



**INVITATION TO BID FOR
PROCUREMENT OF MANPOWER OUTSOURCING CONTRACT FOR
PROVISION OF JANITORIAL SERVICES FOR CAAP HEAD OFFICE AND AREA
CENTERS NATIONWIDE FOR THE PERIOD OF
JANUARY 1, 2023 TO DECEMBER 31, 2023
(Bid No. 22-035-11)**

The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP)**, through the **CAAP Corporate Budget FY 2023** intends to apply the sum of **FIVE HUNDRED FIFTY-NINE MILLION EIGHT HUNDRED SIXTY-NINE THOUSAND TWO HUNDRED SIXTY-NINE PESOS and 61/100 CENTAVOS (Php 559,869,269.61)** for the **ONE YEAR PERIOD ONLY**, being the ABC to payments under the contract for **PROCUREMENT OF MANPOWER OUTSOURCING CONTRACT FOR PROVISION OF JANITORIAL SERVICES FOR CAAP HEAD OFFICE AND AREA CENTERS NATIONWIDE FOR THE PERIOD OF JANUARY 1, 2023 TO DECEMBER 31, 2023 (Bid No. 22-035-11)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

1. The **CAAP** now invites bids for the above Procurement Project (see details in the attached Terms of Reference). Delivery of the Goods is required for the **One Year Period Only**. Bidders should have completed, within 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).

Classification	No. of Position Items Required	Total Cost**	Date of Delivery (Effectivity of Contract)
Janitorial Services	1,855	Php 559,869,269.61	Jan 1, 2023-Dec 31, 2023

2. 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 5183.

3. Prospective Bidders may obtain further information from **CAAP Bids and Awards Committee** and inspect the Bidding Documents at the address given below during working days at 8:00AM to 5:00PM.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **21 November 2022 until the deadline of submission of bid** from the given address and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php 84,000.00 (inclusive of 12% VAT)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by presenting the official receipt in person.
5. The Civil Aviation Authority of the Philippines will hold a Pre-Bid Conference¹ on **29 November 2022, 10:00 AM** through videoconferencing/webcasting via Jitsi/Zoom/Google Meet, which shall be open to prospective bidders.
6. Bids must be duly received by the BAC Secretariat through manual submission at the office indicated below on or before **13 December 2022 at 10:00 AM**. Late bids shall not be accepted.
7. 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 **13 December 2022 at 10:00 AM** at the given address below and/or via Jitsi/Zoom/Google Meet. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The **CAAP** 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.
10. Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

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.

11. For further information, please refer to:

ENGR. LEANDRO R. VARQUEZ

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CAPTAIN EDGARDO G. DIAZ
Chairperson, Bids and Awards Committee