



**INVITATION TO BID FOR THE:**  
**1. PROCURMENT OF JANITORIAL**  
**2. GARDENING SERVICES**

**FOR THE JOHN HAY MANAGEMENT CORPORATION (JHMC)**

1. The John Hay Management Corporation, through the Corporate Operating Budget for CY 2015, invites Eligible Bidders to bid for the items / descriptions below being the Approved Budget for the Contract (ABC) to payments under the contract **for a period of three (3) months.**

Item	Description	Approved Budget Contract (Php)	Cost of Bidding Documents (Php)	Submission of Bidding Documents	Opening of Bids
1	Procurement of Janitorial Services	231,000.00	500.00	16 September 2015, 09:30 AM	16 September 2015, 10:00 AM
2	Procurement of Gardening Services	77,000.00	500.00	16 September 2015, 09:30 AM	16 September 2015, 11:00 AM

Bids received in excess of the ABC shall be automatically rejected during the Bid opening. The bidding of the projects shall be considered independent of each other; therefore bidders may bid on any or both services.

Bidders shall submit their bids separately for janitorial and gardening in a sealed envelope.

2. The JHMC now invites bids for the Procurement of Janitorial and Gardening Services. Bidders should have completed, within 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 nondiscretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”. Bidding is restricted to Filipino citizens/sole proprietorships, organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
4. A complete set of Bidding Documents may be purchased by interested Bidders on **September 08–15, 2015** from the address below and upon payment of a nonrefundable fee for the Bidding Documents. It may also be downloaded free of



charge from the website of the Procuring Entity JHMC (www.jhmc.com.ph), provided that Bidders shall pay the said nonrefundable fee for the Bidding Documents not later than the submission of their bids. Any bidders who did not purchase the bidding documents shall disqualified from participating.

5. Bids for both projects must be delivered to the address below on or before the date and time specified above. Late bids shall not be accepted.

All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

6. Bids will be opened at the Bell House, John Hay Special Economic Zone, Loakan Road, Baguio City, in the presence of the Bidders' representatives who choose to attend in the address as stated.
7. The JHMC reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
8. Interested bidders may obtain further information from the JHMC, BAC Secretariat and inspect the Bidding Documents at the address given below during office hours between 8:00 am – 5:00 pm, to wit:

**BAC Secretariat, Bids and Awards Committee**  
Cottage 627, JHMC Office Complex,  
John Hay Special Economic Zone, Loakan Road,  
Baguio City  
Telephone No.: (074) 423-5402

(Sgd.) \_\_\_\_\_

**ZALDY A. BELLO**

Vice Chairperson, Bids and Award Committee