



## INVITATION TO BID FOR: A. JANITORIAL SERVICES

1. The JOHN HAY MANAGEMENT CORPORATION (JHMC), through the 2016 JHMC Corporate Operating Budget, invites Eligible Bidders to bid for the following items / descriptions:

Lot No.	Description	Approved Budget for the Contract (ABC) (Php)	Cost of Bidding Documents (Php)	Pre-bid Conference	Submission of Bidding Documents	Opening of Bids
1	Procurement for Janitorial Services	1,000,000.00	1,000.00	April 29, 2016 at 10:00 am	May 11, 2016 at 9:30 am	May 11, 2016 at 10:30 am

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. JHMC now invites bids for the aforementioned Janitorial Services. Delivery of the Services is required upon the receipt of the Notice to Proceed. Bidders should have completed, within five years from the date of submission and receipt of bids, a contract similar to the Projects. 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 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, 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 and subject to Commonwealth Act 138.

4. Interested bidders may obtain further information from JHMC and inspect the Bidding Documents at the address given below during office hours, i.e., from 8:00 am to 5:00 pm, Mondays to Fridays.

A complete set of Bidding Documents may be purchased by interested Bidders from April 19, 2016 to April 26, 2016 prior to the deadline of submission of Bids from the address below and upon payment of a non-refundable fee for the Bidding Documents as specified above.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of JHMC, provided that Bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

5. Bids must be delivered to the address below on or before the date and time specified above. 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 the date and time specified above at the Bell House Veranda, Camp John Hay, Baguio City. Bids will be opened in the presence of the Bidders' representatives who choose to attend. Late bids shall not be accepted.

6. 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.

7. For further information, please refer to:

*Head, BAC Secretariat  
Cottage 627, John Hay Management Corporation  
Camp John Hay, Baguio City  
Tele/fax: 074-423-5402  
e-Mail: mgmt@jhmc.com.ph  
Website: www.jhmc.com.ph*

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Engr. Bobby V. Akia  
Chairman, BAC