

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 SIX HUNDRED SIXTY- ONE THOUSAND THREE HUNDRED THIRTY-FIVE PESOS AND 33/100 (Php 1,661,335.33)** only, being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROCUREMENT OF JANITORIAL SERVICES, PROJECT NO. GOODS 2026-001**. 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 the Goods is required by **WITHIN ONE (1) YEAR SERVICE AGREEMENT**. Bidders should have completed, at least **two (2) years** from the date of submission and receipt of bids, contracts 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 competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.

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) Interested Bidders may obtain further information from MNWD and inspect the Bidding Documents at the address given below from 8:00 AM - 12:00 NN & 1:00 PM - 5:00 PM.
- 5) A complete set of Bidding Documents may be acquired by interested Bidders starting on **FRIDAY, FEBRUARY 13 TO MARCH 4, 2026** 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.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids. Kindly present the service invoice or email a copy of the bank deposit slip to the MNWD BAC.

- 6) The *MNWD* will hold a Pre-Bid Conference on **FEBRUARY 20, 2026, 1:30 P.M.** at 2nd Floor, Conference Room, MNWD Building, 40 Miranda Avenue, Concepcion Pequeña, Naga City and/or through video conferencing via Zoom, 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. Kindly send your letter to:

MR. JON LOUIE A. SANCHEZ
BAC Chairperson
E-mail address: mnwdbac@yahoo.com

- 7) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission at the office address indicated below, on or before **MARCH 4, 2026 at 12:00 N.N.** 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 16.1.
- 9) Bid opening shall be on **MARCH 4, 2026, 1:30 P.M.** at the given address below. and/or via Zoom Video Conference. 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 Section 70 of R.A. No. 12009, without 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 Miranda Avenue, Concepcion Pequeña, Naga City

Email Address: mnwdbac@yahoo.com

Website Address: mnwd.gov.ph

- 12) You may visit the following websites:

For downloading of bidding documents and forms, please visit the [Philippine Government Electronic Procurement System \(PhilGEPS\) website](#) or [Government Procurement Policy Board \(GPPB\) website](#).

February 13, 2026



JON LOUIE A. SANCHEZ
Chairperson
Bids and Awards Committee