



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
MARITIME INDUSTRY AUTHORITY

# **PHILIPPINE BIDDING DOCUMENTS**

## **PROCUREMENT OF JANITORIAL SERVICES FOR THE MARINA CENTRAL OFFICE AND ITS SATELLITE OFFICES FOR FY 2025 THROUGH EARLY PROCUREMENT**

**Public Bidding No.  
2024-11**

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

***Section I.***  
***Invitation to Bid***



## INVITATION TO BID FOR PROCUREMENT OF JANITORIAL SERVICES FOR THE MARINA CENTRAL OFFICE AND ITS SATELLITE OFFICES FOR FY 2025 THROUGH EARLY PROCUREMENT

1. The **MARITIME INDUSTRY AUTHORITY**, through the *2025 General Appropriations Act (GAA)* intends to apply the sum of **Ten Million Two Hundred Seventy-Two Thousand Six Hundred Fourteen Pesos and Forty-Seven Centavos (Php 10,272,614.47)** inclusive of all government taxes, other fees and charges, being the ABC to payments under the contract for ***PROCUREMENT OF JANITORIAL SERVICES FOR THE MARINA CENTRAL OFFICE AND ITS SATELLITE OFFICES FOR FY 2025***. 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 should have completed, within **three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. 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](http://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.

<b>Approved Budget for the Contract</b>	<b>Maximum Cost of Bidding Documents (in Philippine Peso)</b>
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 **02 December 2024** at *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/83659636576?pwd=EbM79obnMBPZRm27tmHDI8UyjIWhWI.1>

Meeting ID: 836 5963 6576

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 **16 December 2024, 11:00AM**. 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:

<b>ACTIVITIES</b>	<b>DATE/TIME</b>	<b>VENUE</b>
1. Posting of Bid Documents	<b>November 23, 2024 to November 30, 2024</b>	PhilGEPS and MARINA Website and Premises
2. Sale and Issuance of Bid Documents	<b>November 23, 2024 until December 16, 2024</b> 9:00 A.M. to 4:00 P.M. (except on December 16, 2024 which will be until 10:00 A.M. only)	10th floor, MARINA Central Office, Port Area, Manila
3. Pre-bid Conference	<b>December 02, 2024</b> 2:00 P.M.	MARINA Central Office, Port Area, Manila and via zoom
4. Deadline of Receipt of Requests for Interpretation from the Bidders	<b>until December 04, 2024</b>	via email : bacsec@marina.gov.ph
5. Issuance/Posting of Supplemental/Bid Bulletin, if any	<b>until December 06, 2024</b>	PhilGEPS and MARINA website
6. Deadline of Submission of Bids	<b>December 16, 2024</b> 11:00 A.M.	MARINA Central Office, Port Area, Manila
7. Opening of Bids	<b>December 16, 2024</b> 1:30 P.M.	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. This procurement project is undertaken through Early Procurement Activities (EPA), hence, the award of contract to the Lowest/Single Calculated and Responsive Bidder may only be made by the Procuring Entity upon approval or enactment of the FY 2025 General Appropriations Act (GAA) pursuant to Sec 7.6 of the Updated 2016 Revised IFtR of RA No. 9184 and the provisions under GPPB Circular 06-2019 dated 17 July 2019.
  
12. For further information, please refer to:  
  
MARINA BAC Secretariat  
10th floor MARINA Building, Bonifacio Drive corner 20th Street  
Port Area (South), Manila, 1018  
bacsec@marina.gov.ph  
(02) 8523-2950
  
13. You may visit the following websites:  
For downloading of Bidding Documents:  
[www.marina.gov.ph](http://www.marina.gov.ph)  
<https://www.philgpeps.gov.ph>

Sgd.  
**ATTY. MARIA ROWENA B. HUBILLA**  
Chairperson, Bids and Awards Committee

***Section II.***  
***Instructions to Bidders***

## 1. Scope of Bid

The Procuring Entity, **MARITIME INDUSTRY AUTHORITY** wishes to receive Bids for the ***PROCUREMENT OF JANITORIAL SERVICES FOR THE MARINA CENTRAL OFFICE AND ITS SATELLITE OFFICES FOR FY 2025***, with identification number ***Public Bidding No. 2024-11***.

The Procurement Project (referred to herein as “Project”) is composed of One 1 Lot, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for FY 2025 in the amount of **Ten Million Two Hundred Seventy-Two Thousand Six Hundred Fourteen and Forty-Seven Centavo (Php 10,272,614.47)** inclusive of all government taxes, other fees and charges.

2.2. The source of funding is through the authorized appropriations under the CY 2025 General Appropriations Act (GAA).

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC (P5,136,307.24).**
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Associated Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

**Subcontracting is not allowed.**

- 7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or

workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address Maritime Industry Authority 20th St corner Bonifacio Drive Port Area Manila and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **ITB**, at **least ten (10) calendar days** before the deadline set for the submission and receipt of Bids.

## **10. Documents Comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **the last five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in a foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in the **BDS**.
  - b. For Services, based on the form which may be prescribed by the Procuring Entity, in accordance with existing laws, rules and regulations.

## **13. Bid and Payment Currencies**

- 13.1. Bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:

**Philippine Pesos.**

## **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid for **120 calendar days** from the date of opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## **15. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

**The Procuring Entity may request additional hard copies of the Bid.** However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

**If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.**

## **16. Deadline for Submission of Bids**

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## **17. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed,*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in Section VII (Technical Specifications), although the ABCs of these lots or items are indicated in the BDS for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:
- One Project having several items that shall be awarded as one contract.**
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the BDS.

## **21. Signing of the Contract**

The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the BDS.



***Section III.***  
***Bid Data Sheet***

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. Contract for the supply of commercial cleaning, housekeeping, facility maintenance, and general maintenance services.</li> <li>b. Completed within the last five (5) years prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1	Subcontracting is not allowed.
12	The price of the Goods/Services shall be based on the current market prices minimum wage orders and other relevant laws.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>a. The amount of not less than <b>Php 205,452.28</b> (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee, or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Php 513,630.72</b> (5% of ABC), if bid security is in Surety Bond.</li> </ol>

Each Bidder shall submit a hard copy of the bid requirements in *one (1) sealed big envelope*, in this template:

<b>TO:</b>	<b>THE BIDS AND AWARDS COMMITTEE</b>	
	<b>MARITIME INDUSTRY AUTHORITY - CENTRAL</b>	
	<b>OFFICE</b>	
<b>FROM:</b>	_____	
	(Name of Bidder in Capital Letters)	
<b>ADDRESS:</b>	_____	
	(Address of Bidder in Capital Letters)	
<b>PROJECT:</b>	_____	<b>BID REF:</b> _____
	(In Capital Letters, Indicate the Phrase)	
	<b>DO NOT OPEN BEFORE</b> _____	
	(Date and Time for the opening of bids)	

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Filling-out instructions:

- a) Be addressed to the Procuring Entity’s BAC;
- b) Bear the name and address of the Bidder in CAPITAL LETTERS;
- c) Bear the Name and Bid Ref. No. of the Project; and
- d) Contain the name of the project to be bid in CAPITAL LETTERS  
Bear the warning **“DO NOT OPEN BEFORE .... (Date and time of the opening of bids)”**

Inside the one (1) big sealed envelope shall contain two (2) sets of sealed envelopes:

1. One of the envelopes must contain one original and two copies of eligibility and technical documents duly marked as “original”, “copy 1” and “copy 2”.
2. The other envelope must contain one original and two copies of the Financial Bid Form duly marked as “original”, “copy 1”, and “copy 2”.

<p>16.1</p>	<p>The address for the submission of Bids is:</p> <p style="text-align: center;"><b>MARINA BAC Secretariat</b></p> <p style="text-align: center;"><b>10th Floor, MARINA Building, A. Bonifacio Drive corner 20th Street, Port Area, Manila</b></p> <p>The deadline for submission of bids is _____</p>
<p>17.1</p>	<p>The place of bid opening is</p> <p style="text-align: center;"><b>MARINA Central Office Building</b></p> <p style="text-align: center;"><b>A. Bonifacio Drive corner 20th Street, Port Area, Manila</b></p> <p>The Date and time of opening is: _____</p>
<p>20.2</p>	<p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the BDS.</p>
<p>21.1</p>	<p>The Service Provider shall collate and submit the following Janitorial Personnel Data information to MARINA:</p> <ul style="list-style-type: none"> <li>a. Copy of Employee Personal Data Sheet with details such as SSS, Pag-IBIG, PhilHealth Number, and other information;</li> <li>b. Latest Copy of the Barangay, Police, and NBI Clearance;</li> <li>c. Health Permit issued from the City of Manila; and</li> <li>d. Copy of Pre-employment Medical Exam.</li> </ul>

***Section IV.***  
***General Conditions of***  
***Contract***

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitations which were issued after the effectivity of the said amendment.

**Additional requirements for the completion of this Contract shall be provided in the Special Conditions of Contract (SCC).**

## 2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. **The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the SCC.**

## 3. Performance Security

Within **ten (10) calendar days** from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## 4. Inspection and Tests

**The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project.** In addition to tests in the SCC, **Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

***Section V.***  
***Special Conditions of***  
***Contract***



## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>Delivery of the Goods and Services (i.e., janitorial services, supplies, and equipment) shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p><b><u>RESPONSIBILITIES OF THE JANITORIAL SERVICE AGENCY</u></b></p> <ol style="list-style-type: none"> <li>1. The Service Provider shall collate and submit the following Janitor Personnel Data Information to MARINA:             <ol style="list-style-type: none"> <li>a. Copy of Employee Personal Data Sheet with details such as SSS, Pag-IBIG, PhilHealth Number, and other information;</li> <li>b. Latest Copy of Barangay, Police, and NBI Clearance;</li> <li>c. Health Permit issued from the City of Manila; and</li> <li>d. Copy of Pre-employment Medical Exam.</li> </ol> </li> <li>2. The Service Provider shall pay its janitorial personnel on time and not less than the minimum wage and other benefits mandated by law. The Service Provider shall comply with the laws governing labor standards and employee compensation. A certificate for the purpose shall be required from the Service Provider.</li> <li>3. The Service Provider shall make prompt payments to all its janitorial personnel such remuneration and benefits indicated and set forth in accordance with the existing minimum rates provided by law. The Service Provider shall also make timely and immediate remittances of all contributions and other payments due to SSS/PhilHealth/Pag-IBIG or such other related government agencies where the janitorial services provider is bound to make remittances for the benefit of its personnel assigned to MARINA.</li> <li>4. The Service Provider is responsible for informing all its janitorial personnel deployed to the works of MARINA’s rules and regulations which are expected to be observed at all times.</li> <li>5. The Service Provider shall provide the janitorial personnel with appropriate uniforms, and protective gear if necessary, and ensure that they observe proper personal hygiene and appear neat and clean at all times.</li> <li>6. The Service Provider shall provide the service personnel with complete identification cards which shall be worn at all times while within the MARINA premises.</li> </ol>

7. The Service Provider shall submit a Daily Housekeeping and Maintenance Checklist covering office premises and toilet facilities.
8. The Service Provider shall guarantee that its personnel are well-trained. The winning contractor shall see to it that all personnel assigned to MARINA have received or been subjected to appropriate training. This is for them to be equipped with the right knowledge and skills in the performance of their duties and responsibilities.
9. The Service Provider shall assume responsibility and liability for all damages and losses which may occur within the MARINA premises directly caused or arising as a result of any misconduct, negligence, fault, or dishonesty of the personnel concerned, as may be found guilty by a joint and impartial investigation.

### **PERFORMANCE EVALUATION**

The Service Provider shall maintain a satisfactory level of performance throughout the term of the Contract. MARINA shall evaluate the Contractor's performance based on the following:

- a. Quality of Service Rendered;
- b. Timely submission of regular Monthly Accomplishment Report; and
- c. Management and suitability of Personnel.

### **DOCUMENTARY REQUIREMENTS:**

The Service Provider shall submit the following documentary requirements:

- a. Company profile, confirming the foregoing requirements, including the organizational chart;
- b. Copy of the latest Mayor's/Business Permit or its Equivalent Document. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.
- c. Copies of the Certificate of Registrations from the following government agencies:
  - SEC or DTI or CDA;
  - PhilGEPS
  - SSS
  - PAGIBIG
  - Philhealth
  - DOLE

d. Copies of employee data and other employment requirements

**RIGHTS AND RESPONSIBILITIES OF MARINA**

1) MARINA has the authority to take immediate action in the event that service personnel are found to be dishonest, incompetent, lazy or engaging in conduct deemed prejudicial to MARINA's best interests.

2) MARINA has the right to replace janitorial personnel whose work is below standard or whose conduct is unsatisfactory and detrimental to MARINA's interests.

3) MARINA holds the exclusive option to terminate the contract at any time for violation of its terms and conditions, or if the services rendered are considered substandard or unsatisfactory.

4) MARINA may pre-terminate the contract if the Janitorial Agency fails to fulfill its obligations, following the procedure prescribed under the guidelines on contract termination issued by the Government Procurement Policy Board (GPPB).

5) MARINA has the sole discretion to terminate the contract at any time for any violation of the terms and conditions, or if, in MARINA's judgment, the services rendered are deemed unsatisfactory or prejudicial to its interests.

6) MARINA retains the right to relieve or replace any janitor when it is deemed necessary and warranted.

7) If necessary and upon determination by MARINA, MARINA has the right to require janitorial personnel to render overtime services, compensable in accordance with the provisions of the Labor Code.

2.2	Payment to the Service Provider shall be made on a monthly basis, subject to the submission of a billing statement and other supporting documents by the Service Provider. The services shall be billed on the actual services received by MARINA.
4	The inspections and tests that will be conducted are actual inspections of the physical office located in Metro Manila, janitorial manpower, their supplies, equipment, and other essential paraphernalia at any time it is deemed necessary or as referred to in Section VII. Technical Specifications.

<p>5</p>	<p>The Service Provider warrants MARINA the following:</p> <ol style="list-style-type: none"> <li>1. Full responsibility for the contract work from the commencement to the termination;</li> <li>2. Cost of damage or loss of the MARINA’s property, or to those for which MARINA may be held responsible for whatever reason, which is due to or has been sustained through the fault of the assigned service personnel</li> <li>3. Any injuries or damages suffered by reason of failure, negligence, delay, or conduct on the part of the Service Provider and/or its personnel in the performance of its contractual obligations; and</li> <li>4. Freedom from any liability or damage or loss of the Service Provider’s tools, equipment, or materials needed for the duration of the Contract, unless it is clearly ascertained that the fault lies with MARINA. Damaged or lost tools, equipment, and materials shall be immediately replaced by the Service Provider to avoid any interruption in the delivery of the required services.</li> </ol>
<p>6</p>	<p>Adopted and interpreted as “liability of the service provider”</p>
<p>6</p>	<p><b><u>OTHER REQUIREMENTS:</u></b></p> <p>The MARINA and the JANITORIAL SERVICE PROVIDER must be compliant with the DOLE Department Order No. 174, Series of 2017, as amended, in particular. Place of Work: Compliance with Labor Standards and Occupational Health and Safety, and Administrative Fee which states that:</p> <p>“The place of work and terms and conditions governing the contracting arrangement, to include the agreed amount of the services to be rendered, the standard administrative fee of not less than ten percent (10%) of the total contract cost shall be provided.</p> <p>Compliance with all rights and benefits of the employees under the Labor Code and Department Order No. 174, Series of 2017, on: safe and healthful working conditions; labor standards such as service incentive leave, rest days, overtime pay, 13th month pay and separation pay retirement benefits; contributions and remittances of SSS, PhilHealth and Pag-IBIG.”</p>

***Section VI.***  
***Schedule of Requirements***

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Qualified and skilled personnel with sufficient experience in general cleaning/maintenance of public office.	<b>Thirty-Three (33) Janitors</b> <b>One (1) Supervisor</b>	34	
2	Period of Contract			The contract period shall be from <b><u>January to December 2025</u></b> effective upon receipt of the Notice to Proceed.

*The Contract to be awarded shall be subject to existing DBM Guidelines on Cash-Based Budgeting (NBC No. 583 dated 4 January 2021) and other relevant regulations. Accordingly, the contract period shall commence seven (7) calendar days upon receipt of the Notice to Proceed and terminate on 31 December 2025. In the event that the resulting contract period is less than twelve (12) months, the annual financial bid of the SCRB or LCRB shall be divided by twelve (12) to arrive at the monthly fee for the janitorial services, which not exceed the foregoing ABC divided by twelve (12).*

I hereby undertake to comply with and deliver all the above requirements.

Company Name

Name and Signature of Authorized Representative

Date

***Section VII.***  
***Technical Specifications***

# Technical Specifications

Item	Specification	Statement of Compliance												
<b>1</b>	<b>Procurement of Janitorial Services for CY 2025</b>													
	<p><b>I. SCOPE OF SERVICE</b></p> <p>1. Provision of Janitorial Services consists mainly of providing reliable and well-trained thirty-four (34) Janitor Personnel, including Cleaning Supplies, Materials, and Equipment for twelve (12) months.</p> <p>All thirty-four (34) janitor personnel, one of whom will be designated as the Supervisor, will be assigned to the MARINA Central Office Building and Satellite Offices located at the following addresses:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 25%;">Janitorial Personnel (including the Supervisor)</td> <td style="width: 10%; text-align: center;">31</td> <td style="width: 65%;">MARINA Central Office A.Bonifacio Drive corner 20th Street, Port Area, Manila</td> </tr> <tr> <td></td> <td style="text-align: center;">2</td> <td>MARINA Satellite Office at SM City Manila, Concepcion corner Arroceros St., San Marcelino, Ermita, Manila</td> </tr> <tr> <td></td> <td style="text-align: center;">1</td> <td>MARINA Satellite Office at POEA, Ortigas, Pasig</td> </tr> <tr> <td><b>TOTAL Janitorial Personnel</b></td> <td style="text-align: center;"><b>34</b></td> <td></td> </tr> </table>	Janitorial Personnel (including the Supervisor)	31	MARINA Central Office A.Bonifacio Drive corner 20th Street, Port Area, Manila		2	MARINA Satellite Office at SM City Manila, Concepcion corner Arroceros St., San Marcelino, Ermita, Manila		1	MARINA Satellite Office at POEA, Ortigas, Pasig	<b>TOTAL Janitorial Personnel</b>	<b>34</b>		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of</i></p>
Janitorial Personnel (including the Supervisor)	31	MARINA Central Office A.Bonifacio Drive corner 20th Street, Port Area, Manila												
	2	MARINA Satellite Office at SM City Manila, Concepcion corner Arroceros St., San Marcelino, Ermita, Manila												
	1	MARINA Satellite Office at POEA, Ortigas, Pasig												
<b>TOTAL Janitorial Personnel</b>	<b>34</b>													



	<p>2. Janitorial Services</p> <p>a. Each service personnel shall be required to render a minimum of eight (8) hours of service from Mondays to Fridays, observing the work schedule of 7:00 AM - 4:00 PM or 9:00 AM - 6:00 PM;</p> <p>b. MARINA shall prescribe the schedule and corresponding duties of the janitorial personnel. The respective areas of assignment of the janitorial personnel shall also be determined by MARINA;</p> <p>c. The Service Provider shall provide additional service personnel under the same rate and manner of payment or reduce the number thereof as the need arises, upon the request of MARINA;</p> <p>d. Should janitorial personnel go on a scheduled or unscheduled leave of absence, the Service Provider shall promptly dispatch/assign a reliever, otherwise, a corresponding reduction in the monetary obligation of MARINA shall be made;</p> <p>e. The Service Provider shall assign a Supervisor to monitor the performance of the janitorial personnel, attendance and handle the consolidation of daily time records periodically as a documentary basis for billing to MARINA;</p> <p>f. Under the direction and supervision of MARINA’s Chief, General Services Division, the Service Provider agrees to subject its janitorial personnel assigned to MARINA to perform the following tasks;</p> <p>i. DAILY ROUTINE</p> <p>1. Sweep, mop dry, scrub and polish all floors of all offices including corridors, lobbies, entrance and exit stairways. These areas shall be services continuously during hours of public use to guarantee cleanliness;</p>	<p><i>specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
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	<ol style="list-style-type: none"> <li>2. Clean and sanitize all toilet facilities, including facial mirror, toilet cubicles, lavatories, countertops, cabinets, toilet bowls, and urinals;</li> <li>3. Check and replenish supply of liquid soap dispensers at all toilet facilities;</li> <li>4. Dust, clean, and wipe all glass panels/walls/doors, glass tops, doors and windows, office equipment, shelves, cabinets, and all other furniture, fixtures, and furnishings;</li> <li>5. Clean and sanitize MARINA premises;</li> <li>6. Switch-off/on all lights/air-conditioning units when not in use and areas where necessary;</li> <li>7. Clear/remove/dispose waste and undertake segregation of all biodegradable/non-biodegradable waste;</li> <li>8. Vacuum of all carpeted areas in all offices;</li> <li>9. Assist in the hauling/transfer of boxes of documents, office supplies, and various furniture and equipment;</li> <li>10. Upkeep of indoor potted and garden plants; and</li> <li>11. Prepare and serve refreshments during conferences and/or meetings.</li> </ol> <p>ii. WEEKLY ROUTINE</p> <ol style="list-style-type: none"> <li>1. Wash, scrub, wax, remove dirt stain with stripper, wash and polish all floors;</li> <li>2. Clean, sanitize, and disinfect all washrooms and toilets, toilet bowls, urinals, lavatories, and water containers;</li> <li>3. Thorough cleaning, washing and scrubbing of all rooms and comfort room facilities;</li> </ol>	
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	<ol style="list-style-type: none"> <li>4. Wash, soap, rinse, and wipe dry all glass windows, trash receptacles, and garbage cans;</li> <li>5. Defrost and clean refrigerators, water dispensers, microwave ovens, and oven toasters;</li> <li>6. Wash, clean, and wipe dry light diffusers, vertical/horizontal blinds, ACU vents, electric fans, air purifier; and</li> <li>7. Vacuum carpeted floors and remove spots and stains with remover, liquid shampoo and brush.</li> </ol> <p>iii. MONTHLY ROUTINE</p> <ol style="list-style-type: none"> <li>1. Dust and remove cobwebs in all areas of the MARINA premises;</li> <li>2. Clean, shampoo, and vacuum-dry partitions, as necessary;</li> <li>3. Shampoo and vacuum-dry all carpeted areas;</li> <li>4. Wipe ceiling boards in the office areas, and clean the utility storage rooms;</li> <li>5. Clean ornamental plants and polish metal signs;</li> <li>6. Refill liquid deodorizers in all restrooms; and</li> <li>7. Spraying insecticides and other pest control activities.</li> </ol> <p>iv. JANITORIAL SUPERVISOR (DAILY OPERATIONS)</p> <ol style="list-style-type: none"> <li>1. Supervise the work of the janitorial personnel to ensure faithful performance of their tasks;</li> <li>2. Prepare work assignments and schedule twice a month;</li> <li>3. Represent the Service Provider and be responsible for attending to/implementing various requests and instructions, and in addressing/resolving complaints reported by MARINA;</li> <li>4. Prepare and submit monthly work accomplishments and inventory reports on (1) the monitoring of the use of consumable supplies/item, and (2) the detection of defective tools and equipment to be fixed/repaired and/or</li> </ol>	
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- replaced;
- 5. Prepare a work accomplishment report for extra service/overtime services rendered; and
- 6. Perform other similar and related tasks as required or assigned from time to time.

v. MISCELLANEOUS AND OTHER SERVICES

Miscellaneous services will be performed as required (i.e. logistical assistance during meetings and conferences, hauling of office furniture, fixtures and equipment, and other official errands). Other services include:

- 1. Reporting of any damage/leaking pipe plumbing, water and toilet facilities, electrical installations, and any damaged furniture and fixtures that will need immediate repair; and
- 2. Performing errands as required by the concerned MARINA units/offices (in performing errand services, the janitorial personnel must fill out a Pass Slip form which will be provided by the Service Provider).

3. Tools and Equipment used in Daily Operations

- a. The Service Provider shall make available, for its own account and at no additional cost to MARINA, the following tools and equipment necessary for the satisfactory performance of the service:

#	PARTICULARS	UNIT	QTY
1	12' Aluminum Ladder	Unit	2
2	Floor Polisher	Unit	6
3	Vacuum Cleaner	Unit	10
4	Mop Squeezer	Unit	30

5	Wheeled Bucket Wringer (Mop Bucket)	Unit	15
6	Housekeeping Cleaning Tool Belt Bags	Unit	35
7	Rubber Water Hose (30 meters)	Unit	3

- b. The Service Provider shall make available every month for the duration of the contract the following minimum consumable supplies and items for the satisfactory performance of the service based on the quantities itemized below:

#	PARTICULARS	UNIT	QTY
1	Liquid Wax - 3.75 Liters	botl.	12
2	Floor Polishing Stripping Pad 16: Ordinary	pcs	24
3	Microfiber rags	kg	24
4	Deodorizer Cake (30 grams)	doz	5
5	Air Freshener - 320 ml; aerosol spray	can	30
6	Insect Spray - water-based, liquid, 420 ml net content, aerosol spray	can	30
7	Liquid disinfectant - 5 liters per container	botl	40
8	Liquid fabric conditioner @900ml per container (for carpeted flooring)	botl	8
9	Cleaning pads (for toilets and pantries)	pcs	40

10	Toilet bowl cleaner	botl	16
11	Powder Soap/Detergent	kg	50
12	Bleaching Solution	gal	8
13	Carpet Shampoo	botl	10
14	Ceiling broom	pc	6
15	Hand brush for toilets	pc	35
16	Hand gloves - rubber	pc	35
17	Dustpan	pc	12
18	Soft broom (tambo)	pc	15
19	Stick Broom (ting-ting)	pc	15
20	Liquid Glass cLeaners (3700ml)	gal	12
21	Metal Polish - 150ml	pc	5
22	Mop Head for Bucket Wringer	pc	30
23	Garbage/Trash Bags (small)	pc	3,600
24	Garbage bags (xxl)	pc	1,200

The Service Provider shall promptly replace any tool or equipment found defective or unserviceable at no additional cost to MARINA; and

Ensure the delivery of supplies needed by its complement for the month and submit therewith a list/inventory level thereof to the GSD Chief and/or Supply/Property Office every first Monday of the month.

	<p><b><u>QUALIFICATION OF THE BIDDER:</u></b></p> <ol style="list-style-type: none"> <li>1. Should have at least three (3) years of experience providing janitorial services and/or housekeeping services;</li> <li>2. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGEPS);</li> <li>3. Must be a duly licensed and registered service provider with the Department of Labor and Employment (DOLE);</li> <li>4. Must be registered with the Securities and Exchange Commission (SEC) Department of Trade and Industry (DTI) or Cooperative Development Authority (CDA);</li> <li>5. Must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (HDMF), Pag-IBIG, and PhilHealth;</li> <li>6. Must be duly registered with the Bureau of Internal Revenue (BIR);</li> <li>7. Net Financial Contracting Capacity at least equal to the ABC or Committed Line Credit at least equal to 10% of ABC;</li> <li>8. A very satisfactory rating from at least three (3) government agencies or private corporation/s, with whom the Service Provider has a past or ongoing contract; and</li> <li>9. The Service Provider must have a physical office in Metro Manila and an available line for communications.</li> </ol>	
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I hereby undertake to comply and deliver all the above requirements.

Company Name

Name and Signature of Authorized Representative

Date

***Section VIII.***  
***Checklist of Technical and  
Financial Documents***



# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class “B” Documents*

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements 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.

## II. FINANCIAL COMPONENT ENVELOPE

- (i) Original of duly signed and accomplished Financial Bid Form; **and**
- (j) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- (k) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

***Section IX.***  
***Bidding Forms***

COMPANY LETTERHEAD

**Statement of ongoing government and private contracts**

**PROCUREMENT OF JANITORIAL SERVICES FOR THE MARINA CENTRAL OFFICE AND ITS SATELLITE OFFICES FOR FY 2025 THROUGH EARLY PROCUREMENT**

Statement of all its ongoing government and or private contracts within the last three (3) years, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the Contract to be bid.

Name of client	Name of Contract	Date and status of contract	Kinds of Goods	Amount of contract	Value of outstanding contracts	Date of Delivery	Purchase order Number/s or Date of Contract/s
Total value of outstanding contract:							

**CERTIFIED CORRECT:**

Name and Signature of Authorized Representative
Position
Date

COMPANY LETTERHEAD

**Statement of Single Largest Completed Contract (SLCC)**

**PROCUREMENT OF JANITORIAL SERVICES FOR THE MARINA CENTRAL OFFICE AND ITS SATELLITE OFFICES FOR FY 2025 THROUGH EARLY PROCUREMENT**

Statement of Single (1) Largest Completed Contract of Similar nature within the last five (5) years from the date of submission and receipt of bids amounting to at least fifty percent (50%) of the Approved Budget of the Contract (ABC)

Name of client	Name of Contract	Date of contract	Kinds of Goods	Value of contract	Date of completion	Contract Memorandum of Agreement; and Certificate of End-user's Acceptance (EUA) or Official Receipt (OR)/ Collection Receipt covering the full amount of contract (copies attached)

**CERTIFIED CORRECT:**

Name and Signature of Authorized Representative
Position
Date

**Bid Securing Declaration Form***[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

**BID SECURING DECLARATION**  
**Project Identification No.: [Insert number]**

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_\_day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

### Performance Securing Declaration (Revised)

*[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]*

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

#### PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. Replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_\_ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*



## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

## COMPANY LETTERHEAD

PROCUREMENT OF JANITORIAL SERVICES FOR THE MARINA CENTRAL OFFICE AND ITS  
SATELLITE OFFICES FOR FY 2025 THROUGH EARLY PROCUREMENT**Certificate of Net Financial Contracting Capacity**

(Please show figures at how you arrived at the NFCC)

This is to certify that our Net Financial Contracting Capacity (NFCC) is \_\_\_\_\_ (P\_\_\_\_\_ ) which is at least equal to the ABC to be bid. The amount is computed as follows: (Please show computation of NFCC)

$$\text{NFCC} = [(\text{CA} - \text{CL}) (15)] - \text{C}$$

Where:

CA = Current Assets

CL = Current Liabilities

C = Value of all outstanding or uncompleted portions of the projects under on-going contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

**NOTE:**

**The values of the bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR (Sec. 23.4.1.4.), Revised IRR of RA 9184.**

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Name & Signature of Authorized Representative

Position

Date

PROCUREMENT OF JANITORIAL SERVICES FOR THE MARINA CENTRAL OFFICE AND ITS SATELLITE OFFICES FOR FY 2025 THROUGH EARLY PROCUREMENT

**Joint Venture Agreement\***

This **PROTOCOL/UNDERTAKING OF AGREEMENT TO ENTER INTO JOINT VENTURE**, executed by:

... a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at ..... , represented herein by its ..... , hereinafter referred to as“... ”;

-and-

... a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at ..... , represented herein by its ..... , hereinafter referred to as“... ”;

-and-

... a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at ..... , represented herein by its ..... , hereinafter referred to as ..... ”;  
(hereinafter referred to collectively as “Parties”)

For submission to the **Bids and Awards Committee** of the **MARITIME INDUSTRY AUTHORITY**, pursuant to **Section 23.1 (b)** of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No.9184.

WITNESSETH That:

WHEREAS, the Parties desire to participate as a joint venture in the public bidding that will be conducted by the **MARITIME INDUSTRY AUTHORITY**, pursuant to Republic Act No. 9184 and its implementing rules and regulations, with the following particulars:

Bid Reference No.	
Name/Title of Procurement Project	
Approved Budget for the Contract	

NOW, THEREFORE, in consideration of the foregoing, the Parties undertake to enter into a **JOINT VENTURE** and sign a **Joint Venture Agreement** relative to their joint cooperation for this bid project,

in the event that their bid is successful, furnishing the MARINA BAC a duly signed and notarized copy thereof within **ten (10) calendar days** from receipt of Notice from the BAC that our bid has the lowest calculated responsive bid or highest rated responsive bid (as the case maybe).

-----  
\*if applicable

That furthermore, the parties agree to be jointly and severally under the said Joint Venture Agreement;

THAT finally, failure on our part of enter into the Joint Venture and/or sign the Joint Venture Agreement for any reason after the Notice of Award has been issued by shall be a ground for non- issuance of the Notice to Proceed, forfeiture of our bid security and such other administrative and/or civil liabilities as may be imposed by MARINA under the provisions of R.A. 9184 and its Revised IRR, without any liability on the part of MARINA.

This undertaking shall form an integral part of our Eligibility documents for the above-cited project.

IN WITNESS WHEREOF, the parties have signed this Protocol/Undertaking on the date first above- written.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN TO BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines. Affiant exhibited to me his/her competent evidence of Identity (as defined by 2004 Rules on Notarial Practice issued \_\_\_\_\_ at \_\_\_\_\_, Philippines.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of \_\_\_\_\_

## Bid Form for the Procurement of Goods

*[shall be submitted with the Bid]*

### BID FORM

Date : \_\_\_\_\_

Project Identification No. : \_\_\_\_\_

*To: [name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity

(if none, state "None") ]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**Financial Bid Form**

Description	Quantity	ABC	TOTAL BID PRICE (inclusive of VAT)
PROCUREMENT OF JANITORIAL SERVICES FOR THE MARINA CENTRAL OFFICE AND ITS SATELLITE OFFICES FOR FY 2025 THROUGH EARLY PROCUREMENT	1 lot	₱10,272,614.47	
Total Bid Price Inclusive of VAT in Words			

*[signature over printed name]*

*[in the capacity of]*

The financial bid form shall be supported by a cost breakdown.



