



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 PROVISION OF JANITORIAL SERVICES
IN THE LAND REGISTRATION AUTHORITY AND ITS REGISTRIES OF
DEEDS NATIONWIDE FOR FY 2025**

1. The **Land Registration Authority (LRA)**, through the National Expenditure Program (NEP) for FY 2025 intends to apply the sum of **TWO MILLION EIGHTY THOUSAND TWO HUNDRED FIFTY PESOS ONLY (PHP 2,080,250.00)**, inclusive of VAT, per month, or **TWENTY MILLION EIGHT HUNDRED TWO THOUSAND FIVE HUNDRED PESOS ONLY (Php 20,802,500.00)**, inclusive of VAT, for ten (10) months, being the ABC to payments under the contract for the **Provision of Janitorial Services in the Land Registration Authority and its Registries of Deeds Nationwide For FY 2025** with **Project ID No. LRA BAC-PGSM-2025-01**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The Land Registration Authority (LRA) will procure the Provision of Janitorial Services Early Procurement Activity (EPA) for FY 2025 to ensure the timely delivery of the needed services, consistent with 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 are hereby notified of the following:

- a. Interested bidders are invited/requested to submit their bid proposals based on the 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 as the fixed price. However, the Notice of Award (NOA) will only be issued upon the approval of the budget.
 - c. Should there be delay in the award of the contract as the ABC is dependent on the approval of the budget, the bid validity as specified in the bidding documents (which is a maximum of 120 calendar days), may be extended.
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 FY 2025**. The expected contract duration is from **March 01, 2025 to December 31, 2025, extendable for a period not to exceed one (1) year** or until a new contract has been entered, subject to availability of funds. Bidders

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 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. The complete set of Bidding Documents can be acquired by interested Bidders on **December 6, 2024 to December 26, 2024** 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 **Twenty Thousand Eight Hundred Three Pesos (Php 20,803.00)** 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 13, 2024, 09:30 A.M., at the 5th Floor, LRA Multi-Purpose Hall, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City**, which is open to all prospective bidders either in person or through videoconferencing/webcasting via *Zoom application* using the following:

Meeting ID	:	844 2609 5603
Security Passcode	:	lra@123

7. **Bids must be duly received** by the BAC Secretariat through manual submission at the address below on or before **December 26, 2024, 09:00 A.M. at the 5th Floor, LRA Multi-Purpose Hall, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City. Late bids will 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 will be on **December 26, 2024, 09:30 A.M. at the 5th Floor, LRA Multi-Purpose Hall, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City.** Bids will be opened in the presence of the bidders’ representatives.

For the purpose of constituting a quorum, either the physical or 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 incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

MARIA RUDYLYN A. CEBRERO
BAC Non-Infra Secretariat Member
Room 02, Property and Supply Section, Lower Ground Floor
Mobile No. 0961-8837646

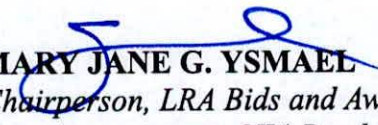
PRINCESS MAE A. CAMILOZA
BAC Non-Infra Secretariat Member
Room 02, Property and Supply Section, Lower Ground Floor
Mobile No. 0995-0776701

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 2024 at Quezon City


MARY JANE G. YSMAEL
Chairperson, LRA Bids and Awards Committee
East Avenue corner NIA Road, Diliman, Quezon City
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