



**INVITATION TO BID FOR THE PROVISION OF SECURITY  
SERVICES FOR THE NATIONAL CONCILIATION AND MEDIATION  
BOARD – CENTRAL OFFICE FY-2024**

1. The National Conciliation and Mediation Board (NCMB) is conducting this procurement through the Early Procurement Activity (EPA) for FY 2024, in accordance with the provisions of GPPB Resolution No. 14-2019 dated July 17, 2019.

The National Conciliation and Mediation Board (NCMB) through the Fiscal Year 2024 National Expenditure Program (NEP) intends to apply the sum of Two Million Two Hundred Seventy-Three Thousand Pesos (P2,273,000.00) being the Approved Budget for the Contract (ABC) to payments under the Security Services from March 01, 2024 to December 31, 2024 with identification number: NCMBCO-PB-02. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The NCMB now invites bids for the above Procurement Project. Delivery of the Services is required by March 01, 2024 to December 31, 2024. Bidders should have completed within three (3) years prior to 04 December 2023 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).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

a. 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. Interested bidders may obtain further information from the NCMB-Bids and Awards Committee and inspect the Bidding Documents at the given address below during office hours from 8:00 a.m. to 5:00 p.m. or through the Procuring Entity’s website.
5. A complete set of Bidding Documents may be purchased by interested Bidders on 14 November 2023 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. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.

6. The NCMB will hold a Pre-bid Conference on 21 November, 2023, 10:30 A.M. through Video Conferencing via Zoom which shall be open to all interested bidders.

**Meeting ID: 954 8394 4020**

**Passcode: 086821**

Interested bidders who wish to join the Pre-Bid Conference may inform the BAC Secretariat in advance through email at [ncmbprocurement@ncmb.gov.ph](mailto:ncmbprocurement@ncmb.gov.ph) on or before 20 November 2023, 03:00 P.M.


7. Bids must be duly received by the BAC Secretariat through manual submission at Administrative Division, 6th floor Arcadia Building, 860 Quezon Avenue, Quezon City on or before 04 December 2023 at 12:00 P.M. 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 04 December 2023, 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 the activity.
10. The NCMB 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:

Ms. Harold May B. Tayaoan  
BAC Secretariat  
National Conciliation and Mediation Board  
4<sup>th</sup>-6<sup>th</sup> Flr. Arcadia Building, 860 Quezon Avenue Quezon City  
Tel. Nos. 8252-6262 Loc. 729  
Email Address: [ncmbprocurement@ncmb.gov.ph](mailto:ncmbprocurement@ncmb.gov.ph)

12. You may visit the following website.

For downloading of Bidding Documents: <https://ncmb.gov.ph/bids-and-awards>

13 November 2023

  
**MARIA CRISTINA O. MANGALIMAN**  
Deputy Executive Director IV  
BAC Chairperson