

PHILIPPINE BIDDING DOCUMENTS

Provision of Janitorial Services for Philippine Normal University for CY 2025

Government of the Republic of the Philippines

PRE-BID CONFERENCE:

April 8, 2025 (Tuesday)

1:00 P.M.

Ground Floor, Room 103,
Pedro T. Orata Hall

BID OPENING:

April 21, 2025 (Monday)

1:00 P.M.

Ground Floor, Room 103,
Pedro T. Orata Hall

Sixth Edition
July 2020

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or note in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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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





Republic of the Philippines
PHILIPPINE NORMAL UNIVERSITY
Taft Avenue, Manila

PROVISION OF JANITORIAL SERVICES FOR PHILIPPINE NORMAL UNIVERSITY FOR CY 2025

1. The **Philippine Normal University**, through the **GAA 101 2025** intends to apply the sum of **Twenty-Three Million Three Hundred Fifteen Thousand Four Hundred Seventy pesos and 37/100 only (Php 23,315,470.37)** being the ABC to payments under the contract for **Provision of Janitorial Services for Philippine Normal University for CY 2025 (GD 2025-03-048)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Philippine Normal University** now invites bids for the above Procurement Project. Delivery of the Goods is required by **Thirty (30) Calendar Days**. Bidders should have completed, within **Ten (10) 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 **PNU BAC Secretariat** and inspect the Bidding Documents at the address given below during **7:00 A.M. - 4:00 P.M. (Monday-Friday)**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **April 1-21, 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 **Twenty-Three Thousand Three Hundred pesos (Php 23,300.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.
6. The **Philippine Normal University** will hold a Pre-Bid Conference on **April 8, 2025 (Tuesday); 1:00 P.M.** at the **Pedro T. Orata Hall (Room 103)**, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **April 21, 2025 at 12:30 P.M.** 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 **April 21, 2025 (Monday); 1:00 P.M.** at the **Pedro T. Orata Hall (Room 103).** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Philippine Normal University** 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:

*Dr. Denmark L. Yonson
BAC Secretariat Office
Room 202, Second Floor, Old ITL Building
bac.secretariat@pnu.edu.ph
Telefax: 5317-1768 loc. 730/731
www.pnu.edu.ph*

12. You may visit the following websites:

For downloading of Bidding Documents: <https://www.pnu.edu.ph/bidding-opportunities/>

April 1, 2025

(SGD.) DENMARK L. YONSON
Chairperson, R-BAC

Section II. Instructions to Bidders



1. Scope of Bid

The Procuring Entity, **Philippine Normal University** wishes to receive Bids for the **Provision of Janitorial Services for Philippine Normal University for CY 2025** with identification number **GD 2025-03-048**.

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 **GAA 101 2025** in the amount of **Twenty-Three Million Three Hundred Fifteen Thousand Four Hundred Seventy pesos and 37/100 only (Php 23,315,470.37)**.
- 2.2. The source of funding is:
 - a. NGA, the General Appropriations Act or Special Appropriations.

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.

- b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 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:
 - a. 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.
- 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 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:

- b. Subcontracting is not allowed.
- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

7.4. 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 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 **IB**, 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 **Ten (10) 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 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 Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the 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:
 - a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ 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 until **One Hundred Twenty (120) Calendar Days**. 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 and/or electronic 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 maybe. 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:

Option 1 – 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

- 20.2. 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

- 21.1. 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> <ul style="list-style-type: none"> a. Provision of Janitorial Services. b. Completed within Ten (10) Years prior to the deadline for the submission and receipt of bids.
7.1	No further instructions.
12	The price of the Goods shall be quoted DDP Manila or the applicable International Commercial Terms (INCOTERMS) for this Project.
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> <ul style="list-style-type: none"> a. The amount of not less than Php 466,309.41 [<i>2% of ABC</i>], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php 1,165,773.52 [<i>5% of ABC</i>] if bid security is in Surety Bond.
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>
20.2	No further instructions.
21.2	No further instructions.

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 invitation of 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 specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. 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><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p style="padding-left: 40px;"><i>Dr. Denmark L. Yonson Chairperson, Bids and Awards Committee Philippine Normal University Taft Avenue, Manila Telefax: 5317-1768 loc. 730/731</i></p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;

	<p>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</p>
	<p>e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> 1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and 2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>

	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Supplier's risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows:</p> <p>_____.”</p>
4	<p>The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i></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.

Lot Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Provision of Janitorial Services for Philippine Normal University for CY 2025	1 lot	Php 23,315,470.37	Thirty (30) Calendar Days after Receipt of Notice to Proceed (NTP)

Section VII. Technical Specifications



Technical Specifications

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 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.

TERMS OF REFERENCE

I. Project Name: Statement of Compliance
“Comply” or
“Not Comply”

PROVISION OF JANITORIAL SERVICES FOR P NU FOR CY 2025

II. Duration of the Contract: Twelve (12) Months Statement of Compliance
“Comply” or
“Not Comply”

III. Cost Estimate: **Php23,315,470.37** Statement of Compliance
“Comply” or
“Not Comply”

The cost breakdown is attached as Annex A.

IV. Areas Covered: Statement of Compliance
“Comply” or
“Not Comply”

1. Geronima T. Pecson Hall (Main Building)
2. Faculty Center Building
3. Edilberto P. Dagot Hall Building
4. Old ITL Building 1 (Elementary) Building
5. Old ITL Building 2 (High School)
6. Bonifacio P. Sibayan Hall Building
7. Culture and Sports Building
8. IPEHRDS Building

9. Gymnasium including Patio and Multi-Purpose
10. Gusali ng Wika Building
11. Pedro T. Orata Hall Building
12. PNU HRD Complex
13. PNU HRD Annexes
14. PNU Normal Hall
15. PNU Hostel
16. Administration (Maceda) Building
17. Financial Services Building
18. SSSMU Office
19. Worship Center
20. University Health Services Unit
21. Student Nook/Study Hall
22. Entire grounds of the University
23. Stalls at the back of GTP Hall Bldg.
24. Dumpsite and Overpass
25. USHU Bldg.

V. Scope of Work	Statement of Compliance “Comply” or “Not Comply”
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The janitors shall perform the following:

1. DAILY MAINTENANCE

- a. Sweeping and mopping of floors, scraping of any sticky substance, waxing and polishing of floors, emptying of wastebaskets and disposal of trash;
- b. Wiping of windowsills, windowpanes, glass mirrors, aluminum/stainless and steel frames and doors;
- c. Wiping of tables, chairs, steel and wooden cabinets, telephone instruments and other equipment;
- d. Washing whole area of comfort rooms, scrubbing walls, toilet bowls, water closets, lavatory or sink and applying deodorants/air fresheners;
- e. Sweeping and cleaning of building perimeters;
- f. Emptying and cleaning of trash receptacles and disposal of Segregated trash to the trash storage area;
- g. Cleaning of boards (white/green) in classrooms or in offices as needed;
- h. Such other services related to the main task, which the University May require the Contractor to render.
- i. Disinfection: All work areas and frequently handled objects such as doorknobs and handles, shall be cleaned and disinfected regularly, at least once every two (2) hours.

2. WEEKLY MAINTENANCE

- a. Washing of inside windows, doors, frames and screens, washing of outside portion of the windows and walls;
- b. Dusting of light fixtures suspended from the ceiling and sweeping cobwebs off the ceilings;
- c. Thorough cleaning of all comfort rooms particularly toilet bowls, lavatories, men's urinals, and application of disinfectant and deodorants.

3. MONTHLY MAINTENANCE

- a. Cleaning of pond/fountain - at PNU Hostel; front of Dagot Hall; at Business Center area; and such other area/s as applicable;
- b. Thorough general cleaning of the following:
 - i. classrooms including electric fans
 - ii. gutter and drainage
 - iii. flyover
 - iv. roof - walkway and stalls beside Pecson Hall Ayala entrance Door

4. GARDENING/LANDSCAPING Daily

Assignments

- a. Water and maintain all ornamental plants and trees
- b. Maintain physical upkeep and cleanliness of landscaped areas and Surroundings
- c. Transplant ornamental plants
- d. Cut/uproot unsightly plant growth
- e. Trim and remove dried leaves as needed
- f. Perform landscaping service (materials/supplies for PNU's account) Weekly

Assignments

- g. Bring out indoor plants at the close of business hours every last day of the week for watering and needed exposure to sunlight and return the same on the morning of the first day of the week.
- h. Clean all plant boxes and pots

Monthly Assignments

- i. Apply fertilizers when necessary (materials/supplies for PNU's Account)
- j. Trim/prune trees as needed.

5. MISCELLANEOUS SERVICES

- a. Handling of office furniture and equipment within PNU premises;
- b. Submitting reports on repairs needed such as leaking faucets, busted lights, electrical malfunctions and others that require immediate attention;
- c. Performing miscellaneous errands that may be required within the office and extra during special occasions at PNU

The Supervisors shall perform the following duties:

1. Supervise the work of the service partner to ensure faithful performance of the tasks;
2. Prepare work assignment and schedules in coordination with PNU representative;
3. Represent the service provider and be responsible for all instructions, complaints and

requests, which are relayed from time to time by the client;

4. Submit reports on repairs needed; and
5. Perform all other related and exigent functions to ensure effective compliance of duties and conditions as stipulated in the service contract.

VI. Requirements from the Contractor	Statement of Compliance “Comply” or “Not Comply”
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A. MANPOWER REQUIREMENTS

The Contractor shall provide sixty-six (66) janitors inclusive of two (2) gardeners and two (2) working supervisors who shall render janitorial services 8 hours a day, and with work schedules of 6:00 am.-3:00p.m.; 7:00am-4:00pm; 11:00 am-8:00pm and 12:00am-9:00pm, **6 DAYS A WEEK** exclusive of Sundays and Legal Holidays; except for Four (4) personnel who will be assigned to report to PNU Hostel and Normal Hall Dormitory on Sundays with schedule of Tuesday - Sunday. Schedule is subject for revision by the procuring entity according to the requests if necessary.

The Contractor shall submit to the University the names of personnel assigned to particular areas and their corresponding schedule.

The Contractor shall provide the services of honest, reliable, professionally trained, and carefully selected janitors and personnel and shall furnish the University with the following:

1. Health certificate including a Drug test and Chest X-ray, and
2. Police Clearance.

The personnel of the Contractor shall submit themselves and shall be subjected to security checks including inspection such as body and property search by security guards on duty and necessary during entry and exit of the school premises

The Contractor shall require the person to wear the agency's official uniform, with ID and in no case shall they be allowed to stay within the University premises thirty (30) minutes before and after their tour of duty unless necessary and with the prior written approval of the University authorities concerned. The personnel of the Contractor are not allowed to loiter within the University premises unless necessary and shall confine themselves within their designated areas of work.

B. CLEANING SUPPLIES AND MATERIALS, AND EQUIPMENT REQUIREMENTS

The equipment, materials and supplies to be used in performing the services shall be for the Contractor's account except for water and electric consumption, which will be for the account of the University. The Contractor must bind itself to faithfully deliver the supplies, materials, and equipment.

The Contractor shall deliver the required monthly cleaning supplies and materials during the

first week of the current month and shall present the same to the Facilities Management and Sustainability Services (FMSS) for inspection purposes before being stored and used. All cleaning supplies and materials that are periodically delivered shall be turned over to the University. The University shall take charge of the dispensing of the cleaning supplies and materials to the Contractor's personnel.

The Contractor shall ensure that the equipment is all in good operating condition and that cleaning solutions are not hazardous to health and the environment.

MONTHLY SUPPLIES AND MATERIALS (January to December)

Item No.	Description	Quantity
1	Steel wool	20 tubes
2	Emulsion wax (submit technical data sheet)	13 gals
3	Odorless Red wax (submit technical data sheet)	40 gals
4	Neutral wax (submit technical data sheet)	20 gals
5	Bleaching liquid 5.5% (submit technical data sheet)	20 gals
6	Powder soap	100 kgs.
7	Muriatic acid	10 gals.
8	Scotch brite with foam	100 pcs.
9	Mop head	165 pcs.
10	Glass Cleaner (submit technical data sheet)	15 gals.
11	Toilet bowl cleaner	15 gals.
12	Cleanser	30 kgs.
13	Garbage bag, black, yellow, red XXL	2,000 pcs.
14	Wax stripper (submit technical data sheet)	4 gals.
15	Comfort Room Deodorizer (Scented Gel) (submit technical data sheet)	12 pcs.
16	Jumbo Roll Tissue 200M White – 2 ply and 90mm roll width (submit technical data sheet)	8 rolls
17	70% Isopropyl Alcohol with Moisturizer (submit technical data sheet)	10 Gals.
18	Disposal / Surgical Gloves	1 box - 100pcs
19	Lotion Hand Soap Removes 99.9% of Germs (submit technical data sheet)	10 Gals.

20	Disinfectant Spray 510g: (submit technical data sheet) • Kills 99.9% of fungi, viruses, and bacteria • Kills cold & flu viruses • Disinfects hundreds of surfaces on the go • Sanitizes soft surfaces • Helps to control and prevent mold and mildew	10 pcs
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QUARTERLY SUPPLIES AND MATERIALS

1	Soft broom	144 pcs.
2	Stick broom	100 pcs.
3	Ceiling broom	10 pcs.
4	Polishing pad 16"	36 pcs.
5	Scrubbing pad 16"	24 pcs.
6	Hand brush	36 pcs.
7	Push brush	20 pcs.
8	Steel brush	10 pcs.

SEMI-ANNUAL SUPPLIES AND MATERIALS

1	Plastic dust pan	60 pcs.
2	Toilet pump, big	24 pcs.
3	Mop handle	60 pcs.
4	Spatula	48 pcs.
5	Trigger sprayer	60 pcs.
6	Polisher brush 16"	24 pcs.
7	Toilet brush	60 pcs.
8	One bucket (red/green/blue) (submit technical data sheet)	34 sets
9	Dipper, big	36 pcs.
10	Window squeegee, extended	12 pcs.

EQUIPMENT

1	Floor polisher, 16" dia., HD and in good operating condition (submit technical data sheet)	10 units
2	Vacuum cleaner, Heavy Duty	3 units
3	Buggy Cart with rubber wheels, heavy duty (submit technical data sheet)	2 units
4	Push cart, heavy duty (submit technical data sheet)	3 units

5	Lawn mower with gas, in good operating condition (submit technical data sheet)	1 unit
6	Brush cutter with gas, in good operating condition with	1 unit
8	Hand shovel, small, heavy duty	3 pcs.
9	Hand rake, small, heavy duty	3 pcs.
10	Grass scissor, heavy duty	3 pcs.
11	Pick mattock, heavy duty	2 pcs.
12	Bolo, heavy duty (for cutting tree branches)	3 pcs.
13	Water hose, 50 mtrs. with nozzle	2 pcs.
14	Floor Sign with specifications: <ul style="list-style-type: none"> Width - 11 inches Height - 25 inches Depth - 12 inches Color Finish - Yellow Assembly - Assembled Construction - Plastic Type - 2 Sided 	15 pcs.
15	<p><i>350mm (14") Cordless Chain Saw 18V x2 (36V) LXT® Li-Ion</i> (submit technical datasheet)</p> <p><i>Features:</i></p> <ul style="list-style-type: none"> <i>Improved tool-less chain adjustment: Extendable lever provides higher tightening torque and dial for easier adjustment of saw chain tension</i> <i>Chain oil level window: allows to check how much oil is left from outside.</i> <i>Adjustable chain oil lubrication: adjust the oil pump feed rate with the adjusting screw.</i> <i>Constant speed control: minimizes reduction in rotation speed under load, keeping operation efficiency and lowers noise under no load.</i> <i>With metal spike bar and metal chain catcher</i> <p><i>Specifications:</i></p>	
	Guide Bar Length	350 mm (14")
	Chain Pitch	3/8"
	Chain Gauge	1.1 / 1.3 mm (0.043" / 0.050")

	<p>Chain Speed</p> <p>Chain Oil Tank Volume</p> <p>Sound Pressure Level</p> <p>Sound Power Level</p> <p>Vibration Level</p> <p>Dimensions (L x W x H)</p> <p>Net weight</p>	<p>0 – 20 m/s (0 – 1,200 m/min) (0 – 3,940 FPM)</p> <p>200 mL</p> <p>87.7 dB(A)</p> <p>100.4 dB(A)</p> <p>Cutting Wood: 5.3 m/s²</p> <p>773x215x235 mm (30-1/2"x8-1/2"x9-1/4")</p> <p>4.6 – 5.5 kg (10.2 – 12.1 lbs)</p>
16	Set of Screw & Philips Screw Drivers	1 set
17	Plier & Long Nose, HD	2 sets
18	<p>Customized Porter Cart/E-Bike (for transporting foods) (submit technical data sheet)</p> <p>Specifications:</p> <p>Use For: passenger and cargo</p> <p>Driving Type: Electric</p> <p>Body Type: Open</p> <p>Certification: CCC</p> <p>Power: 501 - 800W</p> <p>Voltage: 60V</p> <p>Size: 2950*1000*1450mm</p> <p>Battery: customized</p> <p>Color: Blue or available to the supplier</p> <p>Loading capacity: 450 -600kg</p> <p>Motor: Brushless pure copper motor</p> <p>Maximum Speed: 60kmph</p>	1 unit
19	<p>Mop Bucket with Wringer Heavy Duty with specifications: (submit technical data sheet)</p> <ul style="list-style-type: none"> • Length - 20.5 inches • Width - 15 inches • Height - 16 inches • Capacity Gallons - 9.5 • Color Finish - Yellow 	6 units

	<ul style="list-style-type: none"> • Assembly - Assembled • Bucket Cap. QT. - 38 <ul style="list-style-type: none"> • Description - Bucket & Wringer Combo • Type - Down Press • Wringer Cap. OZ - 12-32 • With 4 Swivel Caster size 3" Dia. • Construction - Plastic 	
20	<p>Janitorial Cleaning Cart Blue with specifications: (submit technical data sheet)</p> <ul style="list-style-type: none"> • Length - 46 inches • Width - 21.75 inches • Depth - 46 inches • Height - 39 inches • Color Finish - Blue • Assembly - Assembled • Style - Janitorial Cart • Weight LBS - 29.3 • With 4 Swivel Caster • Construction - Plastic 	5 units
21	<p>Mobile Garbage Collector with specifications: (submit technical data sheet)</p> <ul style="list-style-type: none"> • Width - 51 inches • Front Height - 63 inches • Depth - 47.5 inches • Load Rating - 1000lbs. • Assembly Weight - 300 lbs. • With 4 Swivel Caster • Color Finish – Green 	5 units
22	<p>Aluminum Twin Step A-Type Ladder 12ft. Height and 12.6 kg. (submit technical data sheet)</p>	3 units
23	<p>Long and Extendable Ladder– 24ft. Height and 20.2kg. (submit technical data sheet)</p>	3 units
24	<p>Aluminum Twin Step A-Type Ladder 6ft. Height and 6.5 kg. (submit technical data sheet)</p>	3 units
25	<p>Complete set of Personal Protective Equipment for Disinfection (submit technical data sheet)</p>	10 units

C. ADDITIONAL SET OF TECHNICAL PARAMETERS

1. Stability:
 - a. Years of Experience - at least ten (10) years and up of active operations. Bidder shall submit the Sec. Registration.
 - b. Liquidity of the Contractor - Bank statements for the last three (3) months reflecting an average monthly balance of five hundred thousand pesos (Php500,000.00)
 - c. Bidder shall submit a copy of the organizational set-up
2. Resources
 - a. Number and kind of equipment - must have a proof of purchase
 - Functional polisher - at least 10 units
 - Functional vacuum cleaner - at least 3 units
 - b. Number of janitors and supervisors - minimum 150, based on the submitted clearances from SSS, Pag-ibig and Philhealth as of 4th quarter 2024. During bid opening, bidder(s) shall submit clearances of SSS, Pag-ibig and Philhealth of 4th quarter 2024.
3. Housekeeping Plan
Subject to revision/or approval during actual implementation by the management.
Bidder shall submit housekeeping plan.
4. Other Factors:
 - a. Agency must be ISO certified 9001:2015 (Quality Management System). Bidder must submit valid ISO certification during bid opening (ISO certification validation through online)
 - b. Recruitment and Selection Criteria
 - b.1 Janitor (46 male; 20 female) this includes the two (2) gardeners and two (2) supervisors in b.2 & b.3
 - Within the age range of eighteen to forty-five (18-45) years old
 - With at least one (1) year janitorial experience and has acquired skills in the operation of various janitorial equipment
 - Holder of NC II certificate (bidder must submit copy of certificate during bid opening)
 - At least one (1) year experience with the agency
 - With good moral character and reputation, honest, reliable, courteous, alert, and without criminal or police records
 - Physically and mentally fit, as evidenced by a medical certificate
 - Duly trained and skilled to function as such with minimum supervision
 - With Medical Clearances - Drug Test, Chest X-ray. Bidder(s) must submit medical clearances during contract implementation.
 - b.2 Gardener (2 male & 1 female)
 - Same as above
 - With at least one (1) year experience as gardener
 - With knowledge in landscaping
 - b.3 Supervisors (2 - one for AM shift and one for PM shift; one female and one male)
 - Within the age of thirty to forty-five (30-45) years old

- At least two years of college studies
- Holder of NC II certificate (submit copy of certificate)
- At least three (3) years supervisory experience
- At least two (2) years' experience with the agency
- With knowledge in inventory of materials and preparation of daily reports
- With good coordination and leadership skills
- With good oral and written communication skills
- With Medical Clearances - Drug Test, Chest X-ray

c. Completeness of uniforms and other basic paraphernalia (Agency will provide)

VII. Warranties of the Contractor

Statement of Compliance
 "Comply" or
 "Not Comply"

1. The personnel and other employees of the Contractor assigned to the University shall not, at any time, be considered employees of the University, and the Contractor shall be responsible for any and all claims of personnel injury or damages, including death, caused by said janitor/s to any third party in the course of the performance of their janitorial functions and duties.
2. The Contractor's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules and practices.
3. The Contractor shall coordinate with the authorized and/or designated PNU personnel in the performance of their jobs.
4. The contractor shall be liable for loss, damage or injury due directly or indirectly through the fault, negligence or omission of its personnel and representative. It shall assume full responsibility thereof and the PNU shall be specifically released from any and all liabilities arising there from.
5. The Contractor shall be jointly and severally liable with their concerned employees and personnel for any damage or losses caused to the University, its property and/or staff and to any other third persons due to the tortious or criminal act/s committed by the Contractor's personnel and shall repair, replace and pay for such damages as the case may be, immediately upon formal demand of the University; provided, however, that sufficient proof be presented by the unit head having responsibility over the designated work area, showing that the loss, injuries and/or damages sustained was the result of the negligence or fault of the Contractor's personnel.
6. The Contractor shall hold the University free and harmless from any action or liability whatsoever arising from any claim by any, or all of the personnel supplied by the Contractor, under the Workmen's Compensation Law, or any other Philippine Labor Law, it being agreed that due and faithful compliance with said laws shall devolve entirely upon the Contractor.
7. The Contractor shall pay and assume all responsibilities for its janitors', employees', and workers' wages, salaries, allowances and/or other benefits pursuant to the laws and regulations mentioned above.
8. The Contractor shall submit to the University an Affidavit certifying that the Contractor has

duly paid all its personnel's and other benefits as required by the Labor Code, Social Security Act, and other pertinent and applicable laws, rules, and regulations which Affidavit shall be attached to the semi-monthly billing to be submitted to the University.

9. The Contractor shall submit to the University every quarter proof of remittances of SSS, Philhealth and Pag-ibig contributions of their personnel in the University. The copy proof of remittances must bear stamped receipt of the collection agencies.
10. The Contractor shall allow the University access to the Contractor's books and records to ensure Contractor's compliance with the preceding paragraph;
11. The Contractor shall secure such permits and licenses as it may be required by law or regulations in connection with the performance of the services.
12. The University may have the right to require the contractor, through official notice, replacement of personnel whose appearance, behavior, conduct or performance is not satisfactory and is not in conformity with the standards set by the University.
13. The Contractor agrees that corresponding deduction from its monthly billings shall be made in the event there are incurred absences or tardiness of any of its personnel. Computation of deductions shall be based on the labor cost only.
14. The personnel of the Contractor shall log in and out in a consolidated time record to be provided by the University which record shall be placed in an area accessible to both the Contractor's personnel and representatives of the University.
15. The Contractor agrees that it shall provide Bundy Clock and Bundy Cards for its personnel in monitoring their time of duties strategically located at the ground floor of the Main Building. Photocopies of individual Bundy Cards shall be attached to the corresponding statement of account to support the claim of the Contractor for payment of its services.
16. The University prior to the end of the first-year implementation of the contract shall evaluate the Contractor by using instruments prepared by the University, in order to evaluate the performance of the said Contractor and the faithful delivery of supplies and equipment required by the University.

VIII. Terms of Payment

Statement of Compliance

“Comply” or

“Not Comply”

1. The Contractor shall be paid in two equal payments to be made on the fifteenth (15th) and thirtieth (30th) of the calendar month, based on the actual number of janitorial personnel that rendered service subject to accounting and auditing rules and regulations.
2. The Contract Price for each year shall be the same. It shall be fixed and shall not be adjusted during contract implementation, except on the following:
 - a. Increase in minimum daily wage pursuant to law or new wage order after date of bidding
 - b. Increase in taxes
 - c. Increases of contribution on Social Security Services (SSS), Philippine Health Insurance Corporation (Philhealth) and Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industriya at Gobyerno (PAG-IBIG).
 - d. The procuring entity may request for augmentation of janitorial services if the need arises

in support of the University wide event or activity without additional cost for personnel services.

3. For the given scope of work in the contract as awarded, all bid processes shall be considered fixed processes and, therefore, not subject to price adjustment and escalation during contract implementation, except for the following per Section 61.2 of RA 9184 that prescribes, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GoP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis:

Requirements and submittals during bid opening:

- The bidder shall be registered from DOLE. Bidder shall submit the latest certificate of DOLE registration (DOLE 174).
- The bidder shall have comprehensive cleanliness maintenance plan. Bidder must submit comprehensive cleanliness maintenance plan.
- Bidder shall submit copies of certificate of very satisfactory performance from three (3) clients. One of the certificates must come from PNU if the bidder is the current or former service provider for janitorial services.
- The bidder shall submit a certificate of no record pending case to any government agencies (DOLE and NLRC).
- Bidder shall conduct an onsite inspection. Bidder must submit the certificate of site inspection issued by the head of the Facilities Management and Sustainability. A site inspection certificate will be issued to the bidder(s) who procured bid documents.
- Bidder shall submit the cost breakdown of the supplies and equipment.
- The bidder shall submit technical evidence, which shall be part of the criteria for bid evaluation.
- All janitorial personnel shall have National Certificate II related to their field issued by TESDA. Submit the NC II janitorial personnel.
- Bidder shall have no record of delays in deliveries of cleaning materials, supplies, and equipment from existing clients or previous clients, including PNU if the bidder is the current service provider or former service provider for janitorial services
- If the existing service provider of PNU is the winning bidder, the bidder must hire and deploy new staff for PNU for the new contract implementation.
- Bidder shall provide biometric/bundy clock equipment to record the login and logout attendance of the janitorial personnel.

TERMS OF REFERENCE (JOB REQUIREMENTS) OF THE SEVEN (7) UTILITY PERSONNEL

I. To be assigned at Kitchen area

1. Assist in the food preparation
2. Dish out the cooked food at the counter area
3. Wash pots & pans and other kitchen tools & utensils
4. Clean the kitchen station thoroughly during and after shift
5. Help in food delivery for canteen and catering services
6. Assist in marketing as the need arises
7. Proper garbage disposal (kitchen area)

8. Assist in catering services as the need arises
9. Ensure work station to be consistently maintained & kept clean

II. To be assigned at Dining area

1. Set the Prepare the dining area by setting the tables and chairs in an orderly manner before the clients/customers show up
2. Refill the cutlery, tray, glass & other utensils needed for dining area
3. Buss the tray and other tools and utensils
4. Clean the tables and chairs once the customers are through with their dining
5. Clean the bussing, counter & dining station thoroughly during and after shift
6. Help in food delivery for canteen and catering services
7. Assist in marketing as the need arises
8. Proper garbage disposal (counter & dining area)
9. Assist in catering services as the need arises
10. Ensure work station to be consistently maintained & kept clean

UTILITY WITH HOUSEKEEPING

1. Cleaning of the premises with the following tasks:
 - 1.1 Sweeping, scrubbing and polishing floors
 - 1.2 Dust, polish furniture, fixtures and equipment
 - 1.3 Emptying and cleaning trash containers and disposal of trash in sanitary manner
 - 1.4 Operate mechanized cleaning equipment such as floor polisher
 - 1.5 Assist in maintaining and up keeping the Hostel garden including indoor Plants
 - 1.6 Maintains all cleaning equipment and materials in a safe and sanitary working condition
 - 1.7 Monitor and report necessary domestic repairs and replacements
2. Preparations and cleaning of rooms for guests:
 - 2.1 Tidy up rooms
 - 2.2 Make up beds and change linens
 - 2.3 Clean toilet rooms
 - 2.4 Do errands such as delivering supplies or extra beds to a room and other guests' request
3. Performs all stages of linen processing, including collecting, transporting, sorting, weighing, loading and unloading (washers, dryers and chutes), ironing, folding, storing and delivering.
4. Can maintain monitoring ledger (records) of linen movements and check linen regularly
5. Need enough strength to lift heavy mattresses and move furniture and supply carts.
6. Good interpersonal skills to get along well with supervisors and the guests they serve.

UTILITY (Normal Hall Dormitory)

1. Cleaning of the premises, including emptying trash cans, cleaning toilets and cleaning up spills and other messes
2. Monitor the maintenance, beautification, and safety of the facilities in the dormitory
3. Operate mechanized cleaning equipment such as floor polisher

4. Attend the needs of the dormers concerning the housing services
5. Check the status of the dormers
6. Request for the improvement of the facilities of the dormitory
7. Assist the dormitory Manager in the issuance of billing statement and other documents pertinent to dormers.
8. Good interpersonal skills to get along well with student dormers even employees of the University

UTILITY WORKER (Facilities Management and Sustainability Office)

1. Cleaning of the premises, including emptying trash cans, cleaning toilets and cleaning up spills and other messes
2. Monitor the maintenance, beautification, and safety of the facilities in the FMSO.
3. Knowledgeable in Installing, repairing, and maintaining plumbing systems including pipes, fixtures, and drainage system.
4. Knowledgeable in measuring, cutting, shaping and assembling wood and other materials to construct cabinets, frame doors and installing cabinets, doors, and fixtures.

UTILITY WITH CLERICAL WORKS (Facilities Management and Sustainability Office)

1. Cleaning of the premises, including emptying trash cans, cleaning toilets and cleaning up spills and other messes
2. Monitor the maintenance, beautification, and safety of the facilities in the FMSO
3. Operate mechanized cleaning equipment such as floor polisher.
4. Knowledgeable in the operating the photocopying machine, internet and computer.
5. Do clerical works such as record keeping, data entry, answering phones, organizing and filing documents, messengerial works and assisting other tasks needed.

Submitted by:

(Sgd). John P. Natividad End-User

ANNEX A: Price Schedule (Detailed Cost Breakdown / Cost Distribution)

A. Amount paid directly to the Janitor

A.1 Equivalent Monthly Rate
A.2 13th Month Pay
A.3 5 days SIL Leave

Sub-Total _____

B. Amount paid to government in favor of Janitor

B.1 SSS Employer's Share
B.2 PhilHealth
B.3 Employee Compensation
B.4 Pag-ibig

Sub-Total _____

TOTAL COMPENSATION (A + B)

C. Supplies & Equipment

D. Overhead & Net Profit $(A+B+C) \times 10\%$

E. VAT of all items $(A+B+C+D) \times 12\%$

Total Rate per Janitor per month (A+B+C+D+E)

Multiply by Number of Janitors

Total Monthly Rate

Multiply by Number of Months

Total Annual Cost

_____ 66

_____ 12

Prepared by:

Signature over printed name

AREAS COVERED	DEPLOYMENT OF JANITORIAL PERSONNEL					Total
	6:00am-3:00pm	7:00am – 4:00pm		11:00am-8:00pm	12:00am – 9:00pm	
	Male	Male	Female	Female	Male	
GERONIMA T. PECSON HALL (Main Building, 3-storey) COMFORT ROOMS (Public Use)	2		1	1	2	6
MACEDA HALL/ Administration Building (5-Storey)	1			1	1	3
FACULTY CENTER (3-storey)	2			1	1	4
EDILBERTO P. DAGOT HALL (4-storey) COMFORT ROOMS (Public Use)	2		1		1	4
UNIVERSITY HEALTH SERVICES/ Medical & Dental Clinic (2-Storey)		1			1	2
Worship Center (1-Storey)						
OLD ITL -1 (4-storey)						
OLD ITL – 2 (2-storey)	2		1	1		4
COMFORT ROOMS (Public Use)						
BONIFACIO P. SIBAYAN HALL (3-storey) COMFORT ROOMS (Public Use)	1	1		1	1	4
CULTURE & SPORTS BDLG. (3-storey)						
IPERHDS BUILDING (2-storey)	2		1	1	1	5
GYMNASIUM,L PATIO & MULTI-PURPOSE						
GUSALI NG WIKA (4-Storey)	1				1	2
Financial Building (2-Storey)						
SSSMU Office	1	1		1		3

PEDRO T. ORATA HALL (3-storey)	1			1		2
--	---	--	--	---	--	---

AREAS COVERED	DEPLOYMENT OF JANITORIAL PERSONNEL					TOTAL
	6:00am- 3:00pm	7:00am – 4:00pm		11:00am- 8:00pm	12:00am – 9:00pm	
	Male	Male	Female	Female	Male	
HRD Complex (2-Storey) Including Parking Area	1	1	1	1	1	3
HRD Annexes (7 Rooms)						
COMFORT ROOMS (Public Use)						
NORMAL HALL DORMITORY (3-Storey)	1	3	1		1	6
PNU HOSTEL (4-Storey)						
Students Nook /Study Hall	2				1	3
Entire Grounds including the Parking Area						
Stalls at the back of GTP Hall						
Overpass and Dumpsite						
Assigned to Assist the Comfort Rooms at Pecson			1	1		2
Gardener & Landscaper (Main Campus)	1		1			2
Gardener & Landscaper including the cleaning of Grounds (HRD Campus)	1					1
TOTAL	21	6	9	7	13	56

Designated Office(s)	8 Messengerial / Utilities	Name	Total
Vice President for Academics (VPA)	1		1
Vice President for Research, Extension & Quality Assurance (VPREQA)	1		1
Vice President for Finance and Administration (VPFA)	1		1
Vice President for Student Success and Stakeholders Services (VPSSSS)	1		1
College of Teacher Development	1		1

Note: Subject for re-assignment

SUMMARY:

Male	= Forty-Three (43) including Supervisors and One (1) Utility Personnel
Female	= Twenty-Three (23) including Messengerial/Utility Personnel
Total No.	= 66 Janitors

Submitted by:

(SGD.) JOHN P. NATIVIDAD
Director

MONTHLY SUPPLIES AND MATERIALS CY 2025 (January to December)

Item No.	Description	Quantity	Unit Price	Total Amount
1	Steel wool	20 tubes		
2	Emulsion wax (submit technical data sheet)	15 gals		
3	Odorless Red wax (submit technical data sheet)	40 gals		
4	Neutral wax (submit technical data sheet)	20 gals		
5	Bleaching liquid 5.5% (submit technical data sheet)	20 gals		
6	Powder soap	150 kgs.		
7	Muriatic acid	10 gals.		
8	Scotch brite with foam	100 pcs.		
9	Mop head	200 pcs.		
10	Glass Cleaner (submit technical data sheet)	15 gals.		
11	Toilet bowl cleaner	15 gals.		
12	Cleanser	30 kgs.		
13	Garbage bag, black, yellow, red XXL	2,000 pcs.		
14	Wax stripper (submit technical data sheet)	4 gals.		
15	Comfort Room Deodorizer (Scented Gel) (submit technical data sheet)	12 pcs.		
16	Jumbo Roll Tissue 200M White – 2 ply and 90mm roll width (submit technical data sheet)	8 rolls		
17	70% Isopropyl Alcohol with Moisturizer (submit technical data sheet)	10 Gals.		
18	Lotion Hand Soap Removes 99.9% of Germs (submit technical data sheet)	10 Gals.		
19	Disinfectant Spray 510g: (submit technical data sheet) <ul style="list-style-type: none"> • Kills 99.9% of fungi, viruses, and bacteria • Kills cold & flu viruses • Disinfects hundreds of surfaces on the go • Sanitizes soft surfaces • Helps to control and prevent mold and mildew 	10 pcs.		

Amount of Supplies per Month _____

. QUARTERLY SUPPLIES AND MATERIALS

1	Soft broom	144 pcs.		
2	Stick broom	100 pcs.		
3	Ceiling broom	10 pcs.		
4	Polishing pad 16"	36 pcs.		
5	Scrubbing pad 16"	24 pcs.		

6	Hand brush	36 pcs.		
7	Push brush	20 pcs.		
8	Steel brush	10 pcs.		

Sub-total **Php** _____ /4
Amount of Supplies per Month **Php** _____

SEMI-ANNUAL SUPPLIES AND MATERIALS

1	Plastic dust pan	60 pcs.		
2	Toilet pump, big	24 pcs.		
3	Mop handle	60 pcs.		
4	Spatula	48 pcs.		
5	Trigger sprayer	60 pcs.		
6	Polisher brush 16"	24 pcs.		
7	Toilet brush	60 pcs.		
8	One bucket (red/green/blue) (submit technical data sheet)	34 sets		
9	Dipper, big	36 pcs.		
10	Window squeegee, extended	12 pcs.		

Sub-total **Php** _____ /2
Amount of Supplies Semi-Annually **Php** _____
Amount of Supplies per Month **Php** _____

EQUIPMENT

1	Floor polisher, 16" dia., HD and in good operating condition (submit technical data sheet)	10 units		
2	Vacuum cleaner, Heavy Duty	3 units		
3	Buggy Cart with rubber wheels, heavy duty (submit technical data sheet)	2 units		
4	Push cart, heavy duty (submit technical data sheet)	3 units		
5	Lawn mower with gas, in good operating condition (submit technical data sheet)	1 unit		
6	Brush cutter with gas, in good operating condition with	1 unit		
8	Hand shovel, small, heavy duty	3 pcs.		
9	Hand rake, small, heavy duty	3 pcs.		
10	Grass scissor, heavy duty	3 pcs.		
11	Pick mattock, heavy duty	2 pcs.		
12	Bolo, heavy duty (for cutting tree branches)	3 pcs.		
13	Water hose, 50 mtrs. with nozzle	2 pcs.		

14	<p>Floor Sign with specifications:</p> <ul style="list-style-type: none"> • Width - 11 inches • Height - 25 inches • Depth - 12 inches • Color Finish - Yellow • Assembly - Assembled • Construction - Plastic • Type - 2 Sided 	15 pcs.																						
15	<p>350mm (14") Cordless Chain Saw 18V x2 (36V) LXT® Li-Ion (submit technical datasheet)</p> <p>Features:</p> <ul style="list-style-type: none"> • Improved tool-less chain adjustment: Extendable lever provides higher tightening torque and dial for easier adjustment of saw chain tension • Chain oil level window: allows to check how much oil is left from outside. • Adjustable chain oil lubrication: adjust the oil pump feed rate with the adjusting screw. • Constant speed control: minimizes reduction in rotation speed under load, keeping operation efficiency and lowers noise under no load. • With metal spike bar and metal chain catcher <p>Specifications:</p> <table border="1"> <tr><td>Guide Bar Length</td><td>350 mm (14")</td></tr> <tr><td>Chain Pitch</td><td>3/8"</td></tr> <tr><td>Chain Gauge</td><td>1.1 / 1.3 mm (0.043" / 0.050")</td></tr> <tr><td>Chain Speed</td><td>0 – 20 m/s (0 – 1,200 m/min) (0 – 3,940 FPM)</td></tr> <tr><td>Chain Oil Tank Volume</td><td>200 mL</td></tr> <tr><td>Sound Pressure Level</td><td>87.7 dB(A)</td></tr> <tr><td>Sound Power Level</td><td>100.4 dB(A)</td></tr> <tr><td>Vibration Level</td><td>Cutting Wood: 5.3 m/s²</td></tr> <tr><td>Dimensions (L x W x H)</td><td>773x215x235 mm (30-1/2"x8-1/2"x9-1/4")</td></tr> <tr><td>Net weight</td><td>4.6 – 5.5 kg (10.2 – 12.1 lbs)</td></tr> </table>	Guide Bar Length	350 mm (14")	Chain Pitch	3/8"	Chain Gauge	1.1 / 1.3 mm (0.043" / 0.050")	Chain Speed	0 – 20 m/s (0 – 1,200 m/min) (0 – 3,940 FPM)	Chain Oil Tank Volume	200 mL	Sound Pressure Level	87.7 dB(A)	Sound Power Level	100.4 dB(A)	Vibration Level	Cutting Wood: 5.3 m/s ²	Dimensions (L x W x H)	773x215x235 mm (30-1/2"x8-1/2"x9-1/4")	Net weight	4.6 – 5.5 kg (10.2 – 12.1 lbs)	2 units		
Guide Bar Length	350 mm (14")																							
Chain Pitch	3/8"																							
Chain Gauge	1.1 / 1.3 mm (0.043" / 0.050")																							
Chain Speed	0 – 20 m/s (0 – 1,200 m/min) (0 – 3,940 FPM)																							
Chain Oil Tank Volume	200 mL																							
Sound Pressure Level	87.7 dB(A)																							
Sound Power Level	100.4 dB(A)																							
Vibration Level	Cutting Wood: 5.3 m/s ²																							
Dimensions (L x W x H)	773x215x235 mm (30-1/2"x8-1/2"x9-1/4")																							
Net weight	4.6 – 5.5 kg (10.2 – 12.1 lbs)																							
16	Set of Screw & Philips Screw Drivers	1 set																						
17	Plier & Long Nose, HD	2 sets																						

18	<p>Customized Porter Cart/E-Bike (for transporting foods) (submit technical data sheet)</p> <p>Specifications:</p> <p>Use For: passenger and cargo Driving Type: Electric Body Type: Open Certification: CCC Power: 501 - 800W Voltage: 60V Size: 2950*1000*1450mm Battery: customized Color: Blue or available to the supplier Loading capacity: 450 -600kg Motor: Brushless pure copper motor Maximum Speed: 60kmph</p>	1 unit		
19	<p>Mop Bucket with Wringer Heavy Duty with specifications: (submit technical data sheet)</p> <ul style="list-style-type: none"> Length - 20.5 inches Width - 15 inches Height - 16 inches 	6 units		
	<ul style="list-style-type: none"> Capacity Gallons - 9.5 Color Finish - Yellow Assembly - Assembled Bucket Cap. QT. - 38 Description - Bucket & Wringer Combo Type - Down Press Wringer Cap. OZ - 12-32 With 4 Swivel Caster size 3" Dia. Construction - Plastic 			
20	<p>Janitorial Cleaning Cart Blue with specifications: (submit technical data sheet)</p> <ul style="list-style-type: none"> Length - 46 inches Width - 21.75 inches Depth - 46 inches Height - 39 inches Color Finish - Blue Assembly - Assembled Style - Janitorial Cart Weight LBS - 29.3 With 4 Swivel Caster Construction - Plastic 	5 units		

21	<p>Mobile Garbage Collector with specifications: (submit technical data sheet)</p> <ul style="list-style-type: none"> • Width - 51 inches • Front Height - 63 inches • Depth - 47.5 inches • Load Rating - 1000lbs. • Assembly Weight - 300 lbs. • With 4 Swivel Caster • Color Finish – Green 	5 units		
22	Aluminum Twin Step A-Type Ladder 12ft. Height and 12.6 kg. (submit technical data sheet)	3 units		
23	Long and Extendable Ladder– 24ft. Height and 20.2kg. (submit technical data sheet)	3 units		
24	Aluminum Twin Step A-Type Ladder 6ft. Height and 6.5 kg. (submit technical data sheet)	3 units		
25	Complete set of Personal Protective Equipment for Disinfection (submit technical data sheet)	10 units		

Sub-total _____/64

Amount of Supplies of Equipment Php

SUMMARY OF SUPPLIES AND EQUIPMENT

Amount of Supplies per Month Php _____
Amount of Equipment Php _____
Amount of Supplies per Month **Php** _____ **Divided**
by the Number of Personnel _____/66
TOTAL AMT. OF SUPPLIES/JANITOR/MONTH **Php** _____

Submitted by:

Signature over printed name

Signature over printed name of bidder

Company name

Company address

Contact Numbers:

Tel. Nos.:

Fax/Telefax:

Mobile No.:

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);
Or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
And
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
And
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) 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**
- (f) 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**
- (g) 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**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) 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

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) 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

(l) 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

(m) Original of duly signed and accomplished Financial Bid Form; **and**
 (n) Original of duly signed and accomplished Price Schedule(s).

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

(o) *[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.
 (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Contract Agreement Form for the Procurement of Goods (Revised)
[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures in specified currency]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.:*
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;
 - iii. Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iv. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of [*total contract price in words and figures*] or such other sums as may be ascertained, [*Named of the bidder*] agrees to [*state the object of the contract*] in accordance with his/her/its Bid.
4. The [*Name of the procuring entity*] agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[*Insert Name and Signature*]

[*Insert Name and Signature*]

[*Insert Signatory's Legal Capacity*]

[*Insert Signatory's Legal Capacity*]

for:

for:

[*Insert Procuring Entity*]

[*Insert Name of Supplier*]

Acknowledgment

[*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]

Price Schedule for Goods Offered from Abroad
[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No._____ Page ___ of ___

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

APPENDIX “1”

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 Amount and Purpose of
of agentCurrencyCommission 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: _____

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]

**STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE
CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET
STARTED**

Business Name: _____

Business Address: _____

Name of Contract	Contracting Party	Contract Date	Duration of Contract	Period (inclusive dates) of Contract Date of Delivery	Amount of Contract	Kind of Goods

Submitted by: _____
(Printed Name and Signature)

Designation: _____

Date: _____

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID

Business Name: _____

Business Address: _____

Name of Completed Contract Note: Attach copy of the SLCC	Contracting Party	Contract Date	Period (inclusive dates) of Contract Date of Delivery	Amount of Contract	End-User's Acceptance or Official Receipt or Sales Invoice Note: Attach copy of proof of acceptance or OR or SI	Definition or description of the similar project or major categories of work

Submitted by: _____
(Printed Name and Signature)

Designation: _____

Date: _____

