

Bids and Awards Committee

SUPPLEMENTAL/BID BULLETIN ADDENDUM NO. 2021-002

Project Title: JANITORIAL SERVICES (ITB No. 2021-001)

In reference to the Pre Bid Conference held last January 4, 2021, this Bid Bulletin No. 2021-002 dated January 6, 2021 is issued to clarify, modify or amend items in the Bidding Documents, accordingly, this shall form an integral part of the Bidding Documents:

| | ORIGINAL INVITATION TO BID | NEW INVITATION TO BID |
|----------|--|--|
| | INVITATION TO BID FOR THE PROCUREMENT OF Janitorial Services (TPB-ITB No. 2021-001) | INVITATION TO BID FOR THE PROCUREMENT OF Janitorial Services (TPB-ITB No. 2021-001) |
| 1. 2. | The Tourism Promotions Board (TPB), through the Corporate Budget FY 2021, intends to apply the sum of Four Million One Hundred Eighty Four Thousand Six Hundred Sixty Six Pesos and 64/100 Only (Php4,184,666.84), inclusive of all applicable taxes, being the ABC to payments under the contract for the Janitorial Services for the period of One (1) year, renewable every year but not to exceed three (3) years. Bids received in excess of the ABC shall be automatically rejected at bid opening. The TPB now invites bids for the above Procurement Project. Delivery of the Services is required to commence one (1) day after the issuance of Notice to Proceed. Bidders should have completed, within | The Tourism Promotions Board (TPB), through the Corporate Budget FY 2021, intends to apply the sum of Four Million One Hundred Eighty Four Thousand Six Hundred Sixty Six Pesos and 64/100 Only (Php4,184,666.84), inclusive of all applicable taxes, being the ABC to payments under the contract for the Janitorial Services for the period of One (1) year, renewable every year but not to exceed three (3) years. Bids received in excess of the ABC shall be automatically rejected at bid opening. The TPB now invites bids for the above Procurement Project. Delivery of the Services is |
| | Three (3) years from the date of submission and receipt of bids, a contract similar to the Project. Contract should at least be fifty percent (50%) of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders). | required to commence one (1) day after the issuance of Notice to Proceed. 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 "passfail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. | 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. | 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 TPB – Bids and Awards Committee Secretariat and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m. Monday to Friday excluding holidays. | Prospective Bidders may obtain further information from TPB – Bids and Awards Committee Secretariat and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m. Monday to Friday excluding holidays. |
| 5. | A complete set of Bidding Documents may be acquired by interested Bidders on December 21, 2020 to January 11, 2021 (10:00 a.m.) from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos Only (Php 5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees by sending of scan copy of Official Receipt or by showing the Official Receipt personally to TPB-BAC Secretariat. | 5. A complete set of Bidding Documents may be acquired by interested Bidders on December 21, 2020 to January 18, 2021 (10:00 a.m.) from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos Only (Ptp 5,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees by sending of scan copy of Official Receipt or by showing the Official Receipt personally to TPB-BAC Secretariat. |
| 6. | The TPB will hold a Pre-Bid Conference¹ on December 29, 2020, 3:00 p.m. through video conferencing or webcasting <i>via Zoom Link</i> which shall be open to prospective bidders. Please email bac_sec@tpb.gov.ph or soc_torres@tpb.gov.ph , or eloisa_romero@tpb.gov.ph for meeting ID and PassCode. | The TPB will hold a Pre-Bid Conference² on January 4, 2021, 3:00 p.m. through video conferencing or webcasting via Zoom Link which shall be open to prospective bidders. Please email <u>bac_sec@tpb.gov.ph</u> or <u>soc_torres@tpb.gov.ph</u>, for meeting ID and PassCode. |
| 7. | Bids must be duly received by the BAC Secretariat through online or electronic submission as indicated below, on or before January 11, 2021, 10:00 a.m. Late bids shall not be accepted. | 7. Bids must be duly received by the BAC Secretariat through online or electronic submission as indicated below, on or before January 18, 2021, 10:00 a.m. Late bids shall not be accepted. Instructions for submission of bid/proposal: |
| | Instructions for submission of bid/proposal: | Bidders are instructed to submit in electronic bid submission, the bidders shall submit their bids in two (2) password-protected compressed archive folder, one each for "Technical Component Documents" and "Financial Component Documents." The Password of the |

Bidders are instructed to submit in electronic bid submission, the bidders shall submit their bids in two (2) password-protected compressed archive folder, one each for "Technical Component Document" and 'Financial Component Documents'

Password-Protected Technical Component Document includes the following scan copy:

Class "A" Documents

Legal Documents

(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

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

and 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;

(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 within three (3) years, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
- Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within three (3) years, contract should at least be fifty percent (50%) of the ABC; and
 (g) Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance
- Commission;

Notarized Bid Securing Declaration; and Conformity with the Technical Specifications; and Notarized Omnibus Sworn Statement (OSS);

and if applicable, Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or 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.

- 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
 The prospective bidder's computation of Net Financial Contracting Capacity (NFCC),
- computation must be at least equal to ABC;

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

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.

Password-Protected Financial Component Documents include scanned copy of:

- (m) Duly signed and accomplished Financial Bid Form; and
- (n) Duly signed and accomplished Price Schedule(s).

Please submit your electronic bid/proposal to all of the following email add: bac_sec@tpb.gov.ph, eloisa_romero@tpb.gov.ph, soc_torres@tpb.gov.ph,

Request a confirmation if your submitted bid was received.

The Bidders are also instructed to submit the hard copy of their bid proposal after the Bid Opening to TPB BAC Secretariat

- All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
- Bid opening shall be on January 11, 2021, 3:00 p.m. via Zoom Link, request the Zoom Link meeting ID and Passcode to bac_sec@tpb.gov.ph, or soc_torres@tpb.gov.ph, or eloisa_romero@tpb.gov.ph. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
- $10. \ \ \textit{TPB will request the password or passcode from the bidders during the bid opening, \textit{Bidders are instructed to} \\$ attend the Bid Opening.
- 11. The TPB 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.
- 12. For further information, please refer to:

Ms. Eloisa A. Romero / Mr. Socrates G. Torres BAC Secretariat, Administrative Department

Technical Component Documents" must be different to the Password of the "Financial

Password-Protected Technical Component Documents include the following scanned

Class "A" Documents

Legal Documents

Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); (a)

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,

or

(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:

s permit, submit the Official Receipt as proof of your renewal payment

(d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- Statement of the prospective bidder of all its ongoing government and private contracts within three (3) years, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within three (3) years, contract should at least be fifty percent (50%) of the ABC;
- (p) Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

Notarized Bid Securing Declaration; and

- Conformity with the Technical Specifications; <u>and</u> Notarized Omnibus Sworn Statement (OSS);

and if applicable, Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or 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

 (s) 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
- The prospective bidder's computation of Net Financial Contracting Capacity (NFCC), computation must be at least equal to ABC;

or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

(u) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

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.

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- (v) Duly signed and accomplished Financial Bid Form; and
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Request a confirmation if your submitted bid was received.

The Bidders are also instructed to submit the hard copy of their bid proposal after the Bid Opening to TPB BAC Secretariat.

- All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
- Bid opening shall be on January 18, 2021, 11:00 a.m. via Zoom Link. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Where: Via Zoom Link Zoom Meeting ID: 893 9420 3751 Passcode: 517488

- 10. TPB will request the password or passcode from the bidders during the bid opening, Bidders are instructed to attend the Bid Opening.
- 11. The TPB 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
- 12. For further information, please refer to:

Ms. Eloisa A. Romero / Mr. Socrates G. Torres BAC Secretariat, Administrative Department Tourism Promotions Board 4th Floor Legaspi Towers 300, Roxas Boulevard, Manila Tourism Promotions Board

4th Floor Legaspi Towers 300, Roxas Boulevard, Manila Tel. Nos. 02-525-7312/02 525-9318 loc. 214/215

Email at bac_sec@tpb.gov.ph , eloisa_romero@tpb.gov.ph , soc_torres@tpb.gov.ph

Land Line 02-8 525 93 18 loc. 261 Mobile Number: 0998 9732874

13. You may visit the following websites:
For downloading of Bidding Documents: www.tpb.gov.ph

For online bid submission: bac_sec@tpb.gov.ph, eloisa_romero@tpb.gov.ph, soc_torres@tpb.gov.ph

December 21, 2020

Atty. Venancio C. Manuel III Chairperson Bids and Award Committee

Tel. Nos. 02-525-7312/02 525-9318 loc. 214/215

Email at bac_sec@tpb.gov.ph, soc Land Line 02-8 525 93 18 loc. 261 Mobile Number: 0998 9732874

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December 21, 2020

Atty. Venancio C. Manuel III Chairperson Bids and Award Committee

ORIGINAL SPECIFICATIONS

Technical Specifications

| Item | Specification | Statement of Compliance |
|------|---------------|----------------------------|
| | | 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 |

NEW SPECIFICATIONS

Technical Specifications

| Item | Specification | Statement of Compliance |
|------|---------------|-------------------------|
| | | 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 |
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| | | 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 |

TOURISM PROMOTIONS BOARD PHILIPPINES

| | | contradicted by | | | | contradicted by |
|-----|--|---------------------|---|---|---|---------------------|
| | | the evidence | | | | the evidence |
| | | presented will | | | | presented will |
| | | render the Bid | | | | render the Bid |
| | | under evaluation | | | | under evaluation |
| | | liable for | | | | liable for |
| | | rejection. A | | | | rejection. A |
| | | statement either in | | | | statement either in |
| | | the Bidder's | | | | the Bidder's |
| | | statement of | | | | statement of |
| | | compliance or the | | | | compliance or the |
| | | supporting | | | | supporting |
| | | evidence that is | | | | evidence that is |
| | | found to be false | | | | found to be false |
| | | either during Bid | | | | either during Bid |
| | | evaluation, post- | | | | evaluation, post- |
| | | qualification or | | | | qualification or |
| | | the execution of | | | | the execution of |
| | | the Contract may | | | | the Contract may |
| | | be regarded as | | | | be regarded as |
| | | fraudulent and | | | | fraudulent and |
| | | render the Bidder | | | | render the Bidder |
| | | | | | | |
| | | or supplier liable | | | | or supplier liable |
| | | for prosecution | 1 | | | for prosecution |
| | | subject to the | 1 | | | subject to the |
| | | applicable laws | | | | applicable laws |
| | | and issuances. | | | | and issuances. |
| 1 | I. PROJECT DESCRIPTION | | - | 1 | I. PROJECT DESCRIPTION | |
| | The project subject of the T | | 1 | | The project, subject of this Terms of | |
| | The project, subject of this Terms of | | | | | |
| | Reference (TOR), involves the supply of | | | | Reference (TOR), involves the supply of | |
| | labor and materials for Janitorial Services | | | | labor and materials for Janitorial Services | |
| | requirement of various offices of the | | | | requirement of various offices of the | |
| | Tourism Promotions Board. | | | | Tourism Promotions Board. | |
| 2 | II. APPROVED BUDGET FOR THE | | | 2 | II. APPROVED BUDGET FOR THE | |
| | CONTRACT (ABC): | | | | CONTRACT (ABC): | |
| | FOUR MILLION ONE HUNDRED | | | | FOUR MILLION ONE HUNDRED | |
| | EIGHTY-FOUR THOUSAND SIX | | | | EIGHTY-FOUR THOUSAND SIX | |
| | HUNDRED SIXTY-SIX PESOS AND | | | | HUNDRED SIXTY-SIX PESOS AND | |
| | 64/100 (Php4,184,666.64) | | | | 64/100 (Php4,184,666.64) | |
| | 0 % 100 (Thp 1,10 1,000.0 1) | | | | 0 % 100 (Thp 1,10 1,000.0 1) | |
| 3 | The The bid price is for the duration of | | | 3 | The The bid price is for the duration of | |
| | services for one (1) year renewable every | | | | services for one (1) year renewable every | |
| | year but not to exceed three (3) years, and | | | | year but not to exceed three (3) years, and | |
| | may be adjusted during the contract | | | | may be adjusted during the contract | |
| | implementation due to the following reasons | | | | | |
| | | | | | implementation due to the following reasons | |
| | only: | | | | only: | |
| | The increase in minimum daily wage | | | | The increase is said. | |
| | The increase in minimum daily wage pursuant to law or new wage order | | 1 | | The increase in minimum daily wage pursuant to law or new wage order | |
| | issued after date of bidding; | | | | pursuant to law or new wage order | |
| | _ | | | | issued after date of bidding; | |
| | There is an increase in taxes and other mandated regulatory. | | 1 | | There is an increase in taxes and | |
| | other mandated regulatory | | 1 | | other mandated regulatory | |
| | contributions; and/or | | | | contributions; and/or | |
| | During the term of the contract when TDD | | 1 | | During the term of the contract when | |
| | TPB sees the need for an increase or | | 1 | | TPB sees the need for an increase or | |
| | decrease in the number of | | | | decrease in the number of | |
| | janitor/janitress TPB requires, or if | | 1 | | janitor/janitress TPB requires, or if | |
| | there are changes in the list of tools | | 1 | | there are changes in the list of tools | |
| | and equipment which TPB will find | | | | and equipment which TPB will find | |
| | necessary during the duration of the | | | | necessary during the duration of the | |
| | contract provided shall not exceed | | 1 | | contract provided shall not exceed | |
| | the approved budget cost (ABC) for | | 1 | | the approved budget cost (ABC) for | |
| | the relevant year. (R.A. 9184 | | 1 | | the relevant year. (R.A. 9184 | |
| | Appendix 23 Guidelines on the | | | | Appendix 23 Guidelines on the | |
| | procurement of security and | | 1 | | procurement of security and | |
| | janitorial services under Sec. 5.0 | | 1 | | janitorial services under Sec. 5.0 | |
| | Multi-Year Contracts, 5.2. page 294) | | 1 | | Multi-Year Contracts, 5.2. page 294) | |
| l L | The estimated cost of One Hundred Twelve | | | | The estimated cost of One Hundred Twelve | |
| | | | | | | |

| | | | | | | |
|---|--|--------------|------|--|-------------------|--|
| | Thousand Pesos (Php112,000) shal | ll be billed | | Thousand Pesos (Php112,000 |) shall be billed | |
| | separately based on actual approved | ed | | separately based on actual ap | proved | |
| | overtime work per month. | | | overtime work per month. | | |
| | | | | | | |
| 4 | III. CONTRACT DURATION: | | 4 | III. CONTRACT DURATION | ON: | |
| | The contract duration for the janito | orial | | The contract duration for the | ianitorial | |
| | | | | services shall be for a period | 3 | |
| | services shall be for a period of on | | | and renewable every year bu | | |
| | and renewable every year but not t | | | | | |
| | three (3) years and subject to yearl | ly | | three (3) years and subject to | | |
| | performance evaluation. | | | performance evaluation. The | | |
| | | | | performance of the Supplier | | |
| | TPB may opt to extend the contract | et on a | | performance evaluation by T | PB shall be | |
| | periodic month-to-month basis bey | | | required as a condition for th | e renewal of | |
| | three (3) years if the next contract i | | | the services for the succeedir | ng year. | |
| | awarded, but not to exceed an aggre | | | | | |
| | period of one (1) year, upon setting | | | TPB may opt to extend the co | ontract on a | |
| | and conditions mutually acceptable | e to the | | periodic month-to-month bas | | |
| | parties concerned. | | | three (3) years if the next con | | |
| | | | | awarded, but not to exceed an | | |
| _ | IV. PERSONNEL REQUIREM | CENTRE. | | period of one (1) year, upon s | etting the terms | |
| 5 | IV. PERSONNEL REQUIREM | IEN I | | and conditions mutually acce | ptable to the | |
| | | | | parties concerned. | | |
| | FOURTEEN (14) Janitorial person | | | | | |
| | comprised of the following: One (1 | | 5 | IV. PERSONNEL REQUI | REMENT | |
| | Supervisor, Ten (10) Male personn | nel, Three | | | | |
| | (3) Female personnel | | | FOURTEEN (14) Janitorial p | ersonnel | |
| | | | | comprised of the following: (| One (1) | |
| | NO. OF DAYS AS PROVIDED I | UNDER | | Supervisor, Ten (10) Male pe | | |
| | DOLE-NCR WAGE ORDER NO | O. 22 | | (3) Female personnel | | |
| | SERIES 2018: | | | (e) I emaie personner | | |
| | | | | NO. OF DAYS AS PROVII | DED LINDED | |
| | 313 Days, to be provided eight (8) | hours a | | | | |
| | day, six (6) days a week excluding | Sundays | | DOLE-NCR WAGE ORDE | LK NO. 22 | |
| | on a Rest Day and Special non-wor | rking | | SERIES 2018: | | |
| | days, unless otherwise requested in | | | | | |
| | by the Heads of Offices concerned. | | | 313 Days, to be provided eigh | | |
| | actual number of workdays and hou | | | day, six (6) days a week exclu | | |
| | shall be used for billing purposes. | 1 | | on a Rest Day and Special no | | |
| | | | | days, unless otherwise reques by the Heads of Offices conce | | |
| 6 | V. AREAS TO BE SERVICE | CED BY | | actual number of workdays a | | |
| | JANITORIAL SERVICES PR | ROVIDER | | shall be used for billing purpo | | |
| | Office/Divisions Free | quency | | | | |
| | /Area | quency | 6 | V. AREAS TO BE SE | | |
| | Office of the Daily | ly | | JANITORIAL SERVICE | ES PROVIDER | |
| | Chief Operating | | | OPP //D' | _ | |
| | Officer | | | Office/Divisions /Area | Frequency | |
| | Office of the Daily | ly | | Office of the | Daily | |
| | Deputy COO for | | | Chief Operating | Daily | |
| | Marketing & | | | Officer | | |
| | Promotions Office of the Daily | | | Office of the | Daily | |
| | Office of the Daily Deputy COO for | ly | | Deputy COO for | | |
| | Corporate | | | Marketing & | | |
| | Affairs | | | Promotions | | |
| | International Daily | lv | | Office of the | Daily | |
| | Promotions | · | | Deputy COO for | | |
| | Department | | | Corporate | | |
| | Domestic Dails | ly | | Affairs | | |
| | Promotion | · | | International | Daily | |
| | Department | | | Promotions | | |
| | M.I.C.E. Dail | ly | | Department | Daile | |
| | Department | | | Domestic | Daily | |
| | Corporate Dail | ly | | Promotion Department | | |
| | Planning and | | | M.I.C.E. | Daily | |
| | Business | | | Department | Daily | |
| | Development | | | Department | | |
| | Department | | | | | |
| | · · · · · · · · · · · · · · · · · · · | | | | | |

| Marketing | Daily |
|------------------|-------|
| Communications | |
| Department | |
| Legal | Daily |
| Department | |
| Finance | Daily |
| Department | |
| Administrative | Daily |
| Department | |
| Management | Daily |
| Information | |
| System | |
| Department | |
| Office of the | Daily |
| COA Resident | |
| Auditor | |
| Cash/Clinic | Daily |
| Library/Records/ | Daily |
| Boardroom | - |
| Pantry | Daily |
| Lobby/Hallways | Daily |
| TPB's Vehicle | Daily |
| at Legaspi | , |
| Towers 300 | |
| Parking area | |
| Restrooms | Daily |

| 1/1 | | , O D E | 0 | 14/05 | 1/ |
|-----|-----|---------|-----|-------|----|
| V | · • | OPE | ()- | WOR | K. |

7

A. DAILY ROUTINE OPERATIONS

- Sweeping, mopping, spot scrubbing and polishing of all floors, Areas frequented by the public such as entrance/exit areas, hallways/corridors, waiting areas and comfort rooms, shall be serviced continuously to guarantee cleanliness and other area to be defined by TPB;
- Cleaning, sanitizing of toilets and restrooms with the use of effective disinfecting chemicals/cleaning materials on the wash basins, urinals and toilet bowls:
- Dusting and cleaning of surfaces of all glass tops, inside windows, pieces of furniture and other partition of the building that require daily attention;
- 4. Cleaning of trash receptacles in all the rooms/offices;
- 5. Sweeping of cobwebs on walls ceilings;
- Cleaning and polishing of glass partition, window panels, skills, walls and other partitions;
- 7. Cleaning the TPB's vehicle at Parking area;
- 8. Other services within the building which may be assigned by the TPB Management from time within the scope of janitorial services, to wit: (a) disposal of trash from the confines of the building to the receptacle located at the 4th Floor Legaspi Towers 300 (near the elevator)

| Corporate Planning and | Daily |
|---------------------------|-------|
| Business | |
| Development | |
| Department | 5 " |
| Marketing | Daily |
| Communications | |
| Department | 5 " |
| Legal | Daily |
| Department | |
| Finance | Daily |
| Department | |
| Administrative | Daily |
| Department | |
| Management | Daily |
| Information | |
| System | |
| Department | |
| Office of the | Daily |
| COA Resident | |
| Auditor | |
| Cash/Clinic | Daily |
| Library/Records/ | Daily |
| Boardroom | |
| Pantry | Daily |
| Lobby/Hallways | Daily |
| TPB's Vehicle | Daily |
| at Legaspi | , |
| Towers 300 | |
| Parking area | |
| Restrooms | Daily |

VI. SCOPE OF WORK

A. DAILY ROUTINE OPERATIONS

- Sweeping, mopping, spot scrubbing and polishing of all floors, Areas frequented by the public such as entrance/exit areas, hallways/corridors, waiting areas and comfort rooms, shall be serviced continuously to guarantee cleanliness and other area to be defined by TPB;
- Cleaning, sanitizing of toilets and restrooms with the use of effective disinfecting chemicals/cleaning materials on the wash basins, urinals and toilet bowls:
- Dusting and cleaning of surfaces of all glass tops, inside windows, pieces of furniture and other partition of the building that require daily attention;
- Cleaning of trash receptacles in all the rooms/offices;
- 5. Sweeping of cobwebs on walls ceilings;
- Cleaning and polishing of glass partition, window panels, skills, walls and other partitions;
- 7. Cleaning the TPB's vehicle at Parking area;
- 3. Other services within the building which may be assigned by the TPB Management from time within the scope of janitorial services, to wit: (a) disposal of trash from the confines of the building to the receptacle located at the 4th Floor Legaspi Towers 300 (near the elevator)

B. WEEKLY/PERIODIC OPERATIONS Thorough washing, scrubbing, and stripping of old wax on all floors; B. WEEKLY/PERIODIC OPERATIONS 2. Refinishing, waxing and polishing of Thorough washing, scrubbing, and all floors: stripping of old wax on all floors; 3. Washing of windows, doors and Refinishing, waxing and polishing of window panels, ledges and all vents; Dusting of light fixtures suspended all floors: Washing of windows, doors and from the ceiling, venetian blinds and window panels, ledges and all vents; Dusting of light fixtures suspended 5. Removing of cobwebs and washing of from the ceiling, venetian blinds and walls: Vacuum cleaning of chairs; drapes: 6. Removing of cobwebs and washing of General cleaning of premises, waxing and polishing of office furniture and walls: fixtures and others, except items or Vacuum cleaning of chairs; General cleaning of premises, waxing equipment that require specialized and polishing of office furniture and maintenance services: fixtures and others, except items or equipment that require specialized C. MONTHLY PERIODIC OPERATIONS maintenance services: 1. General cleaning, sanitizing and MONTHLY PERIODIC disinfecting of commonly used areas within the building; **OPERATIONS** 2. Cleaning of light and fixtures and as the client may indicate like electric fans and 1. General cleaning, sanitizing and others: disinfecting of commonly used areas 3. Inspection and cleaning of gutters within the building; including reporting of damage for 2. Cleaning of light and fixtures and as the immediate repair client may indicate like electric fans and 8 3. Inspection and cleaning of gutters VII. EOUIPMENT AND **SUPPLIES** including reporting of damage for REQUIREMENTS immediate repair AND SUPPLIES The Service Provider shall provide 8 VII. EOUIPMENT adequate supply of janitorial tools and REQUIREMENTS The Service Provider shall provide cleaning equipment, cost of cleaning adequate supply of janitorial tools and materials and supplies to be used for the cleaning equipment, cost of cleaning effective performance of the required materials and supplies to be used for the services shall be incorporated in the contract. effective performance of the required services shall be incorporated in the contract. The supplies and materials shall be delivered to PGSD, Administrative Department, at The supplies and materials shall be delivered least five (5) days before the start each to PGSD, Administrative Department, at proceeding month and shall be withdrawn as least five (5) days before the start each needed by the on-site supervisor or personproceeding month and shall be withdrawn as in-charge. In the event that there are needed by the on-site supervisor or personinsufficient cleaning materials delivered. **TPB** may buy the same, subject to deduction in-charge. In the event that there are insufficient cleaning materials delivered. from the total amount due to the Services TPB may buy the same, subject to deduction Provider. from the total amount due to the Services Provider. LIST OF EQUIPMENT 9 LIST OF EQUIPMENT 9 Floor Polisher -Units Heavy Duty Vacuum Cleaner 1 Set Floor Polisher -Units (wet & drv) w/ Heavy Duty complete accessories Warning Device (A-Pieces Vacuum Cleaner 1 Set Type) (wet & dry) w/ complete accessories Push cart (Heavy Units Duty) Folding Flat

| | Nform Tro Hand 200 | olley Car kgs | t | | | 3 | Warning I Type) | Device (A | A- | 3 | Pieces | |
|---------|-----------------------------------|----------------------------|---------------------------|-------------|----|----|--------------------------------------|---------------------------|-----------------------|----|-------------|--|
| 5 | Mop sque Bucket an Rubberma | ezer d winger aid US | | Units | | | Push cart Duty) Fold Nform Tro | ding Flat | | 2 | Units | |
| 6 | Extension meters / ex Cord | | | Sets | | 5 | Hand 200 Mop sque | kgs ezer | + | 2 | Units | |
| 7 | Open Top (120 L) | Drum | 1 | Piece | | | Bucket an Rubberma | id US | | | _ | |
| 8 | Plastic pai | il – Oroc | an 2 | Pieces | | | Extension meters / ex Cord | | 25 | 2 | Sets | |
| | 16 liters | P OF GY | | | | 7 | Open Top (120 L) | Drum | | 1 | Piece | |
| ' | ITEM | Total | Total | | | | Plastic pai | il – Oroca | an | 2 | Pieces | |
| | S | Quanti ty per Month | Quantity for Twelve | Unit | 10 | | | Γ OF SU | PPLI | ES | | |
| 1 | Airfres | 6 | (12) Months 72 | Cans | | | ITEM S | Total Quanti ty per | Total Quan for | | | |
| | hner Spray Glade | | | | | | | Month | Twelv (12) Mont | | Unit | |
| 2 | All- Purpos e | 3 | 36 | Gallon s | | 1 | Airfres hner Spray | 6 | 72 | | Cans | |
| | Cleane r Conce | | | | | 2 | Glade All- Purpos | 3 | 36 | | Gallon s | |
| 3 | ntrated Armor all 22 OZ | 2 | 24 | Cans | | | e Cleane r | | | | | |
| | Aeroso l | | | | | 3 | Conce ntrated Armor | 2 | 24 | | Cans | |
| 4 | Baygo n Insecti cide – | 2 | 24 | Cans | | | all 22 OZ Aeroso | | | | | |
| 5 | 500 ml Bleach | 4 | 24 | Gallon s | | 4 | Baygo n | 2 | 24 | | Cans | |
| | ing Solutio ns – Zonro | | | S | | | Insecti cide – 500 ml | | | | | |
| | x Origin | | | | | 5 | Bleach ing Solutio | 4 | 24 | | Gallon s | |
| 6 | 3785 ML Chamo | 2 | 24 | Tube | | | ns – Zonro x | | | | | |
| 7 | is Compl ete or | 4 | 48 | Gallon | | | Origin al 3785 | | | | | |
| 8 | Diamo nd WA Cotton | 30 | 360 | Pieces | | 6 | ML Chamo is | 2 | 24 | | Tube | |
| | Rags (Roun d: | 30 | 300 | 1 Reces | | 7 | Compl ete or Diamo | 4 | 48 | | Gallon s | |
| 9 | White) Deodo rant | 24 | 288 | Pieces | | 8 | nd WA Cotton Rags | 30 | 360 | | Pieces | |
| | Cake 99% 50 gms | | | | | 0 | (Roun d: White) | 24 | 200 | | Diagra | |
| 10 | Dishw ashing paste | 2 | 24 | Pieces | | 9 | Deodo rant Cake 99% | 24 | 288 | | Pieces | |
| 11 | 350g Disinf ectant | | 36 | Gallon s | | 10 | 50 gms Dishw | 2 | 24 | | Pieces | |
| | (Lysol or Cleans | | | | | 11 | ashing paste 350g | | 26 | | Colle | |
| 12 | ol) Franel a - | 5 14 | 168 | Pieces | | 11 | Disinf ectant (Lysol | | 36 | | Gallon s | |
| | 12" X 17", Cotton | | | | | 12 | or Cleans ol) | 5 | 140 | | Diana | |
| 13 | Garba ge Bag (XXL | 120 | 1,440 | Pieces | | 12 | Franel a - 12" X | 14 | 168 | | Pieces | |
| | - 60 pieces) | | | | | 13 | 17", Cotton Garba | 120 | 1,440 | | Pieces | |

| 60 pie | eces) | | | | | (XXL - 60 | | | |
|--------------------------------|----------------|----|-----|----------|-----|--------------------|----------|-----|----------|
| l Gla | ass eane | 2 | 24 | gallons | | pieces) | | | |
| r - | | | | | | 60 | | | |
| | eutra | | | | 14 | pieces) Glass | 2 | 24 | collogo |
| l − _j cle | pn eaner | | | | 14 | Cleane | 2 | 24 | gallons |
| for | r | | | | | r - | | | |
| ligl dut | ht – | | | | | Neutra l –ph | | | |
| | eanin | | | | | cleaner | | | |
| g 3.7 | 751 | | | | | for | | | |
| 3.7 lite | | | | | | light – duty | | | |
| net | t | | | | | cleanin | | | |
| | nten offer | | | | | g 3.751 | | | |
| | ould | | | | | liters | | | |
| be | | | | | | net | | | |
| the | nong | | | | | conten t /offer | | | |
| | adin | | | | | should | | | |
| g Bra | and | | | | | be among | | | |
| in t | the | | | | | the | | | |
| | arket octor | 16 | 192 | litters | | Leadin g | | | |
| _ J | I 70 | 10 | 1,2 | neces | | Brand | | | |
| % Ico | | | | | | in the Market | | | |
| lso pyl | opro l | | | | 15 | Doctor | 16 | 192 | litters |
| alc | coho | | | | | – J 70 | | | |
| l ar mo | nd oistu | | | | | % Isopro | | | |
| rize | ers | | | <u> </u> | | pyl | | | |
| Lic har | quid | 26 | 234 | Packs | | alcoho l and | | | |
| So | ap | | | | | moistu | | | |
| (50 | 00ml | | | | 16 | rizers | 26 | 234 | Packs |
| | atso | | | | 10 | Liquid hand | 26 | 234 | racks |
| n | . | | | | | Soap | | | |
| | and sol | 2 | 24 | Pieces | | (500ml | | | |
| Spi | ray | _ | | | | Watso | | | |
| | 0m edge | 4 | 48 | bottles | | n Brand | | | |
| wit | th | • | 40 | bottles | 17 | Lysol | 2 | 24 | Pieces |
| cle ng | eansi | | | | | Spray 500m | | | |
| | nditi | | | | 18 | Pledge | 4 | 48 | bottles |
| | er – Oml | | | | | with | | | |
| | lishi | 2 | 24 | Pieces | | cleansi ng | | | |
| ng | Pad | | | | | conditi | | | |
| | wde Soap | 4 | 48 | Kilos | | oner – 330ml | | | |
| / | | | | | 19 | Polishi | 2 | 24 | Pieces |
| De ent | eterg | | | | 20 | ng Pad Powde | 4 | 48 | Kilos |
| Sco | otch | 10 | 120 | Pieces | | r Soap | | | 11105 |
| Bri | rite | | | | | / Deterg | | | |
| pac Shi | ine | 1 | 12 | Gallon | I L | ent | | | <u> </u> |
| Up |)- | | | s | 21 | Scotch | 10 | 120 | Pieces |
| Fui | rnit e | | | | 1 L | Brite pad | <u> </u> | | <u> </u> |
| Po | lish | 10 | 120 | m 1 | 22 | Shine | 1 | 12 | Gallon |
| Ste | | 10 | 120 | Tubes | | Up- Furnit | | | S |
| Str | rippi | 2 | 24 | Pieces | | ure | | | |
| | Pad | | | | 23 | Polish Steel | 10 | 120 | Tubes |
| - I | | | | | | wool | | | |
| Tir | re | 2 | 24 | Tubes | 24 | Strippi ng Pad | 2 | 24 | Pieces |
| | ack ssue | 60 | 720 | Rolls | | ng Pad – 16" | | | |
| Pa | per | | | | 25 | size | 2 | 24 | Tuk |
| To boy | oilet wl | 2 | 24 | Gallon | 23 | Tire Black | 2 | 24 | Tubes |
| cle | eaner | | | | 26 | Tissue | 60 | 720 | Rolls |
| LY L | /SO | | | | 27 | Paper Toilet | 2 | 24 | Gallon |
| | and | | | | 11 | bowl | 1 | | Junon |
| | OZ | 1 | 12 | gallor | | cleaner LYSO | | | |
| 320 | | 1 | 12 | gallon | | L | | | |
| 320 Wa | ax rippe | | | | 11 | Brand | 1 | 1 | |
| 320 Wa Str r – | rippe - All | | | | | | | | |
| Wa Str r – | rippe | | | | 28 | 32OZ Wax | 1 | 12 | gallon |
| 320 Wa Str r – Pur | rippe - All | | | | 28 | 32OZ | 1 | 12 | gallon |

| | | LIST O | F SUPPI | LIES | | | | | | | | | |
|---|--|---|--------------------------------------|-----------------------------------|------------|--------------------------------------|-----------------------------------|------|-------|--|-------------------|-----------------|------------|
| | Consu | mables: | T. () | I m | | | | | | LIST O | F SUPPI | LIES | |
| | | ITEMS | Total Quanti ty per quarter | Total Quanti ty per year | Uni t | | | | Consu | ITEMS | Total Quanti | Total Quanti | |
| | 1 | Carpet Shampoo | 1 | 4 | Gall on | | | | | | ty per quarter | ty per year | Uni t |
| - | 2 | Mop Head | 2 | 8 | Piec | | | | 1 | Carpet Shampoo | 1 | 4 | Gall on |
| | | #500 | | | es | | | | 2 | Mop Head cotton Bland | 2 | 8 | Piec es |
| | 3 | Mop Head | 2 | 8 | Piec es | | | | 3 | #500 Mop Head | 2 | 8 | Piec |
| | 4 | Muriatic Acid | 2 | 8 | gall | | | | 4 | Muriatic | 2 | 8 | es |
|] | Non-C | Consumbles | | | | | | | | Acid | | | ons |
| | | | Total Quanti | Total Quanti | | | | | Non-0 | Consumbles | | | |
| | ITEMS ty per ty per Onit Service Servi | | | | ITEMS | Total Quanti ty per 6 Month s (semi- | Total Quanti ty per Year | Unit | | | | | |
| - | 1 | Dust Pan (Plastic) | 3 | 6 | Piec es | | | 11 | | | annual ly) | | |
| | 2 | Glass Squeegee | 1 | 2 | Piec es | | | | 1 | Dust Pan (Plastic) | 3 | 6 | Piec es |
| | 3 | Feather Duster | 2 | 4 | Piec es | | | | 2 | Glass Squeegee | 1 | 2 | Piec es |
| | 4 | Rubber Force | 1 | 2 | Piec es | | | | 3 | Feather Duster | 2 | 4 | Piec es |
| | 5 | Soft Broom | 3 | 6 | Piec | | | | 4 | Rubber Force Pump | 1 | 2 | Piec es |
| | 6 | (Tambo) Stick Broom | 3 | 6 | es | | | | 5 | Soft Broom (Tambo) | 3 | 6 | Piec es |
| | | (Walis Ting- Ting) | | | es | | | | 6 | Stick Broom (Walis Ting- | 3 | 6 | Piec es |
| | 7 | Spray Gun | 5 | 10 | Piec es | | | | 7 | Ting) Spray Gun | 5 | 10 | Piec |
| | 8 | Toilet Brush | 2 | 4 | Piec es | | | | 8 | Toilet Brush | 2 | 4 | es |
| | 9 | Dust Mop | 2 | 4 | Piec es | | | | | | | | es |
| | | | <u> </u> | 1 | | | | | 9 | Dust Mop | 2 | 4 | Piec es |
| 1 | orovid which | ervices Provide the above makes should be ava | entioned ilable 10 | l material | ls | | | 12 | | ervices Provi | | | |
| 1 | | TERMS A | ND CO | | NS | | \dashv | | which | de the above many should be available available. | ilable 10 | | |
| | 1. | A. TPB may re to perform a | THE TP | janitor/j | anitress | | | 13 | | II. TERMS | | | ONS |
| | | need arises | | | | | | | | Α. | THE | LTB | |

- assigned task and to observe certain office rules and regulations within the premises covered by the Contract;
- TPB shall provide a stock room for the janitors supplies to be determined by the TPB's authorized representative;
- In case of any adjustment(s) during the contract implementation due to the following reason:
 - The increase in minimum daily wage pursuant to law or new wage order issued after date of bidding;
 - · There is an increase in taxes: and
 - During the term of the contract when TPB sees the need for an increase or decrease in the number of janitor/janitress, the resulting cost of the increase or decrease provided shall not exceed the approved budget cost (ABC) for the relevant year. (R.A. 9184 Appendix 23 Guidelines on the procurement of security and janitorial services under Sec. 5.0 Multi-Year Contracts, 5.2. page 294)
- The TPB shall require the Contractor to furnish the TPB with copies of proofs of payments of contributions/premiums due to SSS, PhilHealth, BIR and PagIBIG of their personnel, as mandated by law.
- The TPB Shall conduct a quarterly performance evaluation of the Janitorial Agency's performance and provide feedback accordingly. (R.A. 9184 Appendix 23 Guidelines on the procurement of security and janitorial services under Sec. 5.0 Multi-Year Contracts, 5.6. page 295)

B. THE JANITORIAL SERVICES PROVIDER (CONTRACTOR)

- The deployed Janitorial personnel shall work eight hours a day, six days a week from Sunday to Friday. However, the personnel may be requested to provide assistance outside the regular working hours or during weekends or holidays, upon the written approval of the PGSD Chief.
- The TPB has the right recommend the changes in the assignment/deployment of the Janitorial Personnel at anytime during the contract period, through a written notice to the contractor.
- The Contractor shall make available relievers and/or replacements at all

- TPB may require the janitor/janitress to perform additional duties, as the need arises in the conduct of their assigned task and to observe certain office rules and regulations within the premises covered by the Contract;
- TPB shall provide a stock room for the janitors supplies to be determined by the TPB's authorized representative;
- In case of any adjustment(s) during the contract implementation due to the following reason:
 - The increase in minimum daily wage pursuant to law or new wage order issued after date of bidding;
 - · There is an increase in taxes; and
- During the term of the contract when TPB sees the need for an increase or decrease in the number of janitor/janitress, the resulting cost of the increase or decrease provided shall not exceed the approved budget cost (ABC) for the relevant year. (R.A. 9184 Appendix 23 Guidelines on the procurement of security and janitorial services under Sec. 5.0 Multi-Year Contracts, 5.2. page 294)
- 4. The **TPB** shall require the Contractor to furnish the TPB with copies of proofs of payments of contributions/premiums due to the
 - SSS
 - PhilHealth
 - BIR and
 - PagIBIG of their personnel, as mandated by law.
- The TPB Shall conduct a quarterly performance evaluation of the Janitorial Agency's performance and provide feedback accordingly. (R.A. 9184 Appendix 23 Guidelines on the procurement of security and janitorial services under Sec. 5.0 Multi-Year Contracts, 5.6. page 295)

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- The TPB has the right recommend the changes in the assignment/deployment of the Janitorial Personnel at anytime during the contract period, through a written notice to the contractor.

- times to ensure continuous and uninterrupted services.
- 4. The **Contractor** shall pay its personnel not less than the minimum wage and other benefits mandated by the law. The Contract or shall comply with the laws governing labor standards and employee's compensation. A certificate for the purpose shall be required from the Contractor.
- 5. The Contractor shall submit, along with the monthly billing statement, receipts and prescribed reports stamped received by SSS, PhilHealth of PagIBIG, as proof of remittances for SSS, PhilHealth and PagIBIG premiums of the Janitorial personnel assigned in the TPB.
- 6. The Contractor in the performance of its services shall secure, maintain at its own expenses all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Contractor's personnel shall take all necessary precautions for the safety with all the standards and established safety regulations, rules and practices.
- 7. The Contractor must see to it that the fourteen (14) personnel to be assigned in the TPB for Janitorial Services shall be Fit to Work Certificate and DOLE Certificate. provided with appropriate uniform, PPE (mask, gloves and disinfectant sprays or wipes) and ensure that they shall observe proper personal hygiene and appear neat and clean at all times.
- The Contractor shall ensure Safety
 First in the performance of its
 functions, and avoid the creation of
 safety hazards both in the condition of
 the work performed and while doing
 work.
- 9. Any changes in the venue where the Contractor shall perform its services and any increase or decrease in the number of personnel shall be covered by a Supplemental Agreement, which shall form part of the Contract without the need for amendment, provided that any necessary adjustments shall be

- The Contractor shall make available relievers and/or replacements at all times to ensure continuous and uninterrupted services.
- 4. The **Contractor** shall pay its personnel not less than the minimum wage and other benefits mandated by the law. The Contract or shall comply with the laws governing labor standards and employee's compensation. A certificate for the purpose shall be required from the Contractor.
- 5. The Contractor shall submit, along with the monthly billing statement, receipts and prescribed reports stamped received by the following agencies:
 - SSS
 - PhilHealth and
 - PagIBIG

as proof of remittances for SSS, PhilHealth and PagIBIG premiums of the Janitorial personnel assigned in the TPB.

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- The Contractor shall ensure Safety
 First in the performance of its
 functions, and avoid the creation of
 safety hazards both in the condition of
 the work performed and while doing
 work
- 9. Any changes in the venue where the Contractor shall perform its services and any increase or decrease in the number of personnel shall be covered by a Supplemental Agreement, which shall form part of the Contract without the need for amendment, provided that any necessary adjustments shall be

| | made consistent with the terms conditions of the Contract. | | made consistent with the terms and conditions of the Contract. |
|--|---|---------------------------------------|--|
| Th PG the | a. MONITORING & EVALUATION TO CONTRACTOR OF | f | IX. MONITORING & EVALUATION The Contractor, in coordination with TPB's PGSD shall monitor the implementation of the provisions of the Contract using the ISO Standard form devised for the purpose. |
| | COST DISTRIBUTION | 15 | COST DISTRIBUTION |
| | tem Description Total | | Item Description Total |
| | No. of No. of Daily of Days Hour Wage Days per sper (DW) Work Year Day Week | | No. No. of Daily of Days Hour Wage Days per s per (DW) Work Year Day |
| | 6 313 8 537.0 days hours 0 | | 6 days days hours 0 |
| B | Average Pay per Month (DW X No. of Days per Year/12) 75 5 days Incentive Leave (DW x 5 days / 12) 13th Month Pay (DW x No. of days / 12)/12 3 15,3 | 5 2 7. 0 4 4 0 2 | A. Amount Directly to Janitor Average Pay per Month (DW X No. of Days per Year/12) 5 days Incentive Leave (DW x 5 days / 12) 13th Month Pay (DW x No. of days / 12)/12 Sub-total B. Amount due to Government SSS Premium SSS Premium Philhealth Contribution Phylidealth Contribution PAG-IBIG Premium (Standard) PAG-IBIG Premium (Standard) PAG-IBIG Premium (Standard) C. Total Compensation (A +B) 14,006 1,167.2 11,67.2 11,67.2 15,397. 73 |
| | D. Administrative Cost (C x 10%) | | D. Administrative Cost (C x 10%) Php |
| E | E. Total Cost per Janitor per Month, VAT inc. [(C+D) + 12%VAT] | \dashv | E. Supplies and Materials Php |
| F | | | F. VAT 12% = (C+D+E) x 12% Php G. Total Cost of Janitorial Services |
| | G. Total Cost of Janitorial Services per Month (E + F) H. Total Bid for Janitorial Services for One (1) Year Amount in "G" multiplied by 12 | | per Month (E + F) Multiplied by Number of Months H. Total Cost of Janitor Services for One (1) Year ** DOLE Department Order No. 18-A Series of 2011, Section 9 (b) (ii) |
| Sei b. and sha xx: ii. coor arr of adi pei | months F DOLE Department Order No. 18-A ries of 2011, Section 9 (b) (ii) Service Agreement between the princi d the contractor. The Service Agreeme all include the following: x The place of work and terms and inditions governing the contracting rangement, to include the agreed amou the services to be rendered, the standa ministrative fee of not less than ten recent (10%) of the total contract cost. * The estimated cost of One Hundred velve Thousand Pesos (Php112,000) sh | t t I | Series of 2011, Section 9 (b) (ii) b. Service Agreement between the principal and the contractor. The Service Agreement shall include the following: xxx ii. The place of work and terms and conditions governing the contracting arrangement, to include the agreed amount of the services to be rendered, the standard administrative fee of not less than ten percent (10%) of the total contract cost. *** The estimated cost of One Hundred Twelve Thousand Pesos (Php112,000) shall be billed separately based on actual approved overtime work per month. |

| | lled sepa | | | | | | 16 | | SUPPL | IES R | EQUI | REN | MENT | S |
|---------|---|-------|-------------|-------------------------|-------------------------|----------------|----|---------|--|-------|-------------|-------------------|-------------------------|----------------|
| | SUPPL | IES R | REQUI | IREM | IENT | S | | N o. | ITEMS | Qty | Unit | U ni t C | No. of Mo nths | Am ou nt |
| N o. | ITEMS | Qty | Unit | U ni t C os | No. of Mo nths | Am ou nt | | Con | sumables: | 6 | can | os t | | |
| Con | sumables: Airfres | 6 | can | t | | | | 1. | hner Spray Glade lemon 320 ml | 0 | s | | 12 | |
| | Spray Glade lemon 320 ml | | | | 12 | | | 2. | All- Purpos e | 3 | gall ons | | | |
| 2. | All- Purpos e Cleane | 3 | gall ons | | 12 | | | | Cleane r Conce ntrated | | | | 12 | |
| 3. | r Conce ntrated | 2 | can | | | | | 3. | Armor all 22 oz Aeroso 1 | 2 | can s | | 12 | |
| 5. | all 22 oz Aeroso l | 2 | s | | 12 | | | 4. | Baygo n Insecti | 2 | can s | | 12 | |
| 4. | Baygo n Insecti cide – 500ml | 2 | can s | | 12 | | | 5. | 500ml Bleach ing Solutio | 4 | gall ons | | | |
| 5. | Bleach ing Solutio ns – Zonro | 4 | gall ons | | 12 | | | | ns – Zonro x origina 13785 ml | | | | 12 | |
| | x origina 1 3785 ml | | | | | | | 6. | Chamo is | 2 | tube s | | 12 | |
| 6. | Chamo | 2 | tube s | | 12 | | | 7. | Compl ete or Diamo nd | 4 | gall ons | | 12 | |
| 7. | Compl ete or Diamo nd WAX | 4 | gall | | 12 | | | 8. | Cotton Rags (round :white) | 30 | Piec es | | 12 | |
| 8. | Cotton Rags (round :white) | 30 | Piec es | | 12 | | | 9. | Deodo rant Cake | 24 | Roll s | | 12 | |
| 9. | Deodo rant Cake 99%, 50gms | 24 | Roll s | | 12 | | | 1 0. | 50gms Dishw ashing Paste | 2 | Piec es | | 12 | |
| 1 0. | Dishw ashing Paste | 2 | Piec es | | 12 | | | 1 1. | 350g Disinf | 5 | Gall ons | | | |
| 1 1. | Disinf ectant (Lysol | 5 | Gall ons | | 12 | | | | (Lysol or Cleans ol) | | | | 12 | |

| | Cleans | | 1 | | | | 1 | Franel | 14 | Piec | | - 1 |
|---------|---|-----|-------------|---|---|--|---------|--|-----|-------------|----|-----|
| | ol) | | D. | | | | 1 2. | a - 12" X 17", | 14 | es es | 12 | |
| 1 2. | Franel a - 12" X | 14 | Piec es | 1 | 2 | | | Cotton | | | | |
| | 17", Cotton | | | | | | 1 3. | Garba ge Bag (XXL, | 120 | Piec es | | |
| 1 3. | Garba ge Bag (XXL, 60 pieces) | 120 | Piec es | 1 | 2 | | | 60 pieces) (L, 60 pieces) | | | 12 | |
| 1 | (L, 60 pieces) | | | | | | 1 4. | Glass cleaner Glass Cleane r - | 2 | Gall | | |
| 4. | cleaner Glass Cleane r - Neutra l -ph cleaner for light - duty | 2 | Gall ons | | | | | Neutra l-ph cleaner for light – duty cleanin g 3.751 | | ons | 12 | |
| | cleanin g 3.751 liters net conten t /offer should be among the Leadin | | | 1 | 2 | | | liters net conten t /offer should be among the Leadin g Brand in the Market | | | | |
| | g Brand in the Market | | | | | | 1 5. | Doctor - J 70 % | 16 | Gall ons | | |
| 1 5. | Doctor - J 70 % Isopro pyl alcoho l and | 16 | Gall | 1 | 2 | | | Isopro pyl alcoho l and moistu rizers | | | 12 | |
| 1 6. | moistu rizers Liquid hand | 26 | Pac ks | | | | 1 6. | Liquid hand Soap (500ml | 26 | Pac ks | 12 | |
| | Soap (500ml) Watso | | | 1 | 2 | | | Watso n Brand | | | | |
| | n Brand | | | | | | 1 7. | Lysol Spray 500m | 2 | Can s | 12 | |
| 1 7. | Lysol Spray 500m | 2 | Can s | 1 | 2 | | 1 8. | Pledge with cleansi | 4 | Can s | | |
| 1 8. | Pledge with cleansi ng | 4 | Can s | 1 | 2 | | | ng conditi oner – 330ml | | | 12 | |
| | conditi oner – 330ml | | | | | | 1 9. | Polishi ng Pad | 2 | Piec es | 12 | |
| 1 9. | Polishi ng Pad | 2 | Piec es | 1 | 2 | | 2 0. | Powde r Soap | 4 | Kil os | 12 | |

| 2 | | | | | | | | | | | | | | | | |
|---|----------|-----------------------------|-------|-------|-------|-----------|--|--|--|---------|--------------------------|-------|-------|----------|------------|--|
| Determination Determinatio | 2 | | 4 | | | | | | | | | | | | | |
| Comparison | 0. | / | | OS | | 12 | | | | 2 | | 10 | Piec | | | |
| 1. | 2 | | 10 | P!- | | | | | | | Brite | | | | 12 | |
| Proper P | 1. | Brite pad | | es | | 12 | | | | | Up- | 1 | | | 12 | |
| Position Company Com | | Up- Furnit | 1 | | | 12 | | | | | Polish | | | | | |
| Note Constraint Constrain | | Polish | | | | | | | | | | 10 | | | 12 | |
| 4. | 3. | Wool | | es | | 12 | | | | | ng Pad – 16" | 2 | | | 12 | |
| Second S | | ng Pad - 16" | _ | | | 12 | | | | 2 5. | Tire | 2 | | | 12 | |
| Paper S S 12 Care Table Consumables: Sub-Total Single S | | | 2 | | | 12 | | | | | | 60 | | | 12 | |
| Total Construction Constructio | | | 60 | | | 12 | | | | 2 7. | Bowl | 2 | | | | |
| Brand, 320z | | Bowl Cleane r LYSO | 2 | | | 12 | | | | | r LYSO L Brand, | | | | 12 | |
| Purpos | | Brand, | | | | | | | | | Strippe | 1 | | | 12 | |
| Car 1 Gal No. | | Strippe r-All | 1 | | | 12 | | | | | Purpos | | | | | |
| LIST OF SUPPLIES | | | | | | | | | | | | | | Sub | - I Otal | |
| LIST OF SUPPLIES | | | | | Sub-T | 'otal | | | | | L | IST O | F SUF | PLIE | ES | |
| Note | | L | IST O | F SUP | PLIES | ; | | | | | | | | t | per | |
| | | | | | t | per Qu | | | | Con | sumables: | | | t | arte | |
| 1. Car 1 Gal lon 4 lon 5 lon 150 lon lon 150 lon | | | | | t | | | | | 1. | | 1 | | | 4 | |
| 1. Car 1 Gal 4 | Co | nsumables: | | | | | | | | | Sha | | ion | | | |
| Column C | 1. | pet Sha | 1 | | | 4 | | | | | 00- 150 ml | | | | | |
| S | 2 | 00- 150 ml | 2 | 207 | | 0 | | | | 2. | al Poli sh - | 2 | | | 8 | |
| 3. MO 2 Pie ces 8 4. Mu 2 Gal lon 2 lon 2 lon 4 lon 2 lon 3 lon 2 lon 3 lon 2 lon 3 lon 2 lon 3 lon 3 lon 3 lon 3 lon 3 lon 4 lon 3 lon 4 lon 3 lon 3 lon 4 lon 3 lon 4 lon 3 | ۷. | al Poli sh - 150 | 2 | | | 0 | | | | 3. | ml MO P Hea | 2 | | | 8 | |
| 4. Mu 2 Gal 8 | 3. | MO P Hea | 2 | | | 8 | | | | 4. | Mu riati c | 2 | | | 8 | |
| Contact Cont | 4. | Mu riati c | 2 | | | 8 | | | | | d | ICT A | Е СПП | Sub | b-Total | |
| Sub-Total Uni Uni No. | \vdash | | | | | | | | | No | | | | rlit | .0 | |
| | | | | | Sub-7 | Total | | | | | | | | Uni t | No. per | |

| Non | -consu | | OF SUI es: | | , | 11 | | | | | | | | cost | 6 Mo nth | |
|--------------------------------------|-------------------------------------|------------------------------|---------------|------------------|---------------------|------------|--|---|----|--|--|--------|-------------------------|------------------|----------------|-------------------|
| | | | Uni t | Uni t cost | No. per 6 | | | | | 1. | Dus t | 3 | Pie ces | | s 6 | |
| | | | 7. | | Mo nth s | | | | | | Pan (Pla stic | | | | | |
| 1. | Dus t Pan (Pla stic | 3 | Pie ces | | 6 | | | | | 2. | Gla ss Squ eeg | 1 | Pie ce | | 2 | |
| 2. | Gla ss Squ eeg | 1 | Pie ce | | 2 | - | | | | 3 | ee Fea ther Dus ter | 2 | Pie ces | | 4 | |
| 3 | ee Fea ther Dus ter | 2 | Pie ces | | 4 | <u> </u> | | | | 4. | Ru bbe r For | 1 | Pie ce | | 2 | |
| 4. | Ru bbe r For ce Pu | 1 | Pie ce | | 2 | | | | | 5. | ce Pu mp Sof t Bro | 3 | Pie ces | | 6 | |
| 5. | mp Sof t Bro om (W | 3 | Pie ces | | 6 | | | | | 6. | om (W alis Ta mb o) Stic | 3 | Pie | | 6 | |
| 6. | alis Ta mb o) Stic | 3 | Pie | | 6 | | | | | | k Bro om (wa lis | 3 | ces | | | |
| | k Bro om (wa lis Tin | | ces | | | | | | | 7. | Tin g- ting) Spr ay Gu | 5 | Pie ces | | 10 | |
| 7. | spr ay Gu | 5 | Pie ces | | 10 | - - | | | | 8. | n Toi let Bru sh | 2 | Pie ces | | 4 | |
| 8. | n Toi let Bru sh | 2 | Pie ces | | 4 | | | | | 9. | Dus t Mo p | 2 | Pie ces | Sub | 4 -Total | |
| 9. | Dus t Mo p | 2 | Pie ces | Sub- | 4 Total | - | | | | | | | | | Total | |
| | | | | | otal |] | | | | | | | | | | |
| | | | | | | | | | | | | | | | | ETERS to 24-20 |
| | | | | | RAMETI lar No 24 | | | _ | 17 | Stabil | | the Co | CRIP mpan perienc | y | | |
| DESCRIPTION Stability of the Company | | | | | | | | | | - Has been in the business for three | | | | | | three |
| - Has been in the business for three | | | | | | | | | | (3) years - Has provided janitorial services to government and financial | | | | | | |
| | | s been <mark>years</mark> | | vusiries | s joi inre | | | | | - | Bia | | all su | bmit ist of c | | |

| | - Has provided janitorial services to | completed for the past three (3) | |
|-----|--|--|----------------|
| | government and financial | years. | |
| | | years. | |
| | institution. | b) Liquidity of the Service Provider | |
| | - Bidder shall submit certification | o) Enquinary of the service from the | |
| | under oath of list of contracts | | |
| | completed for the past three (3) | - Submit Net Financial Contractin | <i>;</i> |
| | | Capacity (NFCC) at least equal t |) |
| | years. | ABC | |
| | | | |
| | b) Liquidity of the Service Provider | c) Organizational Set – up | |
| | , , , , , , , , , , , , , , , , , , , | C. Invite a series and a series | <u>,</u> |
| | - Submit Net Financial Contracting | - Submit a certification under oath o | |
| | Capacity (NFCC) at least equal to | an updated copy of Compan | <mark>v</mark> |
| | | profile, list of key official. | , |
| | ABC | incorporators or stockholders. | • |
| |) O : : : IG : | - Submission to TPB of NLR(| <u>.</u> |
| | c) Organizational Set – up | | |
| | | Certificate of No Pending Case, an | <u> </u> |
| | - Submit a certification under oath of | DOLE Registration Certificate | |
| | an updated copy of Company profile, list of key officials, | | |
| | | | |
| | incorporators or stockholders. | 18 Resources | |
| | | a.) Number & Kind of Cleaning | |
| 18 | Resources | Equipment | |
| 10 | a.) Number & Kind of Cleaning | Ечтртон | |
| | | | |
| | Equipment | - With the minimum number and kin | 1 |
| | | of equipment, supplies an | 1 |
| | - With the minimum number and kind | materials as specified under Sectio | ı |
| | of equipment, supplies and | VI. Schedule of Requirements. | |
| | materials as specified under Section | 71. Schedule of Requirements. | |
| | VI. Schedule of Requirements. | b.) Number of Service | |
| | V1. Schedule of Requirements. | Personnel/Supervisors | |
| | b.) Number of Service | | |
| | Personnel/Supervisors | | , |
| | 1 ersonned Supervisors | - The Service Provider sha | |
| | | deploy of at least (14) service | 2 |
| | - The Service Provider shall | personnel including in | s |
| | deploy of at least (14) service | supervisor complying with th | e |
| | personnel including its | TPB minimum qualificatio | |
| | supervisor complying with the | | |
| | | standards. | |
| | TPB minimum qualification | - The Service provider sha | l |
| | standards. | ensure availability of at least on | - |
| | - The Service provider shall | call(relievers) service personne | l |
| | ensure availability of at least on- | complying with TPB minimum | |
| | call(relievers) service personnel | | • |
| | complying with TPB minimum | qualifications standards. | |
| | | 19 Housekeeping Plan | _ |
| | qualifications standards. | | , |
| 10 | | - Based on the service personne | |
| 19 | Housekeeping Plan | deployment from 6:00 am to 3:0 |) |
| | - Based on the service personnel | pm and 2:00 pm to 10:00 pm o | ı |
| | 1 | 8-hour basis | |
| | deployment from 6:00 am to 3:00 | O-nom basis | |
| | pm and 2:00 pm to 10:00 pm on | | |
| | 8-hour basis | 20 Other factors | + |
| l L | | | - |
| 20 | Other factors | a) Recruitment & Selection Criteria | |
| | a) Recruitment & Selection Criteria | | |
| | | - Submit company policy on | |
| | - Submit company policy on | recruitment/ selection criteria of | |
| | | supervisor and service personnel | |
| | recruitment/ selection criteria of | supervisor and service personner | |
| | supervisor and service personnel | | |
| | | | |

| b) Completeness of Uniforms and Other Paraphernalia Standard company uniforms and ID cards, which should be worn at all times. | b) Completeness of Uniforms and Other Paraphernalia Standard company uniforms and ID cards, which should be worn at all times. |
|---|---|
| I hereby certify to comply with all the above Technical Specifications. | I hereby certify to comply with all the above Technical Specifications. |
| Name of Company Signature over Printed Name Date of the Authorized Representative | Name of Company Signature over Printed Name Oate of the Authorized Representative |
| For guidance and information of all concerned. ATTY. VENANCIO C. MANUEL III Chairperson | |

Received by:

January 6, 2021

Bids and Awards Committee

Date