



Republic of the Philippines  
**NATIONAL PRINTING OFFICE**

***SECTION I***

**INVITATION TO BID**

1. The National Printing Office [NPO], through the Revolving Fund 2021 intends to apply the sum of **Php6,385,000.00** being the Approved Budget for the Contract (ABC) to payments under the contract for the *Provision of Janitorial Services in the NPO for Year 2021 (January 1 to December 31, 2021)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The NPO, through its Bids and Awards Committee (BAC), now invites bids for the *Provision of Janitorial Services in the NPO for Year 2021 (January 1 to December 31, 2021)*. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project which is equivalent to fifty percent (50%) of the ABC for 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) 9184, otherwise known as the “Government Procurement Reform Act”.
4. Interested bidders may obtain further information from *National Printing Office* and inspect the Bidding Documents at the address given below during *office hours*.
5. A complete set of Bidding Documents may be acquired by interested Bidders from date of posting to **November 18, 2020** from the address 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 Php10,000.00*.

It 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.

6. The *National Printing Office* will hold a Pre-Bid Conference on **November 5, 2020, 1:30 p.m.** at the John Sylvannus Leech Training Room which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **November 18, 1:30 p.m.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 18.**

Bid opening shall be on **November 18, 2020 immediately upon submission of bids** at the *John Sylvannus Leech Training Room.* Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The *National Printing Office* 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

*BAC SECRETARIAT  
National Printing Office  
Edsa corner NIA North Road  
Diliman, Quezon City  
Landline: 8925-2192/Mobile No.: 0917-8155170  
Email Address: npo.bacsecretariat@gmail.com*



**ENGR. NEIL L. MACARAEG**  
BAC Chairman