



EMPLOYEES' COMPENSATION COMMISSION

4th & 5th Floors, ECC Building, 355 Sen. Gil J. Puyat Avenue, City of Makati
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INVITATION TO BID
Public Bidding of One (1) Lot-Fifty Seven (57) Personnel on
Janitorial and Technical-Clerical Support Services in the ECC
for One (1) Year
(Feb. 1, 2021-Jan. 31, 2022)
PUBLIC BIDDING NO.: PB-ECC-2020-02
Funding Source: ECC CORPORATE BUDGET FOR 2020

1. The *Employees' Compensation Commission* (ECC) invites PhilGEPS registered providers to bid for the following:

QTY	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)	BIDDING FEE
1 Lot	<p>Fifty-Seven Janitorial and Technical-Clerical Support Services in the ECC for One (1) Year (Feb. 1, 2021-Jan. 31, 2022)</p> <p>I. ECC-Head Office (Makati)</p> <p>-10 Janitorial Personnel (5-males; 5-females; two janitorial male personnel must have experience on ornamental plants; shall be designated as gardeners)</p> <p>-Two (2) Drivers (must have the prescribed license in driving mini-buses)</p> <p>-Four (4) Technical Support Personnel (specific qualifications such as, but not</p>	₱15,457,689.00	₱15,000.00 (amount within the prescribed maximum amount for procurement worth more than P 10M up to P50 M as provided under Appendix 8 of the RIIR of R.A. No. 9184)

<p>limited to graduate of any accounting-related or IT course, to be prescribed by ECC Admin during the period of implementation of contract);</p> <p>-15 Clerical Support Personnel (qualifications to be prescribed by ECC Admin during the period of implementation of contract);</p> <p>II. ECC-Regional Extension Units (REUs)</p> <p>-12 Technical Support Personnel (specific qualifications such as, but not limited to graduate of any accounting-related or IT course, to be prescribed by ECC Admin during the period of implementation of contract);</p> <p>-14 Clerical Support Personnel (qualifications to be prescribed by ECC Admin during the period of implementation of contract)</p> <p>-area of deployment-Regions I, II, CAR, III, IV-A, V, VI, VII, VIII, IX, X, XI, XII, CARAGA</p> <p>-agency personnel to be deployed in those areas must be residents of the said regions</p>		
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2. The schedule of Bidding Activities is as follows:

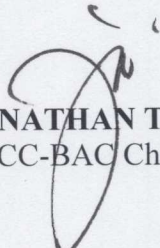
Advertisement/ Posting of Invitation to Bid/Start of availability of bid documents	starting Dec. 22, 2020 (Mon) -all prospective bidders are required to provide soft-copies of their letter of intent/notice of participation and email addresses to the following email add of ECC-BAC-Secretariat: chua_ac@ecc.gov.ph ; supply@ecc.gov.ph)
Pre-Bid Conference	Jan. 7, 2021, 9:00 A.M. (Thu) via zoom app -access link in the virtual pre-bid conference will be provided to prospective bidders via email at least one day before the pre-bid conference
Deadline for Submission of Opening of Bids	Jan. 21, 2021 (Thu) 1:00 P.M.
Opening of Bids	Jan. 21, 2021 (Thu) 1:30 P.M.

Note: Schedules would be subject to possible modifications on the basis of any announcement from the IATF on the quarantine status in the NCR or upon occurrence of any fortuitous event or emergency/calamity situation such as typhoon, earthquake, fire, or any natural or man-made disaster on the abovementioned dates.

3. Hard copies of Bidding Documents may be acquired by interested bidders from the BAC Secretariat through the Public Assistance Center, Ground Floor, ECC Bldg. starting on, Dec. 22, 2020 (*Sched of Issuance of Bid Docs: Mon-Thu: 8:00 AM-3:30 PM; Fri: 8:00 AM-1:30 PM*) upon submission of a Letter of Intent/Notice of Participation and upon payment of non-refundable fee in the amount of P 15, 000.00. Settlement of bid docs fee shall be received on Tuesday, Wednesday, and Thursday from 8:00 AM-3:30 PM.

4. The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS: www.philgeps.gov.ph) and through the ECC website: <http://www.ecc.gov.ph>. All interested bidders are required to settle the prescribed fee for the said documents not later than the deadline of submission of bids.
5. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.1.
6. Submission of bids and/or modification of bids beyond the deadline shall not be accommodated as provided under the Revised Implementing Rules and Regulations (RIIR) of R.A. No. 9184.
7. Subject to the pertinent provisions of R.A. No. 9184 and its RIIR, the Employees' Compensation Commission (ECC) reserves the right to reject any bid or to annul the bidding process at any time prior to the awarding without thereby incurring any liability to the bidders.
8. For further details or any concerns on the subject procurement, interested bidders may send their messages via email to the following email add of ECC-BAC Secretariat: chuaac@ecc.gov.ph or supply@ecc.gov.ph

16 December, 2020
Makati City


Atty. JONATHAN T. VILLASOTO
ECC-BAC Chairperson