



**INVITATION TO BID FOR
PROCUREMENT OF 2024 JANITORIAL SERVICES FOR
THE MARINA CENTRAL OFFICE AND ITS SATELLITE
OFFICES FOR FY 2024**

1. The **MARITIME INDUSTRY AUTHORITY**, through the *2024 General Appropriations Act (GAA)* intends to apply the sum of **Five Million Eight Hundred Forty-five Thousand Pesos (Php 5,845,000.00)** inclusive of all government taxes, other fees and charges, being the ABC to payments under the contract for **PROCUREMENT OF 2024 JANITORIAL SERVICES FOR THE MARINA CENTRAL OFFICE AND ITS SATELLITE OFFICES FOR FY 2024**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **MARITIME INDUSTRY AUTHORITY** now invites bids for the above Procurement Project. Delivery of the Goods is required by **Section VI, Schedule of Requirements**. Bidders must be engaged in the business for at least **Three (3) years** from the date of the bid opening. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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 No. 5183.

4. Prospective Bidders may obtain further information from **MARINA Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the MARINA website and the address given below from Monday to Friday, 09:00 A.M. to 04:00 P.M.
5. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and at www.marina.gov.ph, however, the Bidder shall pay the Bid Documents based on the table below. Proof of payment shall be presented prior to submission of Bids.

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

6. The **MARITIME INDUSTRY AUTHORITY** will hold a Pre-Bid Conference on **26 April 2024 at 7th Floor, Hearing Room MARINA Central Office, Port Area, Manila at 2:00 PM** and/or *through* video conferencing or webcasting via **Zoom**, which shall be open to prospective bidders.

Join Zoom Meeting

<https://us06web.zoom.us/j/88099453052?pwd=jbXvzbnpbkWEMyOarq95zAF9pHaX7s.1>

Meeting ID: 880 9945 3052

Passcode: MARINAbac

7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **10 May 2024, 10:00 AM**. Bid will be opened in the presence of the Bidder limited to only one representative, who chooses to attend at the address below. Late bids shall not be accepted.
9. The Schedule of Bidding Activities shall be as follows:

ACTIVITIES	DATE/TIME	VENUE
1. Posting of Bid Documents	17 April 2024 – 24 April 2024	PhilGEPS and MARINA Website and Premises
2. Sale and Issuance of Bid Documents	17 April 2024 to 10 May 2024 9:00 A.M. to 4:00 P.M. (except on 10 May 2024 which will be until 9:00 AM only)	MARINA Central Office, Port Area, Manila
3. Pre-bid Conference	26 April 2024 2:00 P.M.	7th Floor, Hearing Room MARINA Central Office, Port Area, Manila
4. Deadline of Receipt of Requests for Interpretation from the Bidders	29 April 2024	via email : baccsec@marina.gov.ph

5. Issuance/Posting of Supplemental/Bid Bulletin, if any	29 April 2024 to 03 May 2024	PhilGEPS and MARINA website
6. Deadline of Submission of Bids	10 May 2024 10:00 A.M.	MARINA Central Office, Port Area, Manila
7. Opening of Bid Documents	10 May 2024 1:30 P.M.	7th Floor, Hearing Room MARINA Central Office, Port Area, Manila

10. The **MARITIME INDUSTRY AUTHORITY** 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 in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, you can contact the BAC Secretariat c/o Ms. Jannelle R. Bituin at 09773835607 and email address at bacsec@marina.gov.ph from 09:00 A.M. to 04:00 P.M., Monday to Friday.

12. You may visit the following websites:

For downloading of Bidding Documents:

www.marina.gov.ph

<https://www.philgpeps.gov.ph>

 **ATTY. SHARON D. ALEJO**
Chairperson, Bids and Awards Committee