



INVITATION TO BID FOR THE ANNUAL CONTRACT FOR SECURITY SERVICES-FY-2023 FOR THE NATIONAL CONCILIATION AND MEDIATION BOARD – CENTRAL OFFICE

1. The National Conciliation and Mediation Board (NCMB) is conducting this procurement through the Early Procurement Activity (EPA) for FY 2023 to ensure 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, where the procuring entity (PE) may undertake the procurement activities short of award.
2. 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, pending approval of their respective funding sources.
3. The National Conciliation and Mediation Board (NCMB) through the Fiscal Year (FY) 2023 General Appropriations Act (GAA) intends to apply the sum of **Two Million Three Hundred Fifty Thousand Pesos (P2,350,000.00)** being the Approved Budget for the Contract (ABC) as payment for the **Annual Contract for Security Services for FY-2023**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
4. The NCMB now invites bids for the **Annual Contract for Security Services for FY-2023**. Delivery of the Goods/Services is required within thirty (30) calendar days upon receipt of Notice to Proceed. Bidders should have completed within three (3) years **prior to December 26, 2022** 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 (ITB).
5. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise, known as the “Government Procurement Reform Act.”
6. Interested bidders may obtain further information from the NCMB-Bids and Awards Committee and inspect the Bidding Documents at the given address during office hours from 8:00 a.m. to 5:00 p.m or through the Procuring Entity’s website.
7. A complete set of **Bidding Documents** may be purchased by interested Bidders from the given address and upon payment of a nonrefundable fee for the Bidding

Documents in the amount of **Two Thousand Pesos (P2,000.00)**. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

8. The NCMB will hold a **Pre-bid Conference on December 19, 2022, 10:30 A.M. through Video Conferencing via Zoom** which shall be open to all interested parties. Interested bidders who wish to join may email ncmbprocurement@ncmb.gov.ph on or before **December 16, 2022, 03:00 P.M.**

1. *Meeting ID: 369 257 0091*
2. *Passcode: NCMB*

9. **Bids must be delivered** to the given address **not later than 1:00 P.M., December 26, 2022**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

a. **Bid opening shall be on December 26, 2022, 1:30 P.M. at the 4th Floor, NCMB Conference Room, 860 Arcadia Building, Quezon Avenue, Quezon City.** Bids will be opened in the presence of the Bidder's representatives who choose to attend at the address below. Late bids shall not be accepted.

10. The NCMB 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 incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

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