



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 2015 General Appropriations Act (R.A. No. 10651) intends to apply the sum of **P2,960,000.00** being the Approved Budget for the Contract (ABC) as payment for the Contract of **Janitorial Services for CY 2015**. 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 **4<sup>th</sup> 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](http://www.marina.gov.ph)
2. PHILGEPS – [www.philgeps.net](http://www.philgeps.net)

5. The MARINA will hold a Pre-Bid Conference on **24 March 2015 at 2:00 P.M.**, MARINA Board Room, 4<sup>th</sup> 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 20 March 2015 at 8:00 AM to 5:00 PM up to 07 April 2015 at 8:00 am to **2:00 P.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 **07 April 2015 at 2:00 PM**, 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	P2,960,000.00
Cost of Bidding Documents	Refer to Item 4.1 above
Acceptance of Bidding Documents	20 March 2015 - 07 April 2015
Date and Time of Pre-Bid Conference	24 March 2015 at 2:00 P.M. at the MARINA Lounge, 4 <sup>th</sup> Floor Parkview Plaza, 984 Taft Avenue cor. T.M. Kalaw Street, Ermita, Manila.
Date and Time of Deadline of Submission and Opening of Bids	07 April 2015 at 2:00 PM at the MARINA Board Room, 4th Floor Parkview Plaza, 984 Taft Avenue cor. T.M. Kalaw Street, Ermita, Manila.

The complete schedule of activities for the **2015 Procurement of Janitorial Services** is listed as follows:

<b>ACTIVITY</b>	<b>DATES</b>	<b>OPR</b>
1. Preparation of TOR	20 February 2015	BAC TWG
2. Approved Budget for Contract (ABC)	27 January 2015 (Purchase Request was received by BAC TWG on 13 Feb. 2015); ABC was amended for 9 months	End-user
3. Submission of the TOR and Timelines to the PBAC	Resubmitted on 10 March 2015; (1 <sup>st</sup> submission 26 Feb. 2015)	BAC TWG
4. Presentation of the TOR to the PBAC	11 March 2015	PBAC/PBAC TWG Secretariat
5. Presentation of Bidding Documents to the PBAC	11 March 2015	
6. Posting of the Invitation to Bid (ITB) general information on the procurement in the following areas: -PHILGEPS -Website of MARINA -Any conspicuous places in the premises of MARINA	20 March 2015	PBAC Secretariat
7. Conduct of the Pre-Bid Conference	24 March 2015, 02:00 pm MARINA Board Room (1 calendar day)	PBAC / BAC TWG / PBAC Secretariat / Bidders/COA/NGOs
8. Deadline for Submission of Bids and Opening of Bids	07 April 2015, 02:00 pm MARINA Board Room (12 calendar days from the conduct of Pre-Bid Conference)	PBAC / BAC TWG / BAC Secretariat/ COA/NGOs
9. Evaluation of Bids - Technical Evaluation - Financial Evaluation	08 April 2015, 02:00 pm (3 Calendar days after opening of bids)	BAC TWG/End-user
10. Issuance of Notice of	09 April 2015	PBAC/PBAC

Lowest calculated Bid		Secretariat
11. Post Qualification	13 April 2015 (3 cd after receipt of the Notice of Lowest calculated Bid)	BAC TWG
12. Submission to the PBAC of the Result of the Technical and Financial Evaluation conducted by the BAC-TWG; and	14 April 2015, 02:00 pm MARINA Lounge (1 calendar day)	PBAC / BAC TWG / PBAC Secretariat
13. PBAC Deliberation of the evaluation results and finalization and submission of PBAC Resolution to the Administrator	15 April 2015, 02:00 pm MARINA Board Room (1 calendar day)	PBAC / BAC TWG / PBAC Secretariat
14. Issuance of Notice of Award to the winning Bidder	16 April 2015 (2 calendar days)	PBAC / P BAC Secretariat
15. Posting of performance Security	20 April 2015 (2 calendar days)	PBAC /PBAC Secretariat / Winning Bidder
16. Contract Negotiation	21 April 2015 (1 calendar day)	BAC / Winning Bidder / BAC Secretariat
17. Contract Signing and Issuance of Notice to Proceed	21 April 2015 (1 calendar day)	Winning Bidder / MARINA Administrator / BAC Secretariat
18. Deliveries	<b>Date</b>	<b>Output</b>
	01 May 2015	Provide janitorial services as required in the TOR

For further information, please refer to:

**ARNALDO P. VALLESFINO**  
Overall Head, PBAC Secretariat  
Maritime Industry Authority  
Tel. No. 524-6518

Approved:

**(Sgd.) ATTY. GLORIA J. VICTORIA-BAÑAS**  
Chairperson, MARINA PBAC  
Deputy Administrator for Operations