



INVITATION TO BID FOR

Procurement of One (1) Year Janitorial, Messengerial, Driver and Utility Maintenance Service for All UCPB Savings Branches and Offices

Nationwide

(ITB-GSD-008-12-07-2023)

1. The ***UCPB Savings, Inc. (UCPBS)***, through the ***Approved Corporate Budget (ABC) of 2023*** intends to apply the sum of ***Eighteen Million Pesos Only (Php18,000,000.00)***, ***inclusive of all applicable taxes and other charges, including insurance coverage (if applicable)*** for the ***One (1) Year Janitorial, Messengerial, Driver, and Utility Maintenance Service for All UCPB Savings Branches and Offices Nationwide – Project Identification Number: ITB-GSD-008-12-07-2023***, being the ABC to payments under the contract. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The ***UCPBS*** now invites bids for the above Procurement Project. Delivery of the Goods / Services is required by ***30 days upon receipt of Notice to Proceed (NTP) for one year contract***. Bidders should have completed, within ***3 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.
 - a. 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 ***UCPB Savings, Inc. (UCPBS)*** and inspect the Bidding Documents at the address given below during office hours from 8:00pm to 4:00pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***July 18, 2023(Tuesday) to August 1, 2023(Tuesday)*** from the given address and website(s) below ***and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php25,000.00.***

Instructions to bidders on payment of bid documents:

- a. The payment for the Bid Documents shall be limited to Cash or Manager's/ Cashier's Check payable to UCPB Savings. Personal checks shall not be accepted.
- b. The Bidder is required to enclose the cover page of this Invitation to Bid (ITB) in order to properly determine which bid document, the bidder is paying for.
- c. It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that the

Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The *UCPB Savings (UCPBS)* will hold a Pre-Bid Conference¹ on **July 25, 2023(Tuesday) at 1:30pm via MS Teams**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, on or before **11:30am of August 7, 2023(Tuesday)**. 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 **August 7, 2023 (Tuesday) at 1:30pm via MS Teams**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *UCPB Savings (UCPBS)* 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.
11. For further information, please refer to:

Dronnel A. Espina

BAC Secretariat

UCPB Savings, Inc.

2nd and 3rd Floor OF Bank Center Building

1000 Liwasang Bonifacio, 1000 Manila City

Trunkline number: (+632) 8555-1018

Email Address: bacsecretariat@ucpbsavings.com

12. You may visit the following websites:

For downloading of Bidding Documents: **<https://www.ucpbsavings.com>**

14 July 2023



DANTE R. CORTEZ
BAC Chairperson

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.