



**MARITIME INDUSTRY AUTHORITY**

**TERMS OF REFERENCE  
PUBLIC BIDDING FOR THE PROCUREMENT OF  
MARINA JANITORIAL SERVICES**

**1. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Maritime Industry Authority (MARINA) shall offer public bidding to all prospective bidders for the procurement of Janitorial Services with an Approved Budget for the Contract (ABC) amounting to **THREE MILLION NINETY SIX THOUSAND PESOS (P3,096,000.00)** covering the period **01 March to 31 December 2014.**

**2. SCOPE OF WORK**

The prospective bidders shall bid and provide housekeeping/janitorial services for the MARITIME INDUSTRY AUTHORITY which Office occupies the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> floors of the Parkview Plaza located at Taft Avenue corner T.M. Kalaw Street, Ermita, Manila, with details as follows:

- 2.1 To provide minimum of eighteen (18) janitors and one (1) supervisor who shall work from Monday to Friday, from 6:30 AM to 4:30 PM;
- 2.2 To perform the following:

**2.2.1 DAILY ROUTINE OPERATIONS:**

- a. Sweeping, mopping and spot scrubbing of all offices and common areas (i.e., hallway, corridors, and stairways);

- b. Cleaning, sanitizing and disinfecting of toilets and washrooms, which includes the use of special sanitizing and disinfecting agents in wash basins, urinals and toilet bowls;
- c. Dusting and cleaning of horizontal and vertical structure surfaces in offices/units and common areas;
- d. Dusting and cleaning of all glass panes, windows, doors and window ledges, air vents and partitions, furniture and fixtures which require specialized maintenance;
- e. Dusting and cleaning of window sills and vacuum cleaning of carpets and draperies;
- f. Cleaning of receptacles in offices/units and common areas;
- g. Proper disposal of garbage and washing of garbage chutes;
- h. Spraying of air fresheners and disinfectants in all offices;
- i. Maintain and provide indoor plants for hallways.

**2.2.2 WEEKLY PERIODIC OPERATIONS (EVERY WEEKENDS):**

- a. Polishing of floors;
- b. Dusting of lighting fixtures, hanging lamps and electric fans, etc.;
- c. Washing and cleaning of inside and outside glass windows, glass partitions and doors;
- d. Thorough washing/cleaning/sanitizing and disinfecting of all washrooms and toilet fixtures;

**2.2.3 MONTHLY PERIODIC OPERATIONS:**

- a. Thorough general cleaning by way of scrubbing, spot-checking of damaged tiles, removal of stains and others;
- b. Thorough cleaning and washing of inside walls and ceilings;
- c. Shampooing and vacuuming of carpeted areas;

- d. Vacuuming of chairs and sofa sets;
- e. Thorough inspection and removal of stain marks on carpeted areas;
- f. Washing and cleaning of light diffusers, venetian blinds, screens, outside walls, ceilings, etc.;

**2.2.4 ADDITIONAL SERVICES TO BE PROVIDED FREE OF CHARGE:**

- a. Reporting of all breakages, electrical malfunctions and others that require immediate attention;
- b. Provide one (1) roving Coordinator who will coordinate with the supervisor from time to time in monitoring the performance of the personnel deployed;
- c. Errand services as required by MARINA;
- d. Reporting minor repair and close coordination;
- e. To provide other equipment that will be necessary during general cleaning;

- 2.3 Provide all necessary minimum number of cleaning equipment and supply of materials for the duration of ten (10) months are as follows:

Equipment (to be provided free of charge)

- 3 units - floor polisher
- 2 units - vacuum cleaner

Tools:

- 3 pieces - Stripping pad for floor polisher
- 3 pieces - polishing pad for floor polisher
- 1 unit - mop squeezer
- 3 pieces - Caution Signage
- 5 pieces - spatula
- 1 piece - 12' Aluminum ladder
- 1 unit - 30 meter Water Hose

- 5 pieces - plastic pails
- 4 pieces - large plastic container (drum)
- 2 pieces - toilet hand pump
- 6 pieces - toilet bowl hand brush
- 6 pieces - rags for dry wiping/cleaning
- 6 pieces - rags for wet wiping/cleaning
- 4 pieces - soft broom
- 4 pieces - broom stick
- 10 pieces - doormats for comfort room

Materials:

- Liquid disinfectant for comfort rooms
- Muriatic acid
- Air freshener
- Furniture liquid polish
- Liquid stain remover
- Shine polish/wax for vinyl tiles
- Liquid soap for comfort rooms
- Deodorant cake for comfort rooms
- Detergent powder
- Powder cleanser
- Scrubbing pad
- Steel wool
- Toilet tissue paper
- Insecticide
- Metal polish
- Garbage bag (big)
- Garbage bag (small, for trash bin)

**3. PERIOD OF THE CONTRACT**

The Contract for janitorial services shall cover **01 March to 31 December 2014.**

**4. CONDITIONS OF THE CONTRACT**

4.1 The contract shall have provisions for General Conditions, Special Conditions, Schedule of Delivery of Requirements and Technical Specifications specified under Section IV, V, VI and VII respectively of the Bid Documents.

- 4.2 That if the exigency of the service so requires, MARINA shall have the right to require janitors to render overtime services, compensable in accordance with the provisions of the Labor Code.
- 4.3 The winning bidder shall comply with the provisions of the Labor Code particularly Chapter III Article 103 which states that wages shall be paid at least once every two (2) weeks or twice a month at intervals not exceeding sixteen (16) days and within five (5) working days from the scheduled date of payment shall submit proof of payment of wages, overtime, and 13<sup>th</sup> month pay of their deployed employees in MARINA.

## 5. PRE-BID CONFERENCE

A Pre-Bid Conference shall be conducted on **28 January 2014, 10:00 o'clock in the morning** at the MARINA Central Office located at the **4<sup>th</sup> floor, MARINA Lounge**, Parkview Plaza, Taft Avenue corner T.M. Kalaw Street, Ermita, Manila, to clarify and address the Bidders' questions on the requirements, terms and conditions and specifications stipulated in the Bidding Documents.

Bidders are encouraged to attend the Pre-Bid Conference but their non-attendance shall in no way prejudice their Bid. The Bidders, however are expected to know the changes and/or amendments to the Bidding Documents discussed during the Pre-Bid Conference.

## 6. BID SECURITY

- 6.1 All bids shall be accompanied by a bid security as required in Section 27 of the revised IRR of RA 9184, payable to MARINA as a guarantee that the successful bidder shall, within ten (10) calendar days or less, as indicated in the Instructions to Bidders, from receipt of the notice of award, enter into contract with the MARINA and furnish the performance security, except when Section 37.1 thereof allows a longer period. Failure to enclose the required bid security in the form and amount prescribed herein shall automatically disqualify the bid concerned.

- 6.2 The bid security shall be in the amount equal to a percentage of the ABC in accordance with the following schedule:

<b>Form of Bid Security</b>	<b>Amount of Bid Security (Equal to Percentage of ABC)</b>
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank	Two percent (2%) of ABC  or  P61,920.00
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five Percent (5%) of ABC  or  P154,800.00

## 7. PERFORMANCE SECURITY

To guarantee the faithful performance by the winning bidder of its obligations under the contract in accordance with the Bidding Documents, it shall post the performance security as required under Section 39 of the Revised IRR of RA 9184 prior to the signing of the contract. The performance security shall be denominated in Philippine Pesos and posted in favor of MARINA, which shall be forfeited in the event it is established

that the winning bidder is in default in any of its obligations under the contract.

## **8. LANGUAGE OF BID**

The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the MARINA, shall be written in English.

## **9. ELIGIBILITY CHECK**

Prior to Bid opening the Bidder must first pass an eligibility check. Only after a Bidder has satisfactorily passed this eligibility check will its Bid be included in the Bid opening.

A Bidder shall include its eligibility documents in a separate envelope marked "Eligibility Documents" and shall be submitted together with the Technical and Financial Bid envelope on or before the deadline specified in the PBDs.

## **10. ELIGIBILITY DOCUMENTS**

For purposes of determining the eligibility of bidders using the criteria stated in Section 23.5 of the Revised IRR of RA 9184, only the following documents shall be required by the BAC using the forms prescribed in the Bidding documents;

### **10.1 Class "A" Documents**

#### **10.1.1 Legal Documents (ORIGINAL/AUTHENTICATED/ CERTIFIED TRUE COPY BY THE ISSUING AGENCY/ENTITY, i.e. SEC, DTI, etc.)**

- a. Registration certificate from Securities and Exchange Commission (SEC) for corporation, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the Bidding Documents.
- b. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.

#### **10.1.2. Technical Documents**

Statement of the prospective Bidder of all its ongoing and completed government and private contracts, where applicable,

including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last five (5) years as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB.

1. Name of the contract;
2. Date of the contract;
3. Kinds of goods;
4. Amount of contract and value of outstanding contracts;
5. Date of delivery; and
6. End user's acceptance or official receipt(s) issued for the contract, if completed.

### **10.1.3 Financial Documents**

- a. The prospective Bidder's audited financial statements, showing among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
- b. The prospective bidder's computation of its Net Financial Contracting Capacity (NFCC) or a commitment from a Universal or Commercial Bank to extend a credit line in favor of the prospective bidder if awarded the contract to be bid (CLC)

## **10.2 Class "B" Documents**

- 10.2.1 Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, a duly notarized statement from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.



## 11. BIDDING DOCUMENTS

A complete set of Bidding Documents containing other information and instructions to bidders can be purchased by interested bidders at the **4<sup>th</sup> Floor Supply Section, MARINA Central Office**, Parkview Plaza, Taft Avenue corner T.M. Kalaw Street, Ermita, Manila and upon payment of a non-refundable fee in the amount of **Five Thousand Pesos (Php 5,000.00)**.

The Bidding Documents may also be downloaded 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](http://www.marina.gov.ph)
2. PHILGEPS – [www.philgeps.net](http://www.philgeps.net)

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