. Baguio Campus	
4. Bid Evaluation/Post-Qualification	21 November 2018 - 26 November 2018
5. Notice of Award	27 November 2018

The BAC will issue to prospective bidders **Bid Documents** at the **Office of the Vice Chancellor for Administration (OVCA)**, and upon their payment of a non-refundable amount of **Php 3,000.00** to the University of the Philippines Baguio Cashier. It may also be downloaded free of charge from the websites of the **Philippine Government Electronic Procurement System (PhilGEPS)** and the **University of the Philippines Baguio (www.upb.edu.ph)**, provided that bidders shall pay the fee for the Bid Documents not later than the submission of their bids. Other pertinent bidding forms, however, are only available at the OVCA, U.P. Baguio.

The University of the Philippines Baguio assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids. The U.P. Baguio reserves the right to reject any or all bids without offering any reason, waive any required formality and award the contract to the bidder whose proposal is deemed the most advantageous to the University.

APPROVED BY:

(Sgd.)JESSICA K. CARINO
BAC Chairman/Vice Chancellor for Administration

