



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL TOBACCO ADMINISTRATION

Scout Reyes Street, corner Panay Avenue, Quezon City
Tel No. (02) 374-3987 Fax. No. (02) 374-2505

Invitation to Bid

**For Security Services for the Offices of the
NATIONAL TOBACCO ADMINISTRATION (NTA), at the
National Capital Region (NCR), Regions I, II, CAR and IV-A**

1. The NATIONAL TOBACCO ADMINISTRATION (NTA), through the *Corporate Operating Budget for CY 2019*, intends to apply the sum of PhP **14,028,453.00**, being the Approved Budget for the Contract (ABC), for the first year only, to payments under the contract for Security Services, broken down by lots, **Lot 1 – PhP5,401,791.00; Lot 2 – PhP 2,648,160.00; Lot 3 – PhP 2,648,160.00; Lot 4 – PhP 1,937,718.00; and Lot 5 – PhP 1,392,624.00**, for the Offices of the NATIONAL TOBACCO ADMINISTRATION (NTA), at the National Capital Region (NCR), Regions I, II, CAR and IV-A (PB 2019-03). Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening. **However, bids below the minimum wage orders shall, likewise, be automatically rejected.**
2. The NTA now invites bids for *the provision of Security Services, including Security Guards and ammunitions and other security paraphernalia, for the offices of the NTA, at the NCR and Regions I, II and IV-A, for a period of one (1) year.* Delivery of the Goods is required for a period of three (3) years, from **October 01, 2019 to September 30, 2022**. Bidders should have completed, within *five (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 non-discretionary “pass/fail” criterion as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.
 - (i) 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.
 - (ii) Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.
4. Interested bidders may obtain further information from the NTA and inspect the Bidding Documents at the address given below during working days from **8:00 am to 5:00 pm**.

A complete set of Bidding Documents may be purchased by interested Bidders on July 11, 2019 to July 31, 2019, from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amounts respectively, as follows:

Lot 1 – PhP 10,000.00; Lot 2 – PhP 5,000.00;
Lot 3 – PhP 5,000.00; Lot 4 – PhP 5,000.00; and,
Lot 5 – PhP 5,000.00


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

5. The *NTA* will hold a **Pre-Bid Conference on July 18, 2019**, 10:00 a.m. at the 4th Floor Training Room, 1184 Ben Lor Building, Quezon Avenue, Quezon City, which shall be open only to all interested parties who have purchased the Bidding Documents.
6. Bids must be delivered to the address below on or before July 31, 2019, 10:00 a.m., at the 4th Floor Training Room, 1184 Ben Lor Building, Quezon Avenue, Quezon City. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the **Bidding Documents**.

Bid opening shall be on July 31, 2019, 10:00 a.m. at the 4th Floor Training Room, 1184 Ben Lor Building, Quezon Avenue, Quezon City. Bids will be opened in the presence of the Bidders' representatives, who choose to attend at the address below. Late bids shall not be accepted.

7. The *NTA* 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. For further information, please refer to:

CRISTINA C. LOPEZ, DBA
National Tobacco Administration
1184 Ben Lor Building, Quezon Avenue, Quezon City
Tel No. 372 3188;
cclnta@yahoo.com
Fax No. 373 2095
Website Address: nta.da.gov.ph


CRISTINA C. LOPEZ, DBA
Chairperson, NTA-BAC