



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS
MARITIME INDUSTRY AUTHORITY



INVITATION TO APPLY FOR ELIGIBILITY AND TO BID

Name of Project: CONTRACT FOR JANITORIAL SERVICES 2013
(To provide 1 supervisor and 16 janitors for janitorial services CY 2013)

The **MARITIME INDUSTRY AUTHORITY (MARINA)**, through the Republic Act No. 10352 otherwise known as General Appropriations Act for Fiscal Year 2013, dated 28 December 2012 intends to apply the sum of **P2,500,000.00** being the Approved Budget for the Contract (ABC) to be used as payment under the Contract for Janitorial Services for 2013. Bids received in excess of the ABC shall be automatically rejected at Bid opening.

Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criteria as specified in the Revised Implementing Rules and Regulations (R-IRR) of Republic Act 9184 (R.A. 9184), otherwise known as the "Government Procurement Reform Act." The Bidding is restricted to Filipino citizens/sole proprietorship, 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 Republic Act 5183 (R.A. 5183) and subject to Commonwealth Act 138 (C.A. 138), and who has experience in undertaking a similar project within the last five (5) years. Only Bids from Bidders who pass the eligibility check will be opened.

The process for the eligibility check is described in Section II of the Bidding Documents. The Bidder with the Lowest Calculated Bid (LCB) shall advance to the post-qualification stage in order to finally determine responsiveness of the bid to technical and financial requirements of the project. The contract shall then be awarded to the Lowest Calculated and Responsive Bidder (LCRB) who was determined as such during the post-qualifications procedure.

Interested Bidders may obtain further information from the MARINA and inspect the Bidding Documents at the address given below from **22 January – 12 February 2013.**

A complete set of Bidding Documents may be purchased by interested Bidders from the address below and upon payment of a nonrefundable fee in the amount of **ten thousand (P10,000) pesos.** The method of payment will be in cash. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.

The MARINA will hold a Pre-Bid Conference open to all interested parties on **30 January 2013, 10:00 A.M.** at the MARINA Board Room, 4/F Parkview Plaza, 984 Taft Avenue corner T. M. Kalaw Street, Ermita, Manila.

Bids and eligibility requirements must be delivered to the address below on or before **12 February 2013, 8:00-10:00 A.M.** Prospective bidders have only until 10:00 A.M. on the same date to submit their bids. All Bids must be accompanied by a Bid security (2% of ABC) if in the form of cash, bank draft/guarantee confirmed by a Universal or Commercial Bank 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, or (5% of ABC) if Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.

All Bids must be accompanied by a Bid security in the amount equal to a percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Equal to Percentage of ABC)
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank	Two percent (2%) of ABC or P50,000.00
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 P125,000.00

Bid opening shall be on **12 February 2013, 10:00 A.M.** at the MARINA Board Room, 4/F Parkview Plaza, 984 Taft Avenue corner T. M. Kalaw Street, Ermita, Manila.

The complete schedule of activities is listed, as follows:

ACTIVITY	DATES	OPR
1. Pre-procurement conference	09 January 2013	BAC, BAC-TWG & BAC Secretariat
2. Publication in the newspaper of General Circulation, Posting of the Invitation to Apply for Eligibility and to Bid at the PhilGEPS Website, MARINA Website and at any conspicuous place within MARINA Premises	22 January – 12 February 2013	Publication in the newspaper of General Circulation, Posting at PhilGEPS & MARINA premises c/o Mr. Renato M. Sagmit Posting at MARINA Website c/o Ms. Buena G. Ramos
3. Issuance and availability of Bidding Documents	22 January – 12 February 2013	BAC Secretariat
4. Pre-Bid Conference	30 January 2013	BAC, BAC-TWG & BAC Secretariat, Bidders & Observers
5. Request for Clarification	01 February 2013	BAC, BAC-TWG & BAC Secretariat, Bidders & Observers
6. Supplemental/Bid Bulletin	04 February 2013	BAC, BAC-TWG & BAC Secretariat, Bidders & Observers
7. Submission/Receipt and Opening of Bids	12 February 2013	BAC, BAC-TWG & BAC Secretariat, Bidders & Observers
8. Submission of Additional Requirements	13-15 February 2013	BAC, BAC-TWG & BAC Secretariat, Bidders & Observers
9. Bid Evaluation	18 February 2013	BAC-TWG & BAC Secretariat
10. Post Qualification <ul style="list-style-type: none"> • Notification from the BAC to the bidder with lowest calculated bid • Submission of the following documentary requirements to the BAC by the notified bidder: <ul style="list-style-type: none"> a. Tax Clearance b. Latest Income & Business 	19 February 2013 20 February 2013	BAC, BAC-TWG & BAC Secretariat, Bidders & Observers

Tax Returns c. Certificate of PhilGEPS Registration and d. Other appropriate licenses and permits required by law and stated in the bidding documents • Declaration by the BAC that the bids submitted by the bidder with the lowest calculated bid as the lowest calculated responsive bid	21 February 2013	
11. Approval of Resolution	22 February 2013	BAC, BAC-TWG & BAC Secretariat
12. Issuance of Notice of Award	26 February 2013	Administrator
13. Preparation of the Contract	26 February 2013	BAC Secretariat
14. Contract Signing/Approval of The Contract	27 February 2013	Administrator
15. Issuance of Notice to Proceed	28 February 2013	BAC Secretariat

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.

ARSENIO F. LINGAD II, CEO VI

Chairman, Bids and Awards Committee

Maritime Industry Authority

4/F Parkview Plaza,

984 Taft Avenue

corner T. M. Kalaw Street, Ermita, Manila

Tel. No. 525-78-90 / 524-65-18

Email address: marina_bac_sec@yahoo.com