



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS

MARITIME INDUSTRY AUTHORITY

INVITATION TO BID

PROCUREMENT OF JANITORIAL SERVICES FOR THE MARITIME INDUSTRY AUTHORITY (MARINA)

1. The MARINA through the approved CY 2014 General Appropriations Act (R.A. No. 10633) intends to apply the sum of **P3,096,000.00** being the Approved Budget for the Contract (ABC) as payment for the Contract of **Janitorial Services for CY 2014**. Bids received in excess of the ABC shall be automatically rejected at the bid opening.
2. The Bidder must have completed at least one (1) contract that is similar to this Project, which is Supply and Delivery of Janitorial Services and which value is equivalent to at least fifty percent (50%) of the ABC. The description of an eligible bidder is contained in Section II, Instructions to Bidders of the Bidding Documents.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criteria as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

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.

4. Interested bidders may obtain further information from MARINA and inspect the Bidding Documents at the address given below during Mondays to Fridays, 8:00AM – 5:00PM.

Bidding Documents

- 1) Price of bidding documents for the procurement of janitorial services will be in the non-refundable amount of Five Thousand Pesos (P5,000.00),
- 2) A complete set of Bidding Documents containing other information and instructions to bidders can be purchased by interested bidders at the **4th Floor Supply Section, MARINA Central Office**, Parkview Plaza, Taft Avenue corner T.M. Kalaw Street, Ermita, Manila.

3) The Bidding Documents may also be downloaded free of charge at the following websites provided that the bidders shall pay the fee for the bidding documents upon submission of their bids:

1. MARINA Website- www.marina.gov.ph
2. PHILGEPS – www.philgeps.net

5. The MARINA will hold a Pre-Bid Conference on **28 January 2014 at 10:00 A.M.**, MARINA Lounge, 4th Floor Parkview Plaza, 984 Taft Avenue cor. T.M. Kalaw Street, Ermita, Manila. The Pre-Bid Conference is open to all interested parties.
6. Bids and eligibility requirements must be delivered on the address below starting 22 January 2014 at 8:00 AM to 5:00 PM up to 10 February 2014 at 8:00 am to **10:00 A.M. only**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 19.

Bid opening shall be on **10 February at 10:00 AM**, MARINA Board Room, 4th Floor Parkview Plaza, 984 Taft Avenue cor. T.M. Kalaw Street, Ermita, Manila.

Bids will be opened in the presence of the Bidders' representative/s. Late bids shall not be accepted.

7. The MARINA 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.

Approved Budget for the Contract	P3,096,000.00
Cost of Bidding Documents	Refer to Item 4.1 above
Acceptance of Bidding Documents	23 January 2014-10 February 2014
Date and Time of Pre-Bid Conference	28 January 2014 at 10:00 A.M. at the MARINA Lounge, 4 th Floor Parkview Plaza, 984 Taft Avenue cor. T.M. Kalaw Street, Ermita, Manila.
Date and Time of Deadline of Submission and Opening of Bids	10 February 2014 at 10:00 AM at the MARINA Board Room, 4th Floor Parkview Plaza, 984 Taft Avenue cor. T.M. Kalaw Street, Ermita, Manila.

9. Contract Signing / Approval of the Contract	27 Feb	Administrator
10. Issuance of Notice to Proceed	28 Feb	BAC Secretariat

For further information, please refer to:

Atty. May Flor C. Carpio
Overall Head, BAC Secretariat
Maritime Industry Authority
Tel. No. 521-80-45

Approved:

ATTY. GLORIA J. VICTORIA-BAÑAS
Chairperson, MARINA BAC
Deputy Administrator for Operations