



Republic of the Philippines  
**COMMISSION ON AUDIT**  
Regional Office No. XIII  
Butuan City

**Bids and Awards Committee**

January 06, 2021


**INVITATION TO BID**  
**PROCUREMENT OF JANITORIAL SERVICES**  
**FOR COA ROXIII, BUTUAN CITY**  
**(6-JANITORIAL PERSONNEL)**

1. The *Commission on Audit, Regional Office No. 13, South Montilla Blvd., Butuan City*, through its *General Fund for the year 2021* intends to apply the sum of *Seven Hundred Thirty-seven Thousand One Hundred Sixty-four Pesos and 43/100 Only (Php 737,164.43)* being the Approved Budget for the Contract (ABC) for Janitorial Services and to payments under the contract for *Procurement of Janitorial Services for COA ROXIII, Butuan City*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Commission on Audit, Regional Office No. 13, South Montilla Blvd., Butuan City* now invites bids for the *Procurement of Janitorial Services for COA ROXIII, Butuan City*. Delivery of the Services is required *for One (1) year period, to commence on the date provided in the contract agreement*. Bidders should have completed, within *the two (2) years period* 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.  
  
Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.
3. 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.
4. Prospective bidders may obtain further information from *The Office of the Bids and Awards Committee, COA Regional Office No. 13, South Montilla Blvd., Butuan City* and inspect the Bidding Documents at the address given below during *office hours, from Mondays to Fridays*.

5. A complete set of Bidding Documents may be purchased by interested Bidders on **January 6, 2021 until January 26, 2021 at 12:00nn** from the address below and upon payment of the applicable fee for the Bidding Documents in the amount of **Two Thousand Pesos Only (Php 2,000.00)**. pursuant to the latest Guidelines issued by the GPPB. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), provided that the Bidders shall pay the applicable for the Bidding Documents not later than the submission of their bids.
6. The *Bids and Awards Committee of Commission on Audit Regional Office No. 13, Butuan City* will hold a Pre-Bid Conference on **January 14, 2021 at 2:00pm at the Second Floor\_Conference Room, COA Regional Office No. 13, South Montilla Blvd., Butuan City**, and/or through video conferencing or webcasting via zoom; **Zoom ID: 891 7515 1426, Password: prebid2021** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **January 26, 2021 at 2:00pm**. Late bids shall not be accepted. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
8. Bid opening shall be on **January 26, 2021 at 2:00pm (or immediately after the deadline for submission of bids)** at **the Second Floor\_Conference Room, COA Regional Office No. 13, South Montilla Blvd., Butuan City**. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address below. The proceedings may also be observed thru hybrid via zoom; **Zoom ID: 836 0118 6547, Password: coal3**. Late bids shall not be accepted.
9. The *Commission on Audit, Regional Office No. 13, Butuan City* 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.
10. For further information, please refer to:

**DANTE M. JABUTAY**

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**JUNREY E. LABATOS**  
BAC Chairperson