

REFERENCE #: 122/2356

SOLICITATION #: PRO-CARAGA PHICG19925.07-111

IB No. CRG-2025-004

CLOSING DATE: 8/4/25 TIME: 1:00 PM

G-EPS

INVITATION TO BID FOR THE PUBLIC BIDDING FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR CY 2025

- The PHILIPPINE HEALTH INSURANCE CORPORATION - PhilHealth Regional Office-Caraga (PRO-Caraga), through the PRO Caraga COB CY 2025 intends to apply the sum of **Two Million, Two Hundred Sixty-Eight Thousand, One Hundred Forty-Three Pesos and Seventy Centavos (P2,268,143.70)** being the total Approved Budget for the Contract (ABC) for the Procurement of Janitorial Services for CY 2025. Bids received in excess of the ABC shall be automatically rejected at the bid opening. Document details are as follows:

Details and Location are as follows:

Name of Project/Goods	: Supply of Janitorial Services
Location	: PhilHealth Regional Office, Warehouse, Local Health Insurance Offices (LHIOs) and PhilHealth Business Centers (PBC)
Brief Description	: 5 Janitors to be assigned at PhilHealth Regional Office Caraga, Butuan City 2 Janitors to be assigned at LHIO Butuan City 2 Janitors to be assigned at LHIO Bislig City 2 Janitors to be assigned at LHIO San Francisco, Agusan del Sur 2 Janitors to be assigned at LHIO Surigao City 2 Janitors to be assigned at LHIO Tandag City 1 Janitor to be assigned at PhilHealth Business Center-Siargao 1 Janitor to be assigned at PhilHealth Business Center-Dinagat 1 Janitor to be assigned at PRO Caraga Warehouse

Delivery Term
Delivery Schedule

: July 2025 to December 31, 2025
: not later than fifteen (15) calendar days upon Receipt of Notice to Proceed

2. The PHILIPPINE HEALTH INSURANCE CORPORATION - PhilHealth Regional Office-Caraga (PRO-Caraga) now invites bids for the supply and delivery of janitorial services to PhilHealth Regional Office and its Warehouse, to five (5) Local Health Insurance Offices and to two (2) PhilHealth Business Centers – Dinagat Islands and Siargao Island. Bidders should have completed, **within two (2) 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 PhilHealth Regional Office-Caraga and inspect the Bidding Documents at the address given below during Monday to Friday (8:00 A.M. to 5:00 P.M.).
5. A complete set of Bidding Documents may be acquired by interested Bidders on **July 11, 2025 to August 4, 2025 (8:00 A.M. -4:00 P.M. during weekdays only)** 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 **Five Thousand Pesos (P5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees be presented in person.
6. The PhilHealth Regional Office-Caraga will hold a **Pre-Bid Conference on July 21, 2025 at 9:30 A.M.** at PhilHealth Regional Office-Caraga Training Hall, 3rd Floor, AB Calo Commercial Building, National Highway, Purok 9 Brgy. Libertad, Butuan City and/or through video conferencing or webcasting (Microsoft Teams), 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 **August 4, 2025 at 1:00 P.M.. 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 **August 4, 2025 at 1:30 P.M.** at PhilHealth Regional Office-Caraga Training Hall, 3rd Floor, AB Calo Commercial Building, National Highway, Purok 9 Brgy. Libertad, Butuan City and/or via video

conferencing or webcasting (Microsoft Teams). Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The PhilHealth Regional Office-Caraga 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:

MARK A. OROZCO

BAC Secretariat Head

PhilHealth Regional Office-Caraga

AB Calo Commercial Building, National Highway,

Purok 9, Brgy. Libertad, Butuan City

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JOCELYN E. CAÑETE
Chairperson, PRO Caraga BAC

