



Republic of the Philippines  
**National Irrigation Administration**  
Central Office


**INVITATION TO BID FOR  
PROCUREMENT OF JANITORIAL SERVICES FOR NIA  
CENTRAL OFFICE  
ITB NO. BS-012-2021**

1. The *National Irrigation Administration (NIA)*, through the *Corporate Operating Budget (COB) for FY 2021* intends to apply the sum of **Fifteen Million One Hundred Sixty Four Thousand Four Hundred Thirty Eight and 26/100 Pesos (Php 15,164,438.26)** being the Approved Budget for the Contract (ABC) to payments under the contract for *Procurement of Janitorial Services for NIA Central Office*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *NIA* now invites bids for the above Procurement Project. Delivery of the Goods is required by **three (3) years**. 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).
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.  
  
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 **NIA BAC-B Secretariat, c/o Procurement Section, Procurement and Property Division** and inspect the Bidding Documents at the address given below from **8:00 AM to 5:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **June 8, 2021 to June 30, 2021** 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 **Twenty Five Thousand Pesos (Php 25,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The *NIA* will hold a Pre-Bid Conference on **June 16, 2021, 10:00AM** through this *Google Meet link: <https://meet.google.com/mvvy-iimq-psb>*, 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 **June 30, 2021, 9:30AM**. 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 **June 30, 2021, 10:00AM** at Classroom A, Third Floor, DCIEC Building, NIA Complex, EDSA, Diliman, Quezon City and may be viewed virtually through Google Meet link: <https://meet.google.com/toa-scbt-xdy>. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity, face-to-face or virtually.
10. The *NIA* 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:

**The Head Secretariat**

Bids and Awards Committee-B,  
Procurement and Property Division  
National Irrigation Administration  
Ground Floor, Bldg. A,  
NIA Complex, EDSA, Diliman, Quezon City  
Tel. Nos., 8-921-3906, 8-929-6071 loc. 115



ATTY. AILYN C. AGTUCA-SELDA  
BAC-B Chairperson

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