

## INVITATION TO BID FOR PROCUREMENT OF JANITORIAL SERVICES

1. The **METROPOLITAN NAGA WATER DISTRICT (MNWD)** through its approved Corporate Budget, intends to apply the sum of **ONE MILLION FIVE HUNDRED THIRTEEN THOUSAND EIGHT HUNDRED EIGHTY-TWO PESOS AND 81/100 (Php 1,513,882.81) Only**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROCUREMENT OF JANITORIAL SERVICES, PROJECT NO. GOODS 2025-001**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *MNWD* now invites bids for the above Procurement Project. Delivery of Goods is required by **WITHIN ONE (1) YEAR SERVICE AGREEMENT**. Bidders should have completed, within the last two (2) 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 5183.

4. Prospective Bidders may obtain further information from *MNWD* and inspect the Bidding Documents at the address given below starting from 8:00 AM – 12:00 NN and 1:00 PM - 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting on **FRIDAY, JANUARY 17, 2025 to FEBRUARY 5, 2025** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **FIVE THOUSAND PESOS (Php 5,000.00)** only.

The *MNWD* shall allow the bidder to present its proof of payment for the fees through the *MNWD* Cashier, cash/check via courier, or a copy of bank deposit slip emailed to the *MNWD* BAC as indicated below.

6. The *MNWD* will hold a **Pre-Bid Conference** on **JANUARY 24, 2025, 1:30 PM** at 2nd Floor, Conference Room, *MNWD* Building, 40 J. Miranda Avenue, Naga City, and/or through **Zoom Video Conference** which shall be open to prospective bidders.

For those who are interested to join the video conference, you are hereby advised to submit your letter of intent **ONE (1) DAY BEFORE** the scheduled **Pre-Bid Conference**, indicating the e-mail address, wherein the Zoom Video Conference I.D. and password will be sent.

Furthermore, only one (1) authorized representative for each prospective bidder is allowed to participate. Kindly send your letter to:

**MR. JON LOUIE A. SANCHEZ**  
BAC Chairperson  
Metropolitan Naga Water District  
E-mail address: [mnwdbac@yahoo.com](mailto:mnwdbac@yahoo.com)

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **FEBRUARY 5, 2025 at 12:00 NN**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **FEBRUARY 5, 2025, 1:30 PM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *MNWD* 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, please refer to:

**MR. JON LOUIE A. SANCHEZ**  
BAC Chairperson  
MNWD Compound, 40 J. Miranda Avenue, Naga City  
Tel No.: (054) 473-7813 local 111;  
Fax No.: (054) 473-9288  
Email Address: [mnwdbac@yahoo.com](mailto:mnwdbac@yahoo.com)  
Website Address: [mnwd.gov.ph](http://mnwd.gov.ph)

12. You may visit the following website/s:

For downloading of Bidding Documents, please visit the Philippine Government Electronic Procurement System (PhilGEPS) website

January 17, 2025

  
**JON LOUIE A. SANCHEZ**  
Chairperson  
Bids and Awards Committee