



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 THROUGH EARLY PROCUREMENT***. 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, 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 **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:

ACTIVITIES	DATE/TIME	VENUE
1. Posting of Bid Documents	November 23, 2024 to November 30, 2024	PhilGEPS and MARINA Website and Premises
2. Sale and Issuance of Bid Documents	November 23, 2024 until December 16, 2024 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	December 02, 2024 2:00 P.M.	MARINA Central Office, Port Area, Manila and via zoom
4. Deadline of Receipt of Requests for Interpretation from the Bidders	until December 04, 2024	via email : bacsec@marina.gov.ph
5. Issuance/Posting of Supplemental/Bid Bulletin, if any	until December 06, 2024	PhilGEPS and MARINA website
6. Deadline of Submission of Bids	December 16, 2024 11:00 A.M.	MARINA Central Office, Port Area, Manila
7. Opening of Bids	December 16, 2024 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 IRR 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

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


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

11/22/2024