



INVITATION TO BID

The **ENERGY REGULATORY COMMISSION (ERC)**, through the **Bids and Awards Committee (BAC)** invites potential Bidders to Bid for a One (1) Year Contract for Janitorial Services.

Lot No.	Subject for Bidding	Approved Budget for the Contract (PhP)	Pre-Bid Conference	Bid Opening	Bidding Document/s Availability	Price of Bidding Document/s (PhP)
2011 - 09	One (1) Year Contract for Janitorial Services	1,420,000.00	Dec. 15, 2011 10:00 AM	Dec. 27, 2011 10:00 AM	Dec. 13, 2011	5,840.00

ONE (1) YEAR CONTRACT FOR JANITORIAL SERVICES
(Period Covered – January 01, 2012 to December 31, 2012)

MINIMUM REQUIREMENTS:

Manpower:

1. Seven (7) male utility personnel
2. Six (6) days a week cleaning
3. With Inspector to conduct daily inspection of cleanliness of ERC premises

AREA COVERAGE:

- 12th to 18th Floors, portion of 2nd floor
- Comfort rooms (inside ERC premises; common areas from 12th to 18th floors)

OTHER LICENSES/CERTIFICATES

1. SSS
2. PAG-IBIG
3. PHILHEALTH
4. PHILGEPS REGISTRATION
5. MAYOR'S PERMIT
6. DTI/SEC REGISTRATION
7. BUSINESS PERMIT
8. COPY OF INCOME & BUS. TAX RETURNS FOR THE YEAR 2011 DULY STAMPED AND RECEIVED BY THE BIR
9. COPY OF TAX CLEARANCE CERT. FROM BIR
10. LIST OF CLIENTS

The one (1) year contract shall be renewable on a yearly basis but not to exceed two (2) renewals from its expiration of the original period, subject to the satisfactory performance of the supplier.

Bidding will be conducted through open competitive bidding procedures as specified in the Implementing Rules and Regulations (IRR) of Republic Act No. 9184.

A complete set of Bidding Documents may be purchased by interested Bidders starting **December 13, 2011, 9:00 AM** onwards from the address below and upon payment of a non-refundable fee of **PhP5,840.00**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), @ Philgeps.gov.ph, provided the bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

Only those who purchased the bidding documents are allowed to attend or ask questions during the Pre-bid conference on December 15, 2011.

The ERC reserves the right to refuse the sale of bid documents to any person or entity if their participation in the bidding process will create a conflict of interest.

Interested parties must submit their duly accomplished Bids and Eligibility requirements by depositing it in the **BID BOX** located at the 12th Floor, Pacific Center Bldg., San Miguel Ave., Ortigas Center, Pasig City on **December 27, 2011, 9:30AM**. The official time shall be based on the wall clock located at the 12th Floor. **Late bids will not be accepted.**

The ERC Bids and Awards Committee reserves the right to accept or reject any prospective bidder/s due to possible conflict of interest, any bids, to annul the bidding process and reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

December 07, 2011, Pasig City

Maria Corazon C. Gines
MARIA CORAZON C. GINES
BAC Chairman

[Handwritten initials and a circular stamp]