



Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
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TIN 000-784-336  
Website: <http://www.sra.gov.ph>  
Email Address: [srahead@sra.gov.ph](mailto:srahead@sra.gov.ph)  
Tel. No.: (632)8929-3633, (632)3455-2135, (632)3455-3376

## INVITATION TO BID FOR THE CONTRACT FOR THE SUPPLY OF JANITORIAL SERVICES CY 2021-2023

1. The **Sugar Regulatory Administration (SRA)**, through the **2021 SRA Corporate Operating Budget (COB)** intends to apply the sum of **Four Million Six Hundred Forty Thousand Pesos (Php4,640,000.00)** being the Approved Budget for the Contract (ABC) to payments under the Contract for **Supply of Janitorial Services CY 2021-2023**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Sugar Regulatory Administration (SRA)** now invites bids for the above Procurement Project. Delivery of the Goods is required by **thirty (30) calendar days from receipt of the Notice to Proceed (NTP)**. Bidders should have completed, within **three (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.

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 **BAC Secretariat, Sugar Regulatory Administration (SRA)** and inspect the Bidding Documents at the address given below during **8:00 AM – 5:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **September 10, 2021 to October 04, 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 **Php 5,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through a copy of Official Receipt (OR) to be presented vt the Authorized Representative.
6. The **Sugar Regulatory Administration (SRA)** will hold a Pre-Bid Conference on **September 20, 2021 2:00 PM** at **SRA Social Hall, Sugar Regulatory Administration (SRA), North Avenue, Diliman, Quezon City** through physical or face-to-face or



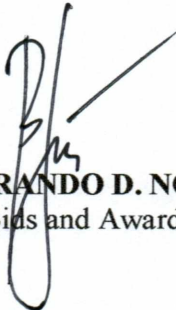
*A food-secure and resilient Philippines  
with empowered and prosperous farmers and fisherfolk*





- through video conferencing or webcasting *via MS Teams or Zoom* 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 **October 04, 2021, 2:00 PM**. 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 **October 04, 2021, 2:00 PM** at the given address below **SRA Social Hall, Sugar Regulatory Administration (SRA), North Avenue, Diliman, Quezon City** through physical or face-to-face. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
  10. *No bidder shall "Deal Secretly" or give commission to any SRA Officers/Employees pursuant to SRA Memorandum dated September 8, 2016. Violation of this restriction shall be a ground for disqualification.*
  11. The **Sugar Regulatory Administration (SRA)** 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.
  12. For further information, please refer to:  
  
**Engr. Arnold A. de Castro**  
*Head, BAC Secretariat*  
*Sugar Regulatory Administration (SRA)*  
*North Avenue, Diliman, Quezon City*  
*Telephone No. (02) 03455-07-93*  
*Email Address: bacsra@gmail.com*
  13. You may visit the following websites:  
For downloading of Bidding Documents: ***www.sra.gov.ph***

*September 10, 2021*

  
**ATTY. BRANDO D. NOROÑA**  
Chairperson, Bids and Awards Committee