D. M. Lantican Avenue
University of the Philippines Los Baños
Laguna 4031, Philippines
+6349 536-2865; +632 584-4210
www.aseanbiodiversity.org

INVITATION TO BID

Provision of one (1) year Security Services for the ASEAN Centre for Biodiversity

The ASEAN Centre for Biodiversity (ACB) intends to apply the amount of **Two Million Eight Hundred Sixty Thousand Pesos (PHP 2,860,000.00)** being the Approved Budget for the Contract (ABC), to payments under the contract for the **Provision of one (1) year Security Services for the ACB**. Bids received in excess of the ABC shall be automatically rejected at the opening of bids.

The procurement process shall be conducted through open competitive bidding using a non-discretionary "pass/fail" criterion.

Participation in the bidding is open to all interested bidders, subject to the eligibility requirements and conditions set forth in the ACB Procurement Guidelines.

Interested bidders may obtain further information from the ACB BAC Secretariat and may inspect the Bidding Documents uploaded on the ACB website.

A complete set of the Bidding Documents may be obtained by interested bidders beginning **19 November 2026,** upon payment of a non-refundable fee of **Five Thousand Pesos (PHP 5,000.00)**. The Bidding Documents may also be downloaded from the ACB website. Payment for the Bidding Documents may likewise be made through online bank transfer. Upon request, ACB shall provide the necessary bank account details to facilitate the payment.

The ACB will hold a **Pre-Bid Conference** on **7 December 2026 at 2:00 PM** via video conference and shall be open to all prospective bidders. Interested participants are requested to submit their names and email addresses to the BAC Secretariat on or before **7 December 2026 at 11:00 AM**. Prospective bidders are encouraged to coordinate with the BAC Secretariat prior to the conference for further details and instructions.

Bids must be duly received by the BAC Secretariat at the address below on or before **18 December 2026 at 10:00 AM**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause18.

Bid opening shall be on **18 December 2026, 10:01 AM** in-person and through video conferencing at the ACB Conference Room, Domingo M. Lantican Avenue, University of the Philippines, Los Baños, Laguna. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Prospective bidders are advised to send through email containing the names and email addresses of interested participants on or before **18 December 2026, 9:00 AM.** Late bids shall not be accepted.

The ACB 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, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

BAC Secretariat
ASEAN Centre for Biodiversity
University of the Philippines Los Baños, Laguna 4031
Email: acb-bac@aseanbiodiversity.org

-signed-
GRACE ANNE R. PALIS
BAC Chairperson
Bids and Awards Committee