



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue, Manila



**INVITATION TO BID FOR *PROCUREMENT OF JANITORIAL MANPOWER SERVICES FOR THE INSURANCE COMMISSION (MANILA HEAD OFFICE, CEBU AND DAVAO DISTRICT OFFICES) AND ITS PREMISES (PROJECT REFERENCE NO. 2024-08-223)***

1. The *Insurance Commission through its Bids and Awards Committee (BAC)*, through the Special Account in the General Fund (151) intends to apply the sum of **Ten Million One Hundred Seventy Two Thousand Eight Hundred Eighty Three Pesos and 19/100 (P 10,172,883.19)** inclusive of 12% VAT, being the ABC to payments under the contract for the Procurement of Janitorial Manpower Services for the Insurance Commission (Manila Head Office, Cebu and Davao District Offices) and its premises from **October 31, 2024 to October 30, 2025**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Insurance Commission (hereinafter referred to as "IC")* now invites bids for the above Procurement Project. Delivery of the Goods and Services is required by a One (1) year Service Agreement. Bidders should have completed, within the past five (5) 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 *IC-BAC Secretariat* and inspect the Bidding Documents at the address given below from **9:00 A.M. to 4:00 P.M. Monday to Friday**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **05 September 2024** from the given address at the IC website ([insurance.gov.ph/category/bid-docs/](https://www.insurance.gov.ph/category/bid-docs/)) and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **TWENTY FIVE THOUSAND PESOS only (PHP25,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through electronic means.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the IC website (<https://www.insurance.gov.ph/category/bid-docs/>), provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.



6. The Insurance Commission will hold a Pre-Bid Conference on **12 September 2024, 2:00 PM** at the **IC Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila**.

Interested bidders may send their request to participate in the Pre-Bid Conference through e-mail. Participating bidders shall only be allowed two (2) representatives to the Pre-Bid Conference. Kindly indicate the company name, full name, designation, and e-mail addresses of the company representatives and send the request to [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph).

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **24 September 2024, 11:00AM**. 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 **24 September 2024, 2:00PM** at the **IC Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila** in accordance with Section 29 of the revised IRR of RA No. 9184. Bids will be opened in the presence of the bidders' representatives who choose to attend. Participating bidders shall only be allowed two (2) representatives to the Bid Opening. Late bids shall not be accepted.
10. Each Bidder shall submit one (1) original and two (2) copies of the First and Second components of its bids: A three-envelope system.
11. The **Insurance Commission** 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:

**MR. ARTURO S. TRINIDAD II**  
BAC Chairperson  
Insurance Commission  
1071 United Nations Avenue, Ermita, Manila  
8523-8461 local 107  
Email address: [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph)

You may visit the following website:

For downloading of Bidding Documents:  
<https://www.insurance.gov.ph/public-bidding/>

\_ August 2024

  
**ARTURO S. TRINIDAD II**  
BAC Chairperson