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Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 5821127
Procuring Entity CARLOS HILADO MEMORIAL STATE COLLEGE
Title Procurement of Janitorial Services Including Supplies and Materials for Four (4) Campuses
Area of Delivery Negros Occidental

Solicitation Number:	CHMSC 18-036-1116-S	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Janitorial Services	Date Published	17/11/2018
Approved Budget for the Contract:	PHP 5,397,160.80	Last Updated / Time	16/11/2018 19:11 PM
Delivery Period:	1 Year/s	Closing Date / Time	11/12/2018 10:30 AM
Client Agency:			
Contact Person:	Ma. Lorena Fernandez Jugos Administrative Assistant II Mabini Street, Brgy Zone 1 Talisay City Negros Occidental Philippines 6115 63-34-7128404 63-34-7128404 chmsc_bacsec@yahoo.com		

Description

Republic of the Philippines
 CARLOS HILADO MEMORIAL STATE COLLEGE
 BIDS AND AWARDS COMMITTEE
 Talisay City, Negros Occidental
 Telefax Nos. (034) 712-8404

INVITATION TO BID FOR THE PROCUREMENT OF JANITORIAL SERVICES INCLUDING SUPPLIES AND MATERIALS FOR FOUR (4) CAMPUSES
 CHMSC 18-036-1116-S

1. The Carlos Hilado Memorial State College, through the Corporate Budget for the Contract of 2018 approved by the governing Board, intends to apply the sum FIVE MILLION THREE HUNDRED NINETY-SEVEN THOUSAND ONE HUNDRED SIXTY PESOS & 80/100 (Php 5,397,160.80) ONLY being the Approved Budget for the Contract (ABC) to payments under the contract for the PROCUREMENT OF JANITORIAL SERVICES INCLUDING SUPPLIES AND MATERIALS FOR FOUR (4) CAMPUSES. Bids received in excess shall be automatically rejected at bid opening.

2. The Carlos Hilado Memorial State College now invites bids for PROCUREMENT OF JANITORIAL SERVICES INCLUDING SUPPLIES AND MATERIALS FOR FOUR (4) CAMPUSES, as follows:

ONE (1) LOT - JANITORIAL SERVICES (28 Janitors) Php 5,397,160.80
INCLUDING SUPPLIES & MATERIALS =====

Delivery of Goods is required within one (1) year immediately upon receipt of Notice to Proceed. 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 the non-discretionary pass/fail criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, otherwise known as the "Government Procurement Reform Act".

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.

4. Interested bidders may obtain further information from the CARLOS HILADO MEMORIAL STATE COLLEGE and inspect the Bidding Documents at the address given below from 8:00 A.M. to 5:00 P.M.

The BAC Secretariat
Brgy. Zone I, Mabini St.,
Talisay City, Negros Occidental

5. A complete set of Bidding Documents may be acquired by interested Bidders on November 17 – December 10, 2018 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 Ten Thousand Pesos (Php 10,000.00) Only.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the CARLOS HILADO MEMORIAL STATE COLLEGE, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The CHMSC will hold a Pre-Bid conference on 11:00 A.M., November 27, 2018 at the CHMSC Conference Room, 4/F Administration Bldg. Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat at the CHMSC Conference Room, 4/F Administration Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental on or before 10:30 A.M., December 11, 2018. 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 11:00 A.M., December 11, 2018, at the same venue and address. Bids will be opened in the presence of the bidders' representatives who choose to attend at the CHMSC Conference Room, 4/F Administration Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental. Late bids shall not be accepted.

8. The Carlos Hilado Memorial State College 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:

DR. PERLA G. GUILLENA
Head, BAC Secretariat
Carlos Hilado Memorial State College
Brgy. Zone 1, Mabini St.,
Talisay City, Negros Occidental
Telefax No. (034) 712-8404

ROSALINDA S. TUVILLA, LLB
BAC Chairperson
Line Items

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ROSALINDA S. TUVILLA, LLB
BAC Chairperson
Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	ONE (1) LOT	Janitorial Services including Supplies and Materials (28 Janitors)	1	Lot	5,397,160.80

Pre-bid Conference

Date	Time	Venue
27/11/2018	11:00:00 AM	CHMSC Conference Room, 4/F Administration Bldg. Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental

Created by Rowena De la Vida Prado
Date Created 16/11/2018

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**CARLOS HILADO MEMORIAL STATE COLLEGE
BIDS AND AWARDS COMMITTEE**

Talisay City, Negros Occidental
Telefax No.: (034) 712-8404

Project Reference No: **5821127/CHMSC 18-036-1116-S**
 Name of the Project: **Procurement of Janitorial Services Including Supplies and Materials**
 Location of the Project: **Four (4) Campuses**

BILL OF QUANTITIES

Date: _____

Item No.	Qty	Unit	ARTICLES and DESCRIPTION	Unit Price	Total Price
1	1	lot	Twenty-Eight (28) Janitorial Services Including Supplies and Materials		
			A. Janitorial Services		
			No. of Janitors per Campus		
			Talisay Campus (Including Supervisor) - 13		
			Alijis Campus - 5		
			Fortune Towne Campus - 5		
			Binalbagan Campus - 5		
			Total - 28		
			Sub-ABC = Php 4,889,824.80		
			B. Supplies and Materials		
			Summary:		
			Talisay Campus - 16,751.00 x 12 mos. = 201,012.00		
			Alijis Campus - 8,509.00 x 12 mos. = 102,108.00		
			Fortune Towne Campus - 8,509.00 x 12 mos. = 102,108.00		
			Binalbagan Campus - 8,509.00 x 12 mos. = 102,108.00		
			Sub-ABC = Php 507,336.00		
			-x-x-x-x-x-x-x-x-x-x-nothing follows-x-x-x-x-x-x-x-x-x-x-		
			TOTAL ABC = Php 5,397,160.80		
			PR # 18-455-1114 11-14-18		
			Income 239-164-18-10 10-31-18		

Signature of Bidder _____
 Name of Firm _____
 Date _____

Section VI. Schedule of Requirements

A. MANPOWER (ONE (1) YEAR CONTRACT)

Campus	Supervisor	No. of Janitors	Total
Talisay	One (1)	13 (including supervisor)	13
Alijis	None	5	5
Fortune Towne	None	5	5
Binalbagan	None	5	5
TOTAL			28

Conforme:

Name of Company/Bidder

Name & Signature of Authorized Representative

Date

Section VII. Technical Specifications

TERMS OF REFERENCE FOR JANITORIAL SERVICES

A. BACK GROUND

The Carlos Hilado Memorial State College CHMSC (4 Campuses) is in need of janitorial and cleaning services to maintain the premises, buildings, guest houses and social facilities owned/managed by CHMSC.

B. SPECIFIC PROVISIONS

1. The Contractor shall provide CHMSC with janitorial services composed of qualified, efficient, competent, well-trained, courteous janitors as may be required by CHMSC from time to time. In addition to the foregoing, the janitors employed by the Contractor shall possess the following qualifications:
 - a. Must be of good moral character, without criminal and/or police records. Each janitor shall be provided by the Contractor with complete uniform.
 - b. Must be physically and mentally fit, as evidenced by a medical certificate issued by a reputable Medical Service Agency.

Any misrepresentation by the Contractor with respect to such qualifications shall be ground for the termination/cancellation of the Contract.

2. It is understood that the Contractor's personnel shall be provided with ID cards for their identifications and that they shall be subject at all times to on-the spot search upon entering, leaving or during their stay inside the CHMSC premises. Contractor shall, therefore always provide CHMSC of an updated list of its personnel assigned thereat.

The contractor shall pay the wages, salaries or compensation of the janitors in accordance with the provisions of the Minimum Wage Law. The payment shall be made, even if, for some reason or the other, the Contractor fails to collect on time from CHMSC.

3. The Contractor hereby acknowledges that no authority has been conferred upon it by CHMSC to hire any person or persons in behalf of CHMSC, and it is understood that each person or persons employed or utilized by the Contractor in carrying out the janitorial services shall be paid by and considered as exclusive employee or agent of the Contractor and as such CHMSC shall not be responsible whatsoever for any claim or claims for personal injury, wages, damages, including death, caused to the Contractor and/or its personnel themselves or third persons, where such injury or death arises out of, or in the course of the performance of the duties of the janitors.

The Contractor holds CHMSC free and harmless from any claim whatsoever from its janitors and personnel.

4. Any janitor considered undesirable by CHMSC shall be immediately replaced by the Contractor upon written request by the Providing Entity or its duty authorized representative.
5. During the duration of the Contract, CHMSC reserves the right to decrease the number of janitors stipulated in this TOR.
6. CHMSC, in case of disagreement or controversy regarding the restitution of any CHMSC property lost, damaged or destroyed during the term of the Contract, shall create an Investigation Board composed of two (2) officials from the CHMSC and one (1) from the Agency whose decision shall be final unless otherwise reversed by the procuring entity. Immediately after it has been determined that the agency is at fault, the Agency shall immediately pay CHMSC the cost of the lost items, otherwise, CHMSC shall withhold such amount from the Agency's billings.

C. SCOPE OF WORK

The following is the Scope of Work for the Contract for Janitorial Services. CHMSC may provide specific work assignments to the assigned janitors with respect to minute details of the work, such as the number of janitors/janitresses to be assigned per shift, areas to be cleaned (or areas of responsibility), and other minute details that CHMSC may deem necessary as called for any situation, or janitorial requirements as advised by the Agency with CHMSC' approval.

1. The Contractor shall provide for Janitorial Services needs of CHMSC who shall:
 - a) Provide Janitors/Janitress, their uniform, cleaning tools and work equipment, and other necessary paraphernalia used in carrying out the required janitorial services;
 - b) Provide an initial janitorial force consisting of twenty-three (23) men and women which includes one (1) supervisor and twenty-two (22) janitors/janitresses;
 - c) Provide janitorial services that will work from 7:00 a.m. to 6:00 p.m. from Monday to Friday, and shall report from 7:00 a.m. to 4:00 p.m. on Saturdays/Sundays including Holidays.
 - d) There shall always be one full time supervisor tasked in ensuring the proper execution of all janitorial activities from 7:00 a.m. to 6:00 p.m. from Monday to Friday, and 7:00 a.m. to 6:00 pm. on Saturdays and Sundays including Holidays;
 - e) From the initial janitorial force of fourteen (14) personnel, janitors/janitress shall be distributed to the following areas of responsibilities for Talisay Campus:

(For Talisay Campus only)

e.1) Administration Building

1. Ground floor Offices, stairways, hallway/lobby, rest rooms (PWD), glass door, elevator, windows/window panels, façade/parking area
2. 2th floor Offices, business center, hallway/lobby, stairs, glass windows, corridors, fire exit and rest rooms
3. 3th floor Offices, hallway/lobby, stairs, glass windows, corridors, fire exit and rest rooms
4. 4th floor Offices, conference room, President's Pad, IT room, hallway/lobby, stairs, glass windows, corridors, fire exit and rest rooms, roof top garden

e.2) Library/Science/Academic Building - (LSAB)

1. Ground floor , Corridors, Various offices, Rest rooms, Stage, Faculty room, Laboratory rooms, Football Field, Audio Visual Room (AVR)
2. Second Floor, Restrooms, Corridor, Classrooms/Technology shop, Faculty rooms, Hallways, Staircase/Stairways
3. Third floor, Restrooms, Corridor, Classrooms/Technology shop, Faculty rooms, Hallways, Staircase/Stairways, IT room, Windows
4. Fourth floor, Restrooms, Corridor, Classrooms/Electronics, Computer Lab, Hallways, Staircase/Stairways, Windows

e.3) Drilon Building

1. Corridors, Restrooms, Staircase/Stairways, Windows, Façade
2. Corridors, Restrooms, Staircase/Stairways, Windows, Hallway, Canopy

e.4) GYM/Multipurpose Hall

1. Restrooms, Glass Door(Gym Entrance), Surroundings/Grounds

e.5) Laboratory School Building – one to three

1. Restrooms, Staircase/Stairways, Surroundings/Grounds, Windows/window panes

- e.6) Green Building
1. Ground floor Offices, stairways, hallway/lobby, restrooms (PWD), glass door, elevator, windows/window panels, façade/parking area, Glass door, Water Refilling Station Surroundings
 2. 2th floor Offices, business center, hallway/lobby, stairs, glass windows, corridors, fire exit and rest rooms
 3. 3th floor Offices, hallway/lobby, stairs, glass windows, corridors, fire exit and rest rooms

- e.7) Ceramics Building/Presidents Cottage/Hometel/RAC
1. Restrooms, Roof, Surroundings

- e.8) FCM/Supply Office/Food trade building/Machine Shops
1. Restrooms, Surrounding

- e.9) Automotive and Refrigeration Building
1. Restrooms, Surroundings

- e.10) Research Building/ Parking Area
1. Restrooms, Windows, Grounds, Roof

(For Alijis Campus only)

- e.11) Main Building
1. Hallway/Lobby, Offices, Porch, Façade/Parking Areas

- e.12) Audio Visual Room AVR)
1. 1. Restrooms, Floors, Hallways/Lobby, Windows, Radio Room, Corridors

- e.13) Two Storey Technology Green Building
1. Ground floor Offices, stairways, hallway/lobby, restrooms, lobbies, windows/window panels, façade, classrooms, football field
 2. Second floor classrooms, Restrooms, hallway/lobby, windows/window panels, Corridors, Exit Area

(For Fortune Towne Campus only)

- e.14) Information Technology (IT) Building – 3 Storey
1. Ground floor Offices, stairways, hallway/lobby, restrooms, lobbies, windows/window panels, façade/Parking Area, classrooms, football field, Audio Visual Room (AVR),
 2. Second floor classrooms (IT Room), Restrooms, hallway/lobby, windows/window panels, Corridors, Exit Area, Porch
 3. Third floor classrooms, Restrooms, hallway/lobby, windows/window panels, Corridors, Exit Area, Porch
 4. Roof Top Canopy and floors

(For Binalbagan Campus only)

- e.15) Main Building – 2 Storey
 - 1. Ground floor Offices, stairways, hallway/lobby, restrooms, lobbies, windows/window panes, façade/Parking Area, classrooms, football field/playground
 - 2. Second Floor Restrooms, hallway/lobby, windows/window panels, Corridors, Porch, Accreditation Room, Stairs/Staircase

- e.16) Homotel
 - 1. Restrooms, Hallways, Classrooms, Grounds

- e.17) Administration Building
 - 1. Restrooms, Hallways

- 2. The Contractor shall ensure availability of relievers for continuous and uninterrupted service in case of inability of regular personnel to report for work.
- 3. The Contractor shall be duly licensed and registered with the appropriate Government Agencies including the Social Security System.
- 4. Work Activities:

The activities of the Contractor covering areas as stated in the Scope of Work items above shall be as enumerated hereunder but not limited to this list. These must be observed and complied with as required daily, weekly and monthly.

A. Daily Routine Operations:

- a. Cleaning and polishing of all floors, including lobbies, stairways, landing, corridors and elevators;
- b. Cleaning, waxing and polishing of all furniture, fixtures, artworks, counters, windows, vertical and horizontal areas and ceiling;
- c. Proper trash disposal, including emptying of waste baskets & other receptacles;
- d. Cleaning, sanitizing and disinfecting of comfort rooms and washrooms. Supplies such as toilet disinfectants, toilet papers and liquid soap must be replenished as required.
- e. Cleaning of grounds and parking areas.

B. Weekly Operation

- a. Cleaning of driveways, parking area, roof tops and surroundings;
- b. Maintenance of gardens and plants of parking and flag ceremony area
- c. Grass cutting of oval and other areas.
- d. Washing of tables and benches in the lobby area.

C. Monthly Periodic Operations

- a. Cleaning of light diffusers. This involves removal, dusting or cleaning of stains on ceilings of diffuser receptacles;
- b. Spot scrubbing of dirt outside the walls of rooms. This involves scrubbing of spots, stains or smudges on interior walls and outside walls, which may require the use of chemicals or detergents to restore the original luster;
- c. Reporting damage building accessories and furniture for replacement or repair. This requires inspection of fixtures, gadgets, furniture and similar items. Result of inspection can be reported to the respective Campus Director for appropriate action;
- d. Scrubbing of floor areas, lobbies, stairways, fire exit ways and landings.
- e. Pressurized washing of exterior walls and
- f. Cleaning roof decks of the Administration and Engineering building. This involves sweeping off dust and collection and disposal of dry leaves and other waste materials that may obstruct the flow of water into drains or downspouts;

D. Quarterly Operations

Shampooing of floors, lobbies, stairways, post/columns, desks, chairs, tables, draperies, glassworks, and walls. Shampooing involves the use of proper detergents to remove dirt or stains, without damaging original color.

5. Special Activities

In case there will be special activities (other than routine) such as Foundation Celebration, fairs, exhibits, etc., in certain areas of the CHMSC building or compound, where additional hands are required, CHMSC may request for additional janitorial personnel for the occasion.

6. Cleaning Materials & Equipment

CHMSC shall provide the contractor with a suitable storage space for all its equipment, materials and supplies. However, the janitorial agency shall ensure delivery in amounts or number sufficient enough to provide the necessary logistics and other consumables to carry out its function.

A. Cleaning Materials and Supplies

The Contractor shall equip its personnel with the necessary materials and supplies such as but not limited to the following:

Supplied for the whole year or replaced as necessary:

QTY	UNIT	ITEM	SPECIFICATION
10	gals.	Disinfectant, Liquid	Any brand
15	Kg.	Powder Soap with Fabric softener (1kg.)	Any brand, powder form
20	Bottles	Toilet Bowl Cleaner, 1 liter/bottle	Any brand, liquid form
10	pcs.	Mop Handle	Heavy-duty wooden handle, approx. 5 ft. long
12	Sets	Mop Head	Cotton Large, thread.40
10	Pcs.	Toilet brush with long handle	Nylon bristles std.size
10	Kgs.	Oxalic	technical brand
10	pcs.	Soft broom, Heavy Duty	Std. size
10	pcs.	Stick broom	Tinging, std. size
10	pcs.	Dust pan,	Plastic, Medium size
10	pairs.	Hand Gloves, rubberized (Medium and Large)	Any brand
1	Box	Face Mask, Medium size, 50/box	disposable
2	Gals.	Floor wax, Liquid gal.	Any brand liquid form
3	Liter	Glass Cleaner, Odorless	Any brand
3	Liter	Furniture Cleaner	Any brand
4	Pcs.	Plastic Pails	Capacity: 4 gallons
6	Pcs.	Plastic Water Spray Push brushes	Standard size
20	Pcs.	Scrubbing Pads	Standard size
12	Pcs.	Door Mats	Cotton material
8	Pcs.	Feather Duster	Cotton material with wooden handle
4	Pcs.	Ceiling Broom	Std. size wooden stem approx. 4 meters

6	Pcs.	Hand brush	Nylon bristles, std. size
2	Box	Steel wool	#0 grade, 200 gms. Net contents, 16pads/pack
2	Gals	Muriatic Acid	Any brand, commercial grade
24	Pcs.	Deodorant Cakes	Any brand
2	Liter	Spot & Stain remover	Any brand
4	Can	Air Freshener	Any brand
3	Kilo	Stopa	Round small rug
12	Pcs.	Lawn Rake /Leaf w/handle	Standard size
6	Pcs.	Garden Rake w/handle	Standard size

Sufficient quantity of rags for wiping, to be used by each janitor/janitress.

These materials will be subject to inspection by CHMSC from time to time to ensure that there are sufficient quantities of materials and implements for cleaning at all times and that each worker shall have an individual set of basic cleaning paraphernalia to use.

B. Tools & Equipment

The following equipment shall be provided by the Contractor:

- a) Heavy Duty Floor Polisher – 4 units (20" dia. and 16" dia.)
- b) Heavy Duty Vacuum Cleaner – 1 unit
- c) Pressure washer – 1 unit
- d) Squeegee with metal handle – 6 units
- e) Ladder aluminum, 8 ft. – 8 units
- f) Ladder aluminum, max. 24ft. – 4 units
- g) Mop squeezer – 10 units
- h) Handset – 1 unit
- i) Harness – 5 units
- j) Wheelbarrow deep type – 12 units
- k) Roll out waste container – 6 units

7. Duties and Responsibilities of the Contractor's Personnel

CHMSC shall have the absolute right to give instructions for proper safeguarding and protection of the persons, places and things of CHMSC from time to time. CHMSC may promulgate the specific janitorial functions of the Agency during the life of the Contract

Annual Budget of the CHMSC is Five Million Three Hundred Ninety Seven Thousand One Hundred Sixty Pesos & 00/100

D. POSTING OF PERFORMANCE AND WAGE SECURITIES

1. To guarantee payment for losses and/or damages to property, the winning bidder/agency shall post a Performance Security in favor of CHMSC, in accordance with ITB Clause 41.0.
2. To answer wages due to the janitors/janitress should the winning agency fail to pay the same, a wage security from the GSIS or other government banks such as Land Bank of the Philippines (LPB), shall be posted by the agency in favor of CHMSC in an amount equivalent to three (3) months of labor cost of their personnel in their respective area of responsibility.
3. The performance and wage securities shall be callable on demand and shall have a validity period equivalent to the duration of the contract including its renewal or extension, if any, plus three (3) months; and
4. In case of change in the contract price arising from reduction of the janitorial force, the aforementioned sureties shall be accordingly reduced.

E. MEDICAL AND RISK INSURANCE

The janitors/janitress to be assigned shall have full coverage of medical and risk insurance by the winning bidder.

F. CONTRACT DURATION

The contract shall be for a period of three (3) years commencing upon receipt of Notice to Proceed, subject to the result of the annual performance evaluation of the Janitorial Agency before the end of each year for the three (3) year period. Should the Janitorial Services Agency fails to maintain a satisfactory performance based on the set of performance criteria stated below, the CHMSC may pre-terminate the Contract for failure by the agency to perform its obligation following the procedure prescribed under the guidelines on termination of contract issued by the Government Procurement Policy Board (GPPB) under Resolution No. 018-2004, dated 22 December 2004.

The Performance criteria to be applied shall include, among others the following:

- Quality of Service delivered;
- Time Management;
- Management & suitability of personnel;
- Contract administration and management; and
- Provision of regular progress reports.

G. APPROVED ANNUAL BUDGET FOR THE CONTRACT

The annual approved budget cost of the contract is **FIVE MILLION THREE HUNDRED NINETY-SEVEN THOUSAND ONE HUNDRED SIXTY PESOS & 80/100 PESOS (P5,397,160.80).**

In accordance with Clause 5.0 of Appendix 14 of GPPB Resolution 03-2011 dated January 28, 2011, all bid prices for a duration of one year shall be fixed and shall not be adjusted during the contract implementation, except for the following:

1. Increase in the daily minimum wage pursuant to law or new wage order issue after date of bidding;
2. Increase in taxes.
3. If during the term of the contract CHMSC sees the need for a decrease in the number of janitorial attendants.

The allowable price adjustments are specified under clause 8.1 of the Special Condition of Contract (SCC) of the Bidding Document for Janitorial Services.

H. MANNER OF PAYMENT

The Janitorial Services Agency shall bill CHMSC twice a month, preferably every 15th and 30th day of each month for services actually rendered by the janitors/janitress. For this purpose, the agency shall submit payroll records of the janitors with their names, hours of work rendered and certification that the janitors, whose name appears therein, actually and truly rendered their services for the particular billing period. Non-compliance thereon gives CHMSC the right to disallow payment of the bill; and any falsehood or misrepresentation in the certification shall constitute breach of the Contract, which is a ground for termination thereof.

The annual approved budget cost of the contract is **FIVE MILLION THREE HUNDRED NINETY-SEVEN THOUSAND ONE HUNDRED SIXTY PESOS & 80/100 PESOS (P5,397,160.80)**.

In accordance with Clause 5.0 of Appendix 14 of GPPB Resolution 03-2011 dated January 28, 2011, all bid prices for a duration of one year shall be fixed and shall not be adjusted during the contract implementation, except for the following:

1. Increase in the daily minimum wage pursuant to law or new wage order issue after date of bidding;
2. Increase in taxes.
3. If during the term of the contract CHMSC sees the need for a decrease in the number of janitorial attendants.

The allowable price adjustments are specified under clause 8.1 of the Special Condition of Contract (SCC) of the Bidding Document for Janitorial Services.

H. MANNER OF PAYMENT

The Janitorial Services Agency shall bill CHMSC twice a month, preferably every 15th and 30th day of each month for services actually rendered by the janitors/janitress. For this purpose, the agency shall submit payroll records of the janitors with their names, hours of work rendered and certification that the janitors, whose name appears therein, actually and truly rendered their services for the particular billing period. Non-compliance thereon gives CHMSC the right to disallow payment of the bill; and any falsehood or misrepresentation in the certification shall constitute breach of the Contract, which is a ground for termination thereof.

Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is CARLOS HILADO MEMORIAL STATE COLLEGE.
1.1(i)	The Supplier is _____.
1.1(j)	The Government of the Philippines (GOP) through the Corporate Budget of the College for 2018 approved by the Governing Board, in the amount of FIVE MILLION THREE HUNDRED NINETY-SEVEN THOUSAND ONE HUNDRED SIXTY PESOS & 80/100 (Php5,397,160.80) Only
1.1(k)	The Project Site is CHMSC Talisay Campus, Alijis Campus, Fortune Towne Campus, and Binalbagan Campus
5.1	<p>The Procuring Entity's Address for Notices is:</p> <p>MRS. ROSALINDA S. TUVILLA, LLB. BAC Chairperson, Bids and Awards Committee CARLOS HILADO MEMORIAL STATE COLLEGE BRGY. ZONE 1, MABINI STREET TALISAY CITY, NEGROS OCCIDENTAL</p> <p>Contact Person: c/o <u>DR. PERLA G. GUILLENA</u></p> <p>Head, BAC Secretariat</p> <p>Fax and Telephone No.: (034) 712-8404</p> <p>The Supplier's address for the Notices is:</p> <p>_____</p> <p>_____</p> <p>_____</p>
5.2.6	<p>All bid prices for a duration of one (1) year shall be fixed and shall not be adjusted during contract implementation, except for the following:</p> <ol style="list-style-type: none"> a. Increase in minimum daily wage pursuant to law or new wage order issued after date of bidding, b. Increase in tax; and c. If during the term of the contract the procuring entity sees the need for an increase or decrease in the number of janitors/janitresses, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded. The procuring entity shall ensure that the foregoing allowable price adjustment are specified under Section 8.1 of the Special Conditions off Contract of the PBDs. d. The Financial Proposal shall contain a breakdown of all costs, including cost of supplies and equipment, necessary for the execution of the contract.

	<p>e. Procuring entities shall expressly provide, under <i>Section VII. Technical Specifications</i>, which shall form part of the Contract under Section 13.1 of the General Conditions of the Contract of the PBDs, that the service provider/contractor shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria.</p> <p>The performance criteria to be applied shall include, among others, the following: (i) quality of service delivered; (ii) time management, (iii) management and suitability of the personnel; (iv) contract administration and management; (v) provision of regular progress reports.</p> <p>f. Before end of each year, procuring entities shall conduct an assessment or evaluation of the performance of the service provider/contractor based on the set of performance criteria prescribed under <i>Section VII. Technical Specifications</i>.</p> <p>g. Based on its assessment, the procuring entity may pre-terminate the contract for failure by the service provider/contractor to perform its obligations thereon following the procedure prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Resolution No. 018-2004 dated 22 December 2004.</p>
6.2	<p>Delivery and Documents –</p> <p>Delivery of the Janitorial Services shall be made by the Janitorial Services Agency on a Monthly basis covering the period January 1, 2019 to December 31, 2020. Upon delivery of the Janitorial Services to the Project Site, the Janitorial Services Agency shall notify the PROCURING ENTITY and present the following documents to the PROCURING ENTITY:</p> <p>a. Original and four (4) copies of Monthly Deployment Report (MDR) duly accomplished by the Janitorial Service Agency at the end of each month stating the names of the janitors and supervisor, salary rates and actual attendance;</p>
	<p>b. Proof of remittance of Premiums to SSS, PhilHealth, PAG-IBIG and ECC for the benefit of the janitors and supervisor.</p> <p>c. The Service Agency shall provide the Janitorial Services for the CHMSC including supervision in accordance with the scope of services and methodology, tools and equipment, supplies and materials, janitorial plans, manpower complement and deployment schedules.</p> <p>d. The Service Agency shall comply with all relevant laws, rules and regulations pertaining to the employment of labor, existing or which hereafter may be enacted including but not limited to the Minimum Wage Labor Code of the Philippines, Social Security Law, Employees Compensation and State Insurance Fund, Philippine Health Insurance Fund and Home Development Mutual Fund.</p> <p>e. All obligations under the provisions of the above-enumerated laws, other related pertinent statutes and existing CHMSC internal Rules and Regulations presently in force and effect shall be complied with and strictly observed.</p> <p>f. Should the Service Agency fail to comply with its obligation under the above-enumerated laws and other related pertinent statutes, CHMSC shall have the</p>

	<p>option to either rescind this Contract or deduct from the service fee any amount due and demandable from the Service Agency for its obligations to CHMSC including interest and penalties, if any. This option is without prejudice on the right of CHMSC to confiscate the bond filed by the Service Agency, as well as to avail of other remedies provided by law.</p> <p>g. The Service Agency shall report all its employees to SSS, PhilHealth, PAG-IBIG for coverage and their contribution as well as all amortization for salary/education/calamity and other loans shall be updated.</p> <p>h. The Service Agency shall execute a sworn statement, before the CHMSC pays the consideration or part thereof under this Contract, that the Service Agency shall submit a copy of its payrolls signed by its worker assigned to perform the services every time the consideration is paid by CHMSC.</p> <p>i. It is expressly and manifestly understood and agreed upon that all employees and/or workers of the Service Agency are not employees and/or laborers of CHMSC. Neither is there any employee-employer relationship between CHMSC and the Service Agency.</p> <p>j. The Service Agency shall not sub-contract the performance of the service subject of this Contract or any part thereof without prior written conformity of CHMSC.</p> <p>k. The Service Agency shall immediately restore/repair/replace/pay any loss/es or damage/s caused to the CHMSC-owned properties/security site pending investigation by the Agency and validated by Management.</p> <p>l. The Service Agency shall make all payments of salaries/compensation to service personnel through individual Automated Teller Machine (ATM) services.</p>
10.4	Not applicable
13.4(c)	No further instructions.
16.1	<p>The inspections and tests that will be conducted is:</p> <p>Spot inspections on the performance of the janitors and the supervisor at any time it may deem necessary.</p> <p>CHMSC or its representative shall have the right to inspect and/or test the GOODS at any point during the existence of the contract to confirm their conformity to the Contract specifications at no extra cost to CHMSC and at the expense of the Service Agency.</p> <p>CHMSC may reject any GOODS or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Service Agency shall either rectify or replace such rejected GOODS or part thereof or make alterations necessary to meet the specifications at no cost to CHMSC, and shall repeat the test and/or inspection at no cost to CHMSC, upon giving a notice pursuant to GCC Clause 5.</p> <p>The Service Agency agrees that neither the execution of a test and/or inspection of the GOODS or any part thereof, nor the attendance by the CHMSC or its representative, shall release the Service Agency from any warranties or other obligations under this Contract.</p>

17.3	<p>If the Goods pertain to Expandable Supplies: Three (3) month after acceptance by the Procuring Entity of the delivered Goods or after the Goods are consumed, whichever is earlier.</p> <p>If the Goods pertain to Non-expendable Supplies: One (1) year after acceptance by the Procuring Entity of the delivered Goods.</p>
17.4	The period for correction of defects in the warranty period is not more than seven (7) days.
21.1	<p>No additional provision</p> <p>If the Supplier is a joint venture, all partner to the joint venture shall be jointly and severally liable to the Procuring Entity.</p>

1.2.1	<p>The Procuring Entity's address for notices is:</p> <p>MRS. CAROLINA S. TRINIDAD, JLE SAC, CHARGED, 20th and 21st Avenue Extension CARLOS W. RAO MORGONIA STATE COLLEGE 2ND FLOOR, 2ND AVENUE STREET TALENAY CITY, NEGROS OCCIDENTAL</p> <p>Contact Person: SA _____ TEL: (034) 412-1111</p> <p>Head, Bids Room: _____</p> <p>Fax and Telefax: (034) 412-1111</p> <p>The Supplier's address for the award is:</p> <p>_____</p> <p>_____</p> <p>_____</p>
5.1.6	<p>All bid prices for a duration of one (1) year shall be fixed and shall not be adjusted during contract implementation, except for the following:</p> <ol style="list-style-type: none"> a. Increase or decrease in the cost of raw materials or labor due to change in the cost of living; b. Increase in the cost of _____; c. If during the term of the contract the procuring entity shall be used for an increase or decrease in the number of persons employed, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded. <p>The procuring entity shall ensure that the foregoing adjustment procedure is specified under Section 5.1 of the General Framework of Contract of the POCs.</p> <ol style="list-style-type: none"> d. The financial proposal shall contain a breakdown of all items, including cost of supplies and equipment, necessary for the duration of the contract.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

Section III is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB included in Section II, and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, the applicable rules regarding bid price and currency, and the bid evaluation criteria that will apply to the bids. In preparing Section III, the following aspects should be checked:

- (a) Information that specifies and complements provisions of Section II must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of Section II as necessitated by the circumstances of the specific procurement, must also be incorporated.

For foreign-assisted projects, the Bid Data Sheet to be used is provided in Section IX- Foreign-Assisted Projects.

Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is CARLOS HILADO MEMORIAL STATE COLLEGE</p> <p>The name of the Contract is JANITORIAL SERVICES FOR FOUR (4) CAMPUSES</p> <p>The identification number of the Contract is: 5821127/CHMSC 18-036-1116-S</p>
1.2	<p>The lot(s) and reference is/are:</p> <p><i>[insert name]</i></p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the 2018 Corporate Budget of the College approved by the governing Board, in the amount of FIVE MILLION THREE HUNDRED NINETY-SEVEN THOUSAND ONE HUNDRED SIXTY PESOS & 80/100 (Php5,397,160.80) Only</p> <p>The name of the Project is: JANITORIAL SERVICES FOR FOUR (4) CAMPUSES.</p>
3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders, except those falling under ITB Clause Error! Reference source not found. , may not participate in this Project.
5.4	<p><i>For the procurement of Expendable Supplies:</i> The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.</p>
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	<p>The Procuring Entity will hold a pre-bid conference for this Project on November 27, 2018, 10:00 a.m. at 4/F CHMSC Conference Rm, Administration Bldg., Talisay City, Negros Occidental.</p>

Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is CARLOS HILADO MEMORIAL STATE COLLEGE</p> <p>The name of the Contract is JANITORIAL SERVICES FOR FOUR (4) CAMPUSES</p> <p>The identification number of the Contract is: 5821127/CHMSC 18-036-1116-S</p>
1.2	<p>The lot(s) and reference is/are:</p> <p><i>[insert name]</i></p>
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3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders, except those falling under ITB Clause Error! Reference source not found. , may not participate in this Project.
5.4	<p><i>For the procurement of Expendable Supplies:</i> The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.</p>
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	<p>The Procuring Entity will hold a pre-bid conference for this Project on November 27, 2018, 10:00 a.m. at 4/F CHMSC Conference Rm, Administration Bldg., Talisay City, Negros Occidental.</p>

10.1	<p>The Procuring Entity's address is:</p> <p>CARLOS HILADO MEMORIAL STATE COLLEGE Mabini St., Brgy. Zone 1, Talisay City, Negros Occidental</p> <p>ROSALINDA S. TUVILLA, LLB BAC Chairperson Tel. No. (034) 712-8404 <u>chmsc_bacsec@yahoo.com</u></p>
12.1(a)	No further instructions.
12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid should have been completed within <i>[state relevant period as provided in the Invitation to Bid]</i> prior to the deadline for the submission and receipt of bids.
13.1	No additional requirements.
13.1(b)	No further instructions.
13.1(c)	No additional requirements.
13.2	The ABC is FIVE MILLION THREE HUNDRED NINETY-SEVEN THOUSAND ONE HUNDRED SIXTY PESOS & 80/100 (Php5,397,160.80) . Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iv)	No incidental services are required.
15.4(b)	No incidental services are required.
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	Not applicable
17.1	Bids will be valid until <i>April 9, 2019</i> (120 c.d. from the date of bid opening)
18.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> 1. The amount of not less than Php107,943.22 <i>[Insert 2% of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than Php269,858.04 <i>[Insert 5% of ABC]</i> if bid security is in Surety Bond.

18.2	The bid security shall be valid until <i>April 9, 2019</i> (120 c.d. from the date of bid opening)
20.3	Each Bidder shall submit <i>1 (one)</i> original and <i>2 (two)</i> copies of the first and second components of its bid.
21	The address for submission of bids is CHMSC Conference Room, 4F Administration Bldg., Mabini St., Brgy. Zone 1, Talisay City, Negros Occidental The deadline for submission of bids is: DATE: December 11, 2018 TIME: 10:30 a.m.
24.1	The place of bid opening is CHMSC Conference Room, 4F Administration Bldg., Mabini St., Brgy. Zone 1, Talisay City, Negros Occidental The date and time of bid opening is DATE: December 11, 2018 TIME: 11:00 a.m.
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3(a)	Grouping and Evaluation of Lots – <i>Lots should be formed of similar items that are likely to attract the maximum competition. A lot is the quantity and number of items that will be included in a single contract. For example:</i> <i>Option 1 – Each item to be evaluated and compared with other Bids separately and recommended for contract award separately.</i> <i>Option 2 - All items to be grouped together to form one complete Lot that will be awarded to one Bidder to form one complete contract.</i> <i>Option 3 - Similar items, to be grouped together to form several lots that shall be evaluated and awarded as separate contracts.</i>

	<p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p> <p><i>[Insert grouping of lots]</i></p>
28.4	No further instructions.
29.2	No additional requirement.
32.4(f)	No additional requirement.

	<p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p> <p><i>[Insert grouping of lots]</i></p>
28.4	No further instructions.
29.2	No additional requirement.
32.4(f)	No additional requirement.



Republic of the Philippines
CARLOS HILADO MEMORIAL STATE COLLEGE
BIDS AND AWARDS COMMITTEE
Talisay City, Negros Occidental
Telefax Nos. (034) 712-8404

CARLOS HILADO MEMORIAL STATE COLLEGE
RECORDS SECTION
RELEASED
BY: _____
DATE: 11-19-18

INVITATION TO BID FOR THE PROCUREMENT OF TRAINING UNIT AND INSTRUCTIONAL EQUIPMENT FOR THE COLLEGE OF INDUSTRIAL TECHNOLOGY - TALISAY CAMPUS
CHMSC 18-035-1116-G

- The *Carlos Hilado Memorial State College*, through the *Corporate Budget for the Contract of 2018 approved by the governing Board*, intends to apply the sum of **FOUR MILLION NINE HUNDRED NINETY-NINE THOUSAND ONE HUNDRED TWENTY PESOS & 00/100 (Php 4,999,120.00) ONLY**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROCUREMENT OF TRAINING UNIT AND INSTRUCTIONAL EQUIPMENT FOR THE COLLEGE OF INDUSTRIAL TECHNOLOGY - TALISAY CAMPUS**. Bids received in excess shall be automatically rejected at bid opening.
- The *Carlos Hilado Memorial State College* now invites bids for **PROCUREMENT OF TRAINING UNIT AND INSTRUCTIONAL EQUIPMENT FOR THE COLLEGE OF INDUSTRIAL TECHNOLOGY - TALISAY CAMPUS**, as follows:

1. VIRTUAL REALITY WELDING TRAINER	3,122,820.00
2. WEATHER-RESISTANT STICK AND TIG WELDER	605,000.00
3. POWER MIG WELDER	700,000.00
4. OXY-ACETYLENE WELDING AND CUTTING OUTFIT SET	60,000.00
5. DUAL TRACE DIGITAL STORAGE OSCILLOSCOPE	235,000.00
6. ROAD ENGINEERING DESIGN SURVEY EQUIPMENT	<u>276,300.00</u>
TOTAL ABC	4,999,120.00

Delivery of Goods is required within **Sixty (60) calendar days upon receipt of Notice to Proceed**. Bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project of at least 50% of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

- Bidding will be conducted through open competitive bidding procedures using the non-discretionary pass/fail criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, otherwise known as the "Government Procurement Reform Act".

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.

- Interested bidders may obtain further information from CARLOS HILADO MEMORIAL STATE COLLEGE and inspect the Bidding Documents at the address given below during 8:00 A.M. to 5:00 P.M.

The BAC Secretariat
Brgy. Zone I, Mabini St.,
Talisay City, Negros Occidental

- A complete set of Bidding Documents may be acquired by interested Bidders on **November 17 – December 10, 2018** 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 **Five Thousand Pesos (Php 5,000.00) Only**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the CARLOS HILADO MEMORIAL STATE COLLEGE, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

- The CHMSC will hold a **Pre-Bid conference on 10:00 A.M., November 27, 2018** at CHMSC Conference Room, 4/F Administration Bldg. Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental, which shall be open to prospective bidders.

- Bids must be duly received by the BAC Secretariat at the **CHMSC Conference Room, 4/F Administration Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental** on or before **9:30 A.M., December 11, 2018**. 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 **10:00 A.M., December 11, 2018**, at the same venue and address. Bids will be opened in the presence of the bidders' representatives who choose to attend at the **CHMSC Conference Room, 4/F Administration Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental**. Late bids shall not be accepted.

- The Carlos Hilado Memorial State College reserves the right to reject any and all bids to be received, if the bidding process is not award the contract at any time prior to contract award in accordance with Section 9184 and its IRR without thereby incurring any liability to the affected bidder or bidders.

- For further information, please refer to:

DR. PERLA G. GUILLENA
Head, BAC Secretariat
Carlos Hilado Memorial State College
Brgy. Zone 1, Mabini St.,
Talisay City, Negros Occidental

COMMISSION ON AUDIT
RECEIVED
BY: [Signature] DATE **NOV 20 2018**
OFFICE OF THE AUDITOR



Republic of the Philippines
CARLOS HILADO MEMORIAL STATE COLLEGE
BIDS AND AWARDS COMMITTEE
Talisay City, Negros Occidental
Telefax Nos. (034) 712-8404

CARLOS HILADO MEMORIAL STATE COLLEGE
RECORDS SECTION
RELEASED
BY: _____
DATE: 11-19-18

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- The Carlos Hilado Memorial State College reserves the right to reject any and all bids to be received after the bidding process award the contract at any time prior to contract award in accordance with Section 9184 and the IRR without thereby incurring any liability to the affected bidder or bidders.

- For further information, please refer to:

DR. PERLA G. GUILLENA
Head, BAC Secretariat
Carlos Hilado Memorial State College
Brgy. Zone I, Mabini St.,
Talisay City, Negros Occidental

COMMISSION ON AUDIT
RECEIVED
BY: [Signature] DATE **NOV 20 2018**
OFFICE OF THE AUDITOR