



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)
East Avenue cor. NIA Road
Quezon City

**INVITATION TO BID FOR THE EARLY PROCUREMENT ACTIVITY
(EPA) FOR THE PROVISION OF JANITORIAL SERVICES IN THE LAND
REGISTRATION AUTHORITY AND ITS REGISTRIES OF DEEDS
NATIONWIDE FOR CY 2024**

1. The **Land Registration Authority (LRA)**, through the National Expenditure Program (NEP) for FY 2024 intends to apply the sum of **EIGHTEEN MILLION EIGHT HUNDRED NINE THOUSAND SEVEN HUNDRED EIGHTY-SIX PESOS AND CENTAVOS ONLY (PHP 18,809,786.70)**, inclusive of VAT being the ABC to payments under the contract for the **Early Procurement Activity (EPA) for the Provision of Janitorial Services in the Land Registration Authority and its Registries of Deeds Nationwide For CY 2024** with **Project ID No. LRA BAC-PGSM-2024-01**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The Land Registration Authority (LRA) is conducting this procurement through the Early Procurement Activity (EPA) for FY 2024 to ensure the timely delivery of goods, implementation of infrastructure projects and rendition of consultancy services, consistent with the GPPB Resolution No. 14-2019 dated July 17, 2019. EPA shall refer to the conduct of procurement activities, from posting of the procurement opportunity, if required, until recommendation of the Bids and Awards Committee (BAC) to the HoPE as to the award of the contract for goods to be delivered, infrastructure projects to be implemented and consulting services to be rendered in the following fiscal year (i.e. FY 2023), pending approval of their respective funding sources.

The bidders, therefore, are herewith informed of the following:

- a. Interested bidders are invited/requested to submit their bid proposals based on indicative budget (i.e. subject to final approval) through this invitation to Bid, together with the bidding documents;
 - b. The LRA will evaluate the bid proposal and determine the winning bidder. The financial bid proposal of the winning bidder will be the contract price/amount which is considered fixed price. However, the Notice of Award (NOA) will only be issued upon the approval of the budget.
 - c. Would there be a delay in the award as affected by the possible delay in the budget approval, the bid validity as specified in the bidding documents (which is a maximum of 120 calendar days), the winning bidder may be requested to extend the bid validity, the bid submitted by said bidder will be rejected.
2. The **LRA** now invites bids for the **Early Procurement Activity (EPA) for the Provision of Janitorial Services in the Land Registration Authority and its Registries of Deeds Nationwide For CY 2024**. The expected contract duration is from

April 01, 2024 to December 31, 2024, renewable for one (1) year or until a new contract has been entered, subject to availability of funds. 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 (Instruction 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 the **LRA-Bids and Awards Committee (BAC) Secretariat for Non-Infrastructure** through the contact details given below and inspect the Bidding Documents as posted on the websites of the LRA and the Philippine Government Electronic Procurement System (PhilGEPS).
5. A complete set of Bidding Documents may be acquired by interested Bidders on **December 06, 2023 to December 27, 2023** from the given address below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Eighteen Thousand Eight Hundred Ten Pesos (PHP 18,810.00)** at the LRA Cashier located at the One Stop Shop (OSS). The LRA shall allow the bidder to present its proof of payment for the fees by presenting it in person.
6. The **Land Registration Authority** will hold a **Pre-Bid Conference on December 14, 2023, 9:00 A.M., at the 4th Floor, LRA Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City**, which shall be open to prospective bidders and/or through videoconferencing/webcasting via *Zoom application* using the following:

Meeting ID	:	897 5212 6189
Security Passcode	:	615349

7. **Bids must be duly received** by the BAC Secretariat through manual submission at the address below on or before **December 27, 2023, 8:30 A.M. at the 4th Floor, LRA Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City. 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 **December 27, 2023, 09:00 A.M.** at the **4th Floor, LRA Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City**. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.

For the purpose of constituting a quorum, either the physical and virtual presence of the BAC members shall be considered pursuant to GPPB Resolution No. 09-2020.

10. The Land Registration Authority 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:

MARIA RUDYLYN A. CEBRERO

BAC-PGSM Secretariat Member

Room 02, Property and Supply Section, Lower Ground Floor

Mobile No. 0999-2262745

NONETTE KHALIL M. AMPARO, RN

BAC-PGSM Secretariat Member

Room 302, 3rd Floor, Office of the Reconstitution Division

Mobile No. 0917-2426183

12. For viewing and downloading of Bidding Documents you may visit:

<http://notices.philgeps.gov.ph/>

<https://lra.gov.ph/bids-opportunities/>

Date Issuance of Bidding Documents:

06 December 2023 at Quezon City



ATTY. TRISTAN E. DE GUZMAN

Chairperson, LRA Bids and Awards Committee

East Avenue corner NIA Road, Diliman, Quezon City