



January 07, 2020

INVITATION TO BID

The Department of Agriculture, Regional Field Office No. 12 (DA-RFO 12), Koronadal City, South Cotabato through its General Appropriation Act (GAA) for Year 2020 invites prospective and interested bidders for the procurement of the following projects, to wit:

1. Provision of Security Services of the DA-RFO XII for the period January - December 2020
ABC: Php3,126,504.60

Requirements:

- A. 8 Security Guards for 4 Station (Research & Development)**
 - Bololmala, Tupi, South Cotabato: 2SG Night Shift
 - Aroman, Carmen, Cotabato: 2SG Night Shift
 - Balindog, Kidapawan City: 2SG Night Shift
 - Amas, Kidapawan City: 2SG Night Shift
 - B. 3 Security Guards for APCO Office**
 - APCO Office South Cotabato at Koronadal City: 1SG Night Shift
 - APCO Office Sarangani at General Santos City: 1SG Day Shift, 1SG Night Shift
 - C. 3 Security Guards for Regional Office, Carpenter Hill, Koronadal City: 1SG Day Shift, 2SG Night Shift**
 - D. 2 Security Guards for RCPC Tacurong City: 1 SG Day Shift, 1 SG Night Shift**
- Please See attached "Annex A" for the Terms of Reference
 - Service Duration: January -December 2020
 - Cost of Bidding Documents: Php5,000.00

Note: Prospective Bidders Representative must submit a copy of Board Resolution or Secretary's Certificate/Special Power of Attorney whichever is applicable coupled with SPECIMEN SIGNATURE on or before the schedule of Opening of Sealed Bids.

2. Provision of Janitorial Services of the DA-RFO XII for the period January-March 2020
ABC: Php140,404.20

Specifications:

- 5 days/week
 - 5 heads / 8 hrs a day
 - 3 Female
 - 2 Male
- Please See attached "Annex A" for the Terms of Reference
 - Service Duration: January -March 2020





- Cost of Bidding Documents: Php500.00

Note: Prospective Bidders Representative must submit a copy of Board Resolution or Secretary's Certificate/Special Power of Attorney whichever is applicable coupled with SPECIMEN SIGNATURE on or before the schedule of Opening of Sealed Bids.

3. Provision of Fuel, Oil and Lubricants for Calendar Year 2020
ABC: Php6,537,600.00

Specifications

- 136,200 liters
- Delivery Period: Calendar Year 2020
- Place of Delivery: Koronadal City
- Cost of Bidding Documents: Php10,000.00

Note: Prospective Bidders Representative must submit a copy of Board Resolution or Secretary's Certificate/Special Power of Attorney whichever is applicable coupled with SPECIMEN SIGNATURE on or before the schedule of Opening of Sealed Bids.

- A. Bids submitted in excess of the ABC shall be automatically disqualified during bid opening.
- B. 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".

Bidding is restricted to Filipino citizens/sole proprietorship, partnerships, corporation or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to the 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.

- C. Interested bidders may obtain further information from DA-RFO 12 and inspect the Bidding Documents at the address given below during office hours from 8:00AM until 5:00PM.

A complete set of Bidding Documents may be purchased by interested Bidders commencing on **January 16 -24, 2020** from the address below and upon payment of a non-refundable fee for the Bidding Documents in the amount as stated above.

- D. The DA-RFO 12 will hold a Pre-bid Conference on **January 15, 2019 - 09:00AM at DA-12 Conference Hall (2nd Floor), Brgy. Carpenter Hill, Koronadal City** which shall be opened to all interested parties.





- E. The **Opening of Sealed Bids** shall be on **January 27, 2019 at 10:00AM** in the **DA-RFO 12 Conference Hall (2nd Floor), Brgy. Carpenter Hill, Koronadal City**.
- F. The bidding will be on a **TWO-ENVELOPE SYSTEM (Envelope A and Envelope B) Technical and Financial Envelopes**. Each envelope shall contain 3 envelopes marked as "Original Copy", "Copy 1", and "Copy 2". Technical Documents must have **marker/eartab** and must be in chronological order as stipulated in the Checklist of Requirements.

The two (2) envelopes, Technical and Financial shall be labeled as Envelope A-Technical Documents and Envelope B-Financial Documents, respectively.

All envelopes shall: a) contain the name of the contract to be bid in capital letters, b) bear the name and address of the Bidder in capital letters, c) be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1, d) bear the specific identification of this bidding process indicated in the ITB Clause 1.2, and e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with ITB Clause 21.

- G. Bids must be delivered to the address below **on or before January 27, 2019, 10:00AM**. All bids must be accompanied by a bid security in the form of Cash or Cashier's/Manager's check issued by a Universal or Commercial Bank (2% of the ABC); or Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (2% of the ABC); or Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (5% of the ABC); or Bid Securing Declaration (duly notarized).
- H. The Department of Agriculture, Regional Office No. 12, Koronadal City reserves the right to accept or reject any bid, to annul the bidding process, and to waive any minor defects, without thereby incurring any liability to the affected bidder/s and to accept bid as may be considered most advantageous to the government.
- I. **LATE BIDS WILL NOT BE ACCEPTED.**
- J. For further information, please refer to: **ANNABELLE V. OMICTIN**

Head, BAC Secretariat
Regional Center Compound, Brgy. Carpenter Hill
Koronadal City, South Cotabato
Tel. No. : 083-228-3411
Email Address : bac.darfo12@gmail.com

Approved by:


LORNA P. VILBAR, Ph.D.
BAC Chairperson

