

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
<p>INVITATION TO BID FOR THE PROCUREMENT OF <i>Janitorial Services</i> (TPB-ITB No. 2021-001)</p> <ol style="list-style-type: none"> The <i>Tourism Promotions Board (TPB)</i>, 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 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). 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. 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. 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 <i>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)</i>. 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. 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 for meeting ID and PassCode. 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. Instructions for submission of bid/proposal: 	<p>INVITATION TO BID FOR THE PROCUREMENT OF <i>Janitorial Services</i> (TPB-ITB No. 2021-001)</p> <ol style="list-style-type: none"> The <i>Tourism Promotions Board (TPB)</i>, 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. 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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. 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 <i>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)</i>. 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. The TPB will hold a Pre-Bid Conference² on January 4, 2021, 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 for meeting ID and PassCode. 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: 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

<p>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"</p> <p>Password-Protected Technical Component Document includes the following scan copy:</p> <p style="text-align: center;">Class "A" Documents</p> <p><u>Legal Documents</u></p> <p>(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or</p> <p>(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</p> <p>(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</p> <p>(d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).</p> <p><u>Technical Documents</u></p> <p>(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</p> <p>(f) 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</p> <p>(g) Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Notarized Bid Securing Declaration; and</p> <p>(h) Conformity with the Technical Specifications; and</p> <p>(i) 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.</p> <p><u>Financial Documents</u></p> <p>(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</p> <p>(k) 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.</p> <p style="text-align: center;">Class "B" Documents</p> <p>(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.</p> <p>Password-Protected Financial Component Documents include scanned copy of:</p> <p>(m) Duly signed and accomplished Financial Bid Form; and</p> <p>(n) Duly signed and accomplished Price Schedule(s).</p> <p>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,</p> <p>Request a confirmation if your submitted bid was received.</p> <p>The Bidders are also instructed to submit the hard copy of their bid proposal after the Bid Opening to TPB BAC Secretariat.</p> <p>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.</p> <p>9. 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.</p> <p>10. TPB will request the password or passcode from the bidders during the bid opening. Bidders are instructed to attend the Bid Opening.</p> <p>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.</p> <p>12. For further information, please refer to:</p> <p><i>Ms. Eloisa A. Romero / Mr. Socrates G. Torres BAC Secretariat, Administrative Department</i></p>	<p>"Technical Component Documents" must be different to the Password of the "Financial Component Documents".</p> <p>Password-Protected Technical Component Documents include the following scanned documents:</p> <p style="text-align: center;">Class "A" Documents</p> <p><u>Legal Documents</u></p> <p>(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or</p> <p>(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</p> <p>(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; For renewal of Mayor's or Business permit, submit the Official Receipt as proof of your renewal payment and</p> <p>(d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).</p> <p><u>Technical Documents</u></p> <p>(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</p> <p>(o) 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</p> <p>(p) Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Notarized Bid Securing Declaration; and</p> <p>(q) Conformity with the Technical Specifications; and</p> <p>(r) 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.</p> <p><u>Financial Documents</u></p> <p>(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</p> <p>(t) 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.</p> <p style="text-align: center;">Class "B" Documents</p> <p>(u) 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.</p> <p>Password-Protected Financial Component Documents include scanned copy of:</p> <p>(v) Duly signed and accomplished Financial Bid Form; and</p> <p>(w) Duly signed and accomplished Price Schedule(s).</p> <p>Please submit your electronic bid/proposal to all of the following email addresses: bac_sec@tpb.gov.ph; soc_torres@tpb.gov.ph,</p> <p>Request a confirmation if your submitted bid was received.</p> <p>The Bidders are also instructed to submit the hard copy of their bid proposal after the Bid Opening to TPB BAC Secretariat.</p> <p>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.</p> <p>9. 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.</p> <p>Where: Via Zoom Link Zoom Meeting ID: 893 9420 3751 Passcode: 517488</p> <p>10. TPB will request the password or passcode from the bidders during the bid opening. Bidders are instructed to attend the Bid Opening.</p> <p>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.</p> <p>12. For further information, please refer to:</p> <p><i>Ms. Eloisa A. Romero / Mr. Socrates G. Torres BAC Secretariat, Administrative Department Tourism Promotions Board 4th Floor Legaspi Towers 300, Roxas Boulevard, Manila</i></p>
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TOURISM PROMOTIONS BOARD PHILIPPINES

4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines
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<p>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</p> <p>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</p> <p>December 21, 2020</p> <p style="text-align: right;">Atty. Venancio C. Manuel III Chairperson Bids and Award Committee</p>	<p>Tel. Nos. 02-525-7312/02 525-9318 loc. 214/215 Email at bac_sec@tpb.gov.ph , soc_torres@tpb.gov.ph Land Line 02-8 525 93 18 loc. 261 Mobile Number: 0998 9732874</p> <p>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 , soc_torres@tpb.gov.ph</p> <p>December 21, 2020</p> <p style="text-align: right;">Atty. Venancio C. Manuel III Chairperson Bids and Award Committee</p>
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ORIGINAL SPECIFICATIONS			NEW SPECIFICATIONS		
Technical Specifications			Technical Specifications		
Item	Specification	Statement of Compliance	Item	Specification	Statement of Compliance
		<i>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</i>			<i>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</i>

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		<i>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.</i>				<i>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.</i>	
1	I. PROJECT DESCRIPTION The project, subject of this Terms of Reference (TOR), involves the supply of labor and materials for Janitorial Services requirement of various offices of the Tourism Promotions Board.			1	I. PROJECT DESCRIPTION The project, subject of this Terms of Reference (TOR), involves the supply of labor and materials for Janitorial Services requirement of various offices of the Tourism Promotions Board.		
2	II. APPROVED BUDGET FOR THE CONTRACT (ABC): FOUR MILLION ONE HUNDRED EIGHTY-FOUR THOUSAND SIX HUNDRED SIXTY-SIX PESOS AND 64/100 (Php4,184,666.64)			2	II. APPROVED BUDGET FOR THE CONTRACT (ABC): FOUR MILLION ONE HUNDRED EIGHTY-FOUR THOUSAND SIX HUNDRED SIXTY-SIX PESOS AND 64/100 (Php4,184,666.64)		
3	<p>The The bid price is for the duration of services for one (1) year renewable every year but not to exceed three (3) years, and may be adjusted during the contract implementation due to the following reasons only:</p> <ul style="list-style-type: none"> • 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 other mandated regulatory contributions; and/or • During the term of the contract when TPB sees the need for an increase or decrease in the number of janitor/janitress TPB requires, or if there are changes in the list of tools and equipment which TPB will find necessary during the duration of the contract provided shall not exceed the approved budget cost (ABC) for the relevant year. <i>(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)</i> <p>The estimated cost of One Hundred Twelve</p>			3	<p>The The bid price is for the duration of services for one (1) year renewable every year but not to exceed three (3) years, and may be adjusted during the contract implementation due to the following reasons only:</p> <ul style="list-style-type: none"> • 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 other mandated regulatory contributions; and/or • During the term of the contract when TPB sees the need for an increase or decrease in the number of janitor/janitress TPB requires, or if there are changes in the list of tools and equipment which TPB will find necessary during the duration of the contract provided shall not exceed the approved budget cost (ABC) for the relevant year. <i>(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)</i> <p>The estimated cost of One Hundred Twelve</p>		

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	Thousand Pesos (Php112,000) shall be billed separately based on actual approved overtime work per month.				Thousand Pesos (Php112,000) shall be billed separately based on actual approved overtime work per month.																																															
4	III. CONTRACT DURATION: The contract duration for the janitorial services shall be for a period of one (1) year and renewable every year but not to exceed three (3) years and subject to yearly performance evaluation. TPB may opt to extend the contract on a periodic month-to-month basis beyond the three (3) years if the next contract is not yet awarded, but not to exceed an aggregate period of one (1) year, upon setting the terms and conditions mutually acceptable to the parties concerned.			4	III. CONTRACT DURATION: The contract duration for the janitorial services shall be for a period of one (1) year and renewable every year but not to exceed three (3) years and subject to yearly performance evaluation. The satisfactory performance of the Supplier upon performance evaluation by TPB shall be required as a condition for the renewal of the services for the succeeding year. TPB may opt to extend the contract on a periodic month-to-month basis beyond the three (3) years if the next contract is not yet awarded, but not to exceed an aggregate period of one (1) year, upon setting the terms and conditions mutually acceptable to the parties concerned.																																															
5	IV. PERSONNEL REQUIREMENT FOURTEEN (14) Janitorial personnel comprised of the following: One (1) Supervisor, Ten (10) Male personnel, Three (3) Female personnel NO. OF DAYS AS PROVIDED UNDER DOLE-NCR WAGE ORDER NO. 22 SERIES 2018: 313 Days, to be provided eight (8) hours a day, six (6) days a week excluding Sundays, on a Rest Day and Special non-working days, unless otherwise requested in writing by the Heads of Offices concerned. The actual number of workdays and hours spent shall be used for billing purposes.			5	IV. PERSONNEL REQUIREMENT FOURTEEN (14) Janitorial personnel comprised of the following: One (1) Supervisor, Ten (10) Male personnel, Three (3) Female personnel NO. OF DAYS AS PROVIDED UNDER DOLE-NCR WAGE ORDER NO. 22 SERIES 2018: 313 Days, to be provided eight (8) hours a day, six (6) days a week excluding Sundays, on a Rest Day and Special non-working days, unless otherwise requested in writing by the Heads of Offices concerned. The actual number of workdays and hours spent shall be used for billing purposes.																																															
6	V. AREAS TO BE SERVICED BY JANITORIAL SERVICES PROVIDER <table><tr><td></td><td>Office/Divisions /Area</td><td>Frequency</td></tr><tr><td></td><td>Office of the Chief Operating Officer</td><td>Daily</td></tr><tr><td></td><td>Office of the Deputy COO for Marketing & Promotions</td><td>Daily</td></tr><tr><td></td><td>Office of the Deputy COO for Corporate Affairs</td><td>Daily</td></tr><tr><td></td><td>International Promotions Department</td><td>Daily</td></tr><tr><td></td><td>Domestic Promotion Department</td><td>Daily</td></tr><tr><td></td><td>M.I.C.E. Department</td><td>Daily</td></tr><tr><td></td><td>Corporate Planning and Business Development Department</td><td>Daily</td></tr></table>		Office/Divisions /Area	Frequency		Office of the Chief Operating Officer	Daily		Office of the Deputy COO for Marketing & Promotions	Daily		Office of the Deputy COO for Corporate Affairs	Daily		International Promotions Department	Daily		Domestic Promotion Department	Daily		M.I.C.E. Department	Daily		Corporate Planning and Business Development Department	Daily			6	V. AREAS TO BE SERVICED BY JANITORIAL SERVICES PROVIDER <table><tr><td></td><td>Office/Divisions /Area</td><td>Frequency</td></tr><tr><td></td><td>Office of the Chief Operating Officer</td><td>Daily</td></tr><tr><td></td><td>Office of the Deputy COO for Marketing & Promotions</td><td>Daily</td></tr><tr><td></td><td>Office of the Deputy COO for Corporate Affairs</td><td>Daily</td></tr><tr><td></td><td>International Promotions Department</td><td>Daily</td></tr><tr><td></td><td>Domestic Promotion Department</td><td>Daily</td></tr><tr><td></td><td>M.I.C.E. Department</td><td>Daily</td></tr></table>		Office/Divisions /Area	Frequency		Office of the Chief Operating Officer	Daily		Office of the Deputy COO for Marketing & Promotions	Daily		Office of the Deputy COO for Corporate Affairs	Daily		International Promotions Department	Daily		Domestic Promotion Department	Daily		M.I.C.E. Department	Daily		
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		Marketing Communications Department	Daily					Corporate Planning and Business Development Department	Daily		
		Legal Department	Daily					Marketing Communications Department	Daily		
		Finance Department	Daily					Legal Department	Daily		
		Administrative Department	Daily					Finance Department	Daily		
		Management Information System Department	Daily					Administrative Department	Daily		
		Office of the COA Resident Auditor	Daily					Management Information System Department	Daily		
		Cash/Clinic	Daily					Office of the COA Resident Auditor	Daily		
		Library/Records/Boardroom	Daily					Cash/Clinic	Daily		
		Pantry	Daily					Library/Records/Boardroom	Daily		
		Lobby/Hallways	Daily					Pantry	Daily		
		TPB's Vehicle at Legaspi Towers 300 Parking area	Daily					Lobby/Hallways	Daily		
		Restrooms	Daily					TPB's Vehicle at Legaspi Towers 300 Parking area	Daily		
								Restrooms	Daily		
7	VI. SCOPE OF WORK					7	VI. SCOPE OF WORK				
	A. DAILY ROUTINE OPERATIONS <ol style="list-style-type: none"> 1. 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; 2. Cleaning, sanitizing of toilets and restrooms with the use of effective disinfecting chemicals/cleaning materials on the wash basins, urinals and toilet bowls; 3. 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; 6. 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) 						A. DAILY ROUTINE OPERATIONS <ol style="list-style-type: none"> 1. 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; 2. Cleaning, sanitizing of toilets and restrooms with the use of effective disinfecting chemicals/cleaning materials on the wash basins, urinals and toilet bowls; 3. 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; 6. 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) 				

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	<p>B. WEEKLY/PERIODIC OPERATIONS</p> <ol style="list-style-type: none">1. Thorough washing, scrubbing, and stripping of old wax on all floors;2. Refinishing, waxing and polishing of all floors;3. Washing of windows, doors and window panels, ledges and all vents;4. Dusting of light fixtures suspended from the ceiling, venetian blinds and drapes;5. Removing of cobwebs and washing of walls;6. Vacuum cleaning of chairs;7. General cleaning of premises, waxing and polishing of office furniture and fixtures and others, except items or equipment that require specialized maintenance services;																			
	<p>C. MONTHLY PERIODIC OPERATIONS</p> <ol style="list-style-type: none">1. General cleaning, sanitizing and disinfecting of commonly used areas within the building;2. Cleaning of light and fixtures and as the client may indicate like electric fans and others;3. Inspection and cleaning of gutters including reporting of damage for immediate repair																			
8	<p>VII. EQUIPMENT AND SUPPLIES REQUIREMENTS</p> <p>The Service Provider shall provide adequate supply of janitorial tools and cleaning equipment, cost of cleaning materials and supplies to be used for the effective performance of the required services shall be incorporated in the contract.</p> <p>The supplies and materials shall be delivered to PGSD, Administrative Department, at least five (5) days before the start each proceeding month and shall be withdrawn as needed by the on-site supervisor or person-in-charge. In the event that there are insufficient cleaning materials delivered. TPB may buy the same, subject to deduction from the total amount due to the Services Provider.</p>																			
9	<p>LIST OF EQUIPMENT</p> <table><tr><td>1</td><td>Floor Polisher – Heavy Duty</td><td>2</td><td>Units</td></tr><tr><td>2</td><td>Vacuum Cleaner (wet & dry) w/ complete accessories</td><td>1</td><td>Set</td></tr><tr><td>3</td><td>Warning Device (A-Type)</td><td>3</td><td>Pieces</td></tr><tr><td>4</td><td>Push cart (Heavy Duty) Folding Flat</td><td>2</td><td>Units</td></tr></table>	1	Floor Polisher – Heavy Duty	2	Units	2	Vacuum Cleaner (wet & dry) w/ complete accessories	1	Set	3	Warning Device (A-Type)	3	Pieces	4	Push cart (Heavy Duty) Folding Flat	2	Units			
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		60 pieces)			
14	Glass Cleaner - Neutral - ph cleaner for light - duty cleaning 3.751 liters net content /offer should be among the Leading Brand in the Market	2	24	gallons	
15	Doctor - J 70 % Isopro pyl alcohol and moisturizers	16	192	litters	
16	Liquid hand Soap (500ml) Watson Brand	26	234	Packs	
17	Lysol Spray 500m	2	24	Pieces	
18	Pledge with cleansing conditioner - 330ml	4	48	bottles	
19	Polishing Pad	2	24	Pieces	
20	Powder Soap / Detergent	4	48	Kilos	
21	Scotch Brite pad	10	120	Pieces	
22	Shine Up- Furniture Polish	1	12	Gallons	
23	Steel wool	10	120	Tubes	
24	Stripping Pad - 16" size	2	24	Pieces	
25	Tire Black	2	24	Tubes	
26	Tissue Paper	60	720	Rolls	
27	Toilet bowl cleaner LYSO L Brand 32OZ	2	24	Gallon	
28	Wax Stripper - All Purposes	1	12	gallon	

11	LIST OF SUPPLIES				
	Consumables:				
		ITEMS	Total Quanti ty per quarter	Total Quanti ty per year	Uni t
	1	Carpet Shampoo	1	4	Gall on
	2	Mop Head cotton Bland #500	2	8	Piec es
	3	Mop Head	2	8	Piec es
	4	Muriatic Acid	2	8	gall ons
	Non-Consumbles				
		ITEMS	Total Quanti ty per 6 Month s (semi-annual ly)	Total Quanti ty per Year	Unit
	1	Dust Pan (Plastic)	3	6	Piec es
2	Glass Squeegee	1	2	Piec es	
3	Feather Duster	2	4	Piec es	
4	Rubber Force Pump	1	2	Piec es	
5	Soft Broom (Tambo)	3	6	Piec es	
6	Stick Broom (Walis Ting-Ting)	3	6	Piec es	
7	Spray Gun	5	10	Piec es	
8	Toilet Brush	2	4	Piec es	
9	Dust Mop	2	4	Piec es	
12	The Services Provider Contract shall provide the above mentioned materials which should be available 100% of times for the duration of the Contract.				
13	VIII. TERMS AND CONDITIONS				
	A. THE TPB				
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<p>assigned task and to observe certain office rules and regulations within the premises covered by the Contract;</p> <p>2. TPB shall provide a stock room for the janitors supplies to be determined by the TPB's authorized representative;</p> <p>3. In case of any adjustment(s) during the contract implementation due to the following reason:</p> <ul style="list-style-type: none"> • 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. <i>(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)</i> <p>4. 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.</p> <p>5. The TPB Shall conduct a quarterly performance evaluation of the Janitorial Agency's performance and provide feedback accordingly. <i>(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)</i></p>			<p>1. 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;</p> <p>2. TPB shall provide a stock room for the janitors supplies to be determined by the TPB's authorized representative;</p> <p>3. In case of any adjustment(s) during the contract implementation due to the following reason:</p> <ul style="list-style-type: none"> • 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. <i>(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)</i> <p>4. The TPB shall require the Contractor to furnish the TPB with copies of proofs of payments of contributions/premiums due to the</p> <ul style="list-style-type: none"> • SSS • PhilHealth • BIR and • PagIBIG of their personnel, as mandated by law. <p>5. The TPB Shall conduct a quarterly performance evaluation of the Janitorial Agency's performance and provide feedback accordingly. <i>(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)</i></p>	
<p>B. THE JANITORIAL SERVICES PROVIDER (CONTRACTOR)</p>			<p>B. THE JANITORIAL SERVICES PROVIDER (CONTRACTOR)</p>	
<p>1. 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.</p> <p>2. 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.</p> <p>3. The Contractor shall make available relievers and/or replacements at all</p>			<p>1. 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.</p> <p>2. 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.</p>	

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	<p>times to ensure continuous and uninterrupted services.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>8. 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.</p> <p>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</p>				<p>3. The Contractor shall make available relievers and/or replacements at all times to ensure continuous and uninterrupted services.</p> <p>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.</p> <p>5. The Contractor shall submit, along with the monthly billing statement, receipts and prescribed reports stamped received by the following agencies:</p> <ul style="list-style-type: none"> • SSS • PhilHealth and • PagIBIG <p>as proof of remittances for SSS, PhilHealth and PagIBIG premiums of the Janitorial personnel assigned in the TPB.</p> <p>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.</p> <p>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.</p> <p>8. 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.</p> <p>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</p>	
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[illegible]

	Cleans ol)					
1	Fanel a - 12'' X 17'', Cotton	14	Piec es		12	
1	Garba ge Bag (XXL, 60 pieces) (L, 60 pieces)	120	Piec es		12	
1	Glass cleaner Glass Cleane r - Neutra l-ph cleaner for light – duty cleanin g 3.75 l liters net conten t /offer should be among the Leadin g Brand in the Market	2	Gall ons		12	
1	Doctor – J 70 % Isopro pyl alcoh ol and moistu rizers	16	Gall ons		12	
1	Liquid hand Soap (500ml) Watso n Brand	26	Pac ks		12	
1	Lysol Spray 500m	2	Can s		12	
1	Pledge with cleansi ng conditi oner – 330ml	4	Can s		12	
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21.	Scotch Brite pad	10	Pieces		12	
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25.	Tire Black	2	Tubes		12	
26.	Tissue Paper	60	Rolls		12	
27.	Toilet Bowl Cleaner LYSO L Brand, 32oz	2	Gallon		12	
28.	Wax Stripper-All Purpose	1	Gallons		12	
Sub-Total						

LIST OF SUPPLIES						
			Unit	Unit Cost	No. per Quarter	
Consumables:						
1.	Carpet Shampoo-150 ml	1	Gallon		4	
2.	Metal Polish - 150 ml	2	cans		8	
3.	MOP Head	2	Pieces		8	
4.	Muriatic Acid	2	Gallon		8	
Sub-Total						
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Non-consumables:						
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<div>LIST OF SUPPLIES</div> <div>Non-consumables:</div> <table><thead><tr><th></th><th></th><th></th><th>Unit</th><th>Unit</th><th>No.</th><th></th></tr><tr><th></th><th></th><th></th><th>t</th><th>cost</th><th>per</th><th></th></tr><tr><th></th><th></th><th></th><th></th><th></th><th>6</th><th></th></tr><tr><th></th><th></th><th></th><th></th><th></th><th>Months</th><th></th></tr></thead><tbody><tr><td>1.</td><td>Dust Pan (Plastic)</td><td>3</td><td>Pieces</td><td></td><td>6</td><td></td></tr><tr><td>2.</td><td>Glass Squeegee</td><td>1</td><td>Piece</td><td></td><td>2</td><td></td></tr><tr><td>3</td><td>Feather Duster</td><td>2</td><td>Pieces</td><td></td><td>4</td><td></td></tr><tr><td>4.</td><td>Rubber Force Pump</td><td>1</td><td>Piece</td><td></td><td>2</td><td></td></tr><tr><td>5.</td><td>Soft Broom (Waliso)</td><td>3</td><td>Pieces</td><td></td><td>6</td><td></td></tr><tr><td>6.</td><td>Stick Broom (walis Tinting)</td><td>3</td><td>Pieces</td><td></td><td>6</td><td></td></tr><tr><td>7.</td><td>Spray Gun</td><td>5</td><td>Pieces</td><td></td><td>10</td><td></td></tr><tr><td>8.</td><td>Toilet Brush</td><td>2</td><td>Pieces</td><td></td><td>4</td><td></td></tr><tr><td>9.</td><td>Dust Mop</td><td>2</td><td>Pieces</td><td></td><td>4</td><td></td></tr><tr><td colspan="5">Sub-Total</td><td></td><td></td></tr><tr><td colspan="5">Total</td><td></td><td></td></tr></tbody></table>										Unit	Unit	No.					t	cost	per							6							Months		1.	Dust Pan (Plastic)	3	Pieces		6		2.	Glass Squeegee	1	Piece		2		3	Feather Duster	2	Pieces		4		4.	Rubber Force Pump	1	Piece		2		5.	Soft Broom (Waliso)	3	Pieces		6		6.	Stick Broom (walis Tinting)	3	Pieces		6		7.	Spray Gun	5	Pieces		10		8.	Toilet Brush	2	Pieces		4		9.	Dust Mop	2	Pieces		4		Sub-Total							Total													
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	<ul style="list-style-type: none"> - Has provided janitorial services to government and financial institution. - Bidder shall submit certification under oath of list of contracts completed for the past three (3) years. 				<p>completed for the past three (3) years.</p>	
	b) Liquidity of the Service Provider <ul style="list-style-type: none"> - Submit Net Financial Contracting Capacity (NFCC) at least equal to ABC 				b) Liquidity of the Service Provider <ul style="list-style-type: none"> - Submit Net Financial Contracting Capacity (NFCC) at least equal to ABC 	
	c) Organizational Set – up <ul style="list-style-type: none"> - Submit a certification under oath of an updated copy of Company profile, list of key officials, incorporators or stockholders. 				c) Organizational Set – up <ul style="list-style-type: none"> - Submit a certification under oath of an updated copy of Company profile, list of key officials, incorporators or stockholders. - Submission to TPB of NLRC Certificate of No Pending Case, and DOLE Registration Certificate 	
18	Resources				18 Resources	
	a.) Number & Kind of Cleaning Equipment <ul style="list-style-type: none"> - With the minimum number and kind of equipment, supplies and materials as specified under Section VI. Schedule of Requirements. 				a.) Number & Kind of Cleaning Equipment <ul style="list-style-type: none"> - With the minimum number and kind of equipment, supplies and materials as specified under Section VI. Schedule of Requirements. 	
	b.) Number of Service Personnel/Supervisors <ul style="list-style-type: none"> - The Service Provider shall deploy of at least (14) service personnel including its supervisor complying with the TPB minimum qualification standards. - The Service provider shall ensure availability of at least on-call(relievers) service personnel complying with TPB minimum qualifications standards. 				b.) Number of Service Personnel/Supervisors <ul style="list-style-type: none"> - The Service Provider shall deploy of at least (14) service personnel including its supervisor complying with the TPB minimum qualification standards. - The Service provider shall ensure availability of at least on-call(relievers) service personnel complying with TPB minimum qualifications standards. 	
19	Housekeeping Plan <ul style="list-style-type: none"> - Based on the service personnel deployment from 6:00 am to 3:00 pm and 2:00 pm to 10:00 pm on 8-hour basis 				19 Housekeeping Plan <ul style="list-style-type: none"> - Based on the service personnel deployment from 6:00 am to 3:00 pm and 2:00 pm to 10:00 pm on 8-hour basis 	
20	Other factors				20 Other factors	
	a) Recruitment & Selection Criteria <ul style="list-style-type: none"> - Submit company policy on recruitment/ selection criteria of supervisor and service personnel 				a) Recruitment & Selection Criteria <ul style="list-style-type: none"> - Submit company policy on recruitment/ selection criteria of supervisor and service personnel 	

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	b) Completeness of Uniforms and Other Paraphernalia <i>Standard company uniforms and ID cards, which should be worn at all times.</i>	
<p>I hereby certify to comply with all the above Technical Specifications.</p> <p>_____ Name of Company Signature over Printed Name Date of the Authorized Representative</p>		

	b) Completeness of Uniforms and Other Paraphernalia <i>Standard company uniforms and ID cards, which should be worn at all times.</i>	
<p>I hereby certify to comply with all the above Technical Specifications.</p> <p>_____ Name of Company Signature over Printed Name Date of the Authorized Representative</p>		

For guidance and information of all concerned.



ATTY. VENANCIO C. MANUEL III

Chairperson 

Bids and Awards Committee

January 6, 2021

Received by:

Date

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