

# PHILIPPINE BIDDING DOCUMENTS



**INVITATION TO BID  
FOR THE**

# Procurement of Janitorial Services

**ITB No. 2021-001**

Government of the Republic of the Philippines

**Sixth Edition  
July 2020**

# Preface

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

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

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

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

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

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

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



**INVITATION TO BID FOR THE PROCUREMENT OF**  
***Janitorial Services***  
***(TPB-ITB No. 2021-001)***

1. 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.
  
2. 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).
  
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.  
  
Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
  
4. Prospective Bidders may obtain further information from **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.

6. The TPB will hold a Pre-Bid Conference<sup>1</sup> on **December 29, 2020, 3:00 p.m.** through video conferencing or webcasting *via Zoom Link* which shall be open to prospective bidders. Please email [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) or [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph), or [eloisa\\_romero@tpb.gov.ph](mailto:eloisa_romero@tpb.gov.ph) 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.

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

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts **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**
- (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**
- (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**
- (h) Conformity with the Technical Specifications; **and**
- (i) Notarized Omnibus Sworn Statement (OSS);

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

**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

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

- (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.

**Password-Protected Financial Component Documents include scan 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](mailto:bac_sec@tpb.gov.ph), [eloisa\\_romero@tpb.gov.ph](mailto:eloisa_romero@tpb.gov.ph), [soc\\_torres@tpb.gov.ph](mailto: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.

- 8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
- 9. Bid opening shall be on January 11, 2021, 3:00 p.m. via *Zoom Link*, request the *Zoom Link meeting ID and Passcode* to [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph), or [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph), or [eloisa\\_romero@tpb.gov.ph](mailto:eloisa_romero@tpb.gov.ph). Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
- 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 or bidders.

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*

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

*Email at [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) , [eloisa\\_romero@tpb.gov.ph](mailto:eloisa_romero@tpb.gov.ph) , [soc\\_torres@tpb.gov.ph](mailto: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](http://www.tpb.gov.ph)

For online bid submission: [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph),

[eloisa\\_romero@tpb.gov.ph](mailto:eloisa_romero@tpb.gov.ph) , [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph)

*December 21, 2020*

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***Atty. Venancio C. Manuel III***

*Chairperson*

*Bids and Award Committee*

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, **Tourism Promotions Board (TPB)** wishes to receive Bids for the **Janitorial Services for the period of One (1) year, renewable every year but not to exceed three (3) years**, with identification number **TPB-ITB No. 2021-001**

The Procurement Project (referred to herein as “Project”) is composed of **One (1) Lot Only**, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **FY 2021** in the amount 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.

2.2. The source of funding is:

GOCC, the proposed Corporate Operating Budget.

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## **7. Subcontracts**

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria

stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *{[insert if applicable]}* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within three (3) years prior to the deadline for the submission and receipt of bids. Contract should at least be **fifty percent (50%) of the ABC**.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019



dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers

registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

### **13. Bid and Payment Currencies**

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until 120 days from the date of the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR,

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<sup>2</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

## **15. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## **16. Deadline for Submission of Bids**

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

## **17. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## 18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

*[Include the following options if Framework Agreement will be used:]*

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
  - b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
  - 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
  - 19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.
  - 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## 20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, *{[Include if Framework Agreement will be used:]* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,*}* the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. *{[Include if Framework Agreement will be used:]* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.*}*

## 21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

*[Include the following clauses if Framework Agreement will be used:]*

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.

21.5. The following documents shall form part of the Framework Agreement:

- a. Framework Agreement Form;
- b. Bidding Documents;
- c. Call-offs;
- d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
- e. Performance Security or Performance Securing Declaration, as the case may be;
- f. Notice to Execute Framework Agreement; and
- g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be:  <b>a. Janitorial Services.</b>
7.1	<i>Subcontracting is not allowed.</i>
12	Not Applicable
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:  a. The amount of not less than <b>Php 83,693.33</b> [amount equivalent to two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or  b. The amount of not less than <b>Php 209,233.33</b> [amount equivalent to five percent (5%) of ABC] if bid security is in Surety Bond.
19.3	<i>Not Applicable</i>
20.2	<i>Not Applicable</i>
21.2	<i>Not Applicable</i>

## *Section IV. General Conditions of Contract*

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters



affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

*[Include the following clauses if Framework Agreement will be used:]*

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184. *{[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.}*

#### **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project *{[Include if Framework Agreement will be used:]* or Framework Agreement} specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the SCC, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

#### **5. Warranty**

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

#### **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***Section V. Special Conditions of Contract***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>For Goods supplied from abroad:</i> “The delivery terms applicable to the Contract are DDP delivered to <b>TPB Office</b>. In accordance with INCOTERMS.”</p> <p><i>For Goods supplied from within the Philippines:</i> “The delivery terms applicable to this Contract are delivered <b>to TPB Office</b>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site are <b>Ms. Roselle Romero and Mr. Jose Ducusin, Jr.</b></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:  <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol>
	<ol style="list-style-type: none"> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ol>

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

**Spare Parts –**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of One (1) year.

Spare parts or components shall be supplied as promptly as possible, but in any case, within one (1) month of placing the order.

**Packaging –**

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

	<p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until</p>

	<p>their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p>
4	<p>The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i></p>





[Use this form for Framework Agreement:]

## ***Framework Agreement List***

Limited to repeatedly required goods and services that are identified to be necessary and desirable, but, by its nature, use or characteristic, the quantity and/ or exact time of need cannot be accurately pre-determined and are not advisable to be carried in stock.

Prepared by the End-User, attached to the APP and submitted to the BAC for the approval of the HOPE.

<b><i>FRAMEWORK AGREEMENT LIST (AGENCY)</i></b>			
<b><i>Item / Service Type and nature of each item/service</i></b>	<b><i>Cost per item or service</i></b>	<b><i>Maximum Quantity</i></b>	<b><i>Total Cost per Item</i></b>
<b><i>TOTAL (Approved Budget for the Contract)</i></b>			
<i>Expected delivery timeframe after receipt of a Call-Off.</i>	<i>Within [no. of days] calendar days upon issuance of Call-off.</i>		
<i>Remarks</i>	<i>Indicate here any other appropriate information as may be necessary.</i>		
<b><i>SIGNATURE OVER PRINTED NAME</i></b>	<b><i>POSITION</i></b>	<b><i>DEPARTMENT/DIVISION</i></b>	

## ***Section VII. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (e.g. production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

# Technical Specifications

Item	Specification	Statement of Compliance
		<p><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 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</i></p>

		<i>subject to the applicable laws and issuances.</i>
1	<p><b>I. PROJECT DESCRIPTION</b></p> <p>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.</p>	
2	<p><b>II. APPROVED BUDGET FOR THE CONTRACT (ABC):</b>  FOUR MILLION ONE HUNDRED EIGHTY-FOUR THOUSAND SIX HUNDRED SIXTY-SIX PESOS AND 64/100 (Php4,184,666.64)</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"> <li>• The increase in minimum daily wage pursuant to law or new wage order issued after date of bidding;</li> <li>• There is an increase in taxes and other mandated regulatory contributions; and/or</li> <li>• 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. <b><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></b></li> </ul> <p>The estimated cost of One Hundred Twelve Thousand Pesos (Php112,000) shall be billed separately based on actual approved overtime work per month.</p>	
4	<p><b>III. CONTRACT DURATION:</b></p> <p>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.</p>	

	<p>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.</p>																																									
5	<p><b>IV. PERSONNEL REQUIREMENT</b></p> <p>FOURTEEN (14) Janitorial personnel comprised of the following: One (1) Supervisor, Ten (10) Male personnel, Three (3) Female personnel</p> <p><b>NO. OF DAYS AS PROVIDED UNDER DOLE-NCR WAGE ORDER NO. 22 SERIES 2018:</b> 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.</p>																																									
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	<p style="text-align: center;"><b>A. DAILY ROUTINE OPERATIONS</b></p> <ol style="list-style-type: none"> <li>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;</li> <li>2. Cleaning, sanitizing of toilets and restrooms with the use of effective disinfecting chemicals/cleaning materials on the wash basins, urinals and toilet bowls;</li> <li>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;</li> <li>4. Cleaning of trash receptacles in all the rooms/offices;</li> <li>5. Sweeping of cobwebs on walls ceilings;</li> <li>6. Cleaning and polishing of glass partition, window panels, skills, walls and other partitions;</li> <li>7. Cleaning the TPB's vehicle at Parking area;</li> <li>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 4<sup>th</sup> Floor Legaspi Towers 300 (near the elevator)</li> </ol>	
	<p style="text-align: center;"><b>B. WEEKLY/PERIODIC OPERATIONS</b></p> <ol style="list-style-type: none"> <li>1. Thorough washing, scrubbing, and stripping of old wax on all floors;</li> <li>2. Refinishing, waxing and polishing of all floors;</li> <li>3. Washing of windows, doors and window panels, ledges and all vents;</li> <li>4. Dusting of light fixtures suspended from the ceiling, venetian blinds and drapes;</li> <li>5. Removing of cobwebs and washing of walls;</li> <li>6. Vacuum cleaning of chairs;</li> <li>7. General cleaning of premises, waxing and polishing of office furniture and fixtures and others, except items or equipment that require specialized maintenance services;</li> </ol>	
	<p style="text-align: center;"><b>C. MONTHLY PERIODIC OPERATIONS</b></p> <ol style="list-style-type: none"> <li>1. General cleaning, sanitizing and disinfecting of commonly used areas within the building;</li> </ol>	



	<p>2. Cleaning of light and fixtures and as the client may indicate like electric fans and others;</p> <p>3. Inspection and cleaning of gutters including reporting of damage for immediate repair;</p>																																																																												
8	<p><b>VII. EQUIPMENT AND SUPPLIES REQUIREMENTS</b></p> <p>The <b>Service Provider</b> 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 <b>PGSD</b>, 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. <b>TPB</b> may buy the same, subject to deduction from the total amount due to the <b>Services Provider</b>.</p>																																																																												
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	net content /offer should be among the Leading Brand in the Market			
15	Doctor – J 70 % Isopropyl 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 LYSOL Brand 32OZ	2	24	Gallon
28	Wax Stripper – All Purpose	1	12	gallon

11	<b>LIST OF SUPPLIES</b>			
	<b>Consumables:</b>			
	ITEMS	Total Quantity per quarter	Total Quantity per year	Unit
1	Carpet Shampoo	1	4	Gallon
2	Mop Head cotton Bland #500	2	8	Pieces
3	Mop Head	2	8	Pieces
4	Muriatic Acid	2	8	gallons
	<b>Non-Consumables:</b>			
	ITEMS	Total Quantity per 6 Months (semi-annually)	Total Quantity per Year	Unit
1	Dust Pan (Plastic)	3	6	Pieces
2	Glass Squeegee	1	2	Pieces
3	Feather Duster	2	4	Pieces
4	Rubber Force Pump	1	2	Pieces
5	Soft Broom (Tambo)	3	6	Pieces
6	Stick Broom (Walis Ting-Ting)	3	6	Pieces
7	Spray Gun	5	10	Pieces
8	Toilet Brush	2	4	Pieces
9	Dust Mop	2	4	Pieces

12	The <b>Services Provider</b> Contract shall provide the above mentioned materials which should be available 100% of times for the duration of the Contract.
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13	<b>VIII. TERMS AND CONDITIONS</b>
	<b>A. THE TPB</b>
	1. <b>TPB</b> may require the janitor/janitress to perform

	<p>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> <ol style="list-style-type: none"> <li>2. <b>TPB</b> shall provide a stock room for the janitors supplies to be determined by the TPB's authorized representative;</li> <li>3. In case of any adjustment(s) during the contract implementation due to the following reason: <ul style="list-style-type: none"> <li>• The increase in minimum daily wage pursuant to law or new wage order issued after date of bidding;</li> <li>• There is an increase in taxes; and</li> <li>• 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></li> </ul> </li> <li>4. The <b>TPB</b> 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.</li> <li>5. The <b>TPB</b> 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></li> </ol>	
	<p style="text-align: center;"><b>B. THE JANITORIAL SERVICES PROVIDER (CONTRACTOR)</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. The TPB has the right recommend the changes in the</li> </ol>	

	<p>assignment/deployment of the Janitorial Personnel at anytime during the contract period, through a written notice to the contractor.</p> <ol style="list-style-type: none"> <li>3. The <b>Contractor</b> shall make available relievers and/or replacements at all times to ensure continuous and uninterrupted services.</li> <li>4. The <b>Contractor</b> 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.</li> <li>5. The <b>Contractor</b> 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.</li> <li>6. The <b>Contractor</b> 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.</li> <li>7. The <b>Contractor</b> 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.</li> <li>8. The <b>Contractor</b> 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.</li> <li>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</li> </ol>	
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	the Contract without the need for amendment, provided that any necessary adjustments shall be made consistent with the terms and conditions of the Contract.																																																																																																																									
14	<p style="text-align: center;"><b>IX. MONITORING &amp; EVALUATION</b></p> <p>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.</p>																																																																																																																									
15	<p style="text-align: center;"><b>COST DISTRIBUTION</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Item No</th> <th colspan="4">Description</th> <th style="width: 10%;">Total</th> </tr> <tr> <td></td> <th style="width: 15%;">No. of Days Work per Week</th> <th style="width: 15%;">No. of Days per Year</th> <th style="width: 15%;">No. of Hours per Day</th> <th style="width: 15%;">Daily Wage (DW)</th> <td></td> </tr> </thead> <tbody> <tr> <td></td> <td>6 days</td> <td>313 days</td> <td>8 hours</td> <td><b>537.00</b></td> <td></td> </tr> <tr> <td colspan="6"><b>A. Amount Directly to Janitor</b></td> </tr> <tr> <td></td> <td colspan="4">Average Pay per Month (DW X No. of Days per Year/12)</td> <td>14,006.75</td> </tr> <tr> <td></td> <td colspan="4">5 days Incentive Leave (DW x 5 days / 12)</td> <td>223.75</td> </tr> <tr> <td></td> <td colspan="4">13<sup>th</sup> Month Pay (DW x No. of days / 12)/12</td> <td>1,167.23</td> </tr> <tr> <td></td> <td colspan="4" style="text-align: right;"><b>Sub-total</b></td> <td><b>15,397.73</b></td> </tr> <tr> <td colspan="6"><b>B. Amount due to Government</b></td> </tr> <tr> <td></td> <td colspan="4">SSS Premium</td> <td>1,120.00</td> </tr> <tr> <td></td> <td colspan="4">Philhealth Contribution</td> <td>490.24</td> </tr> <tr> <td></td> <td colspan="4">EC Premium (Standard)</td> <td>10.00</td> </tr> <tr> <td></td> <td colspan="4">PAG-IBIG Premium (Standard)</td> <td>100.00</td> </tr> <tr> <td></td> <td colspan="4" style="text-align: right;"><b>Sub-total</b></td> <td><b>1,720.24</b></td> </tr> <tr> <td><b>C.</b></td> <td colspan="4"><b>Total Compensation (A +B)</b></td> <td><b>17,117.97</b></td> </tr> <tr> <td><b>D.</b></td> <td colspan="4"><b>Administrative Cost (C x 10%)</b></td> <td></td> </tr> <tr> <td><b>E.</b></td> <td colspan="4"><b>Total Cost per Janitor per Month, VAT inc. [(C+D) + 12%VAT]</b></td> <td></td> </tr> <tr> <td><b>F.</b></td> <td colspan="4"><b>Cost of supplies and equipment, VAT inclusive, per month</b></td> <td></td> </tr> <tr> <td><b>G.</b></td> <td colspan="4"><b>Total Cost of Janitorial Services per Month (E + F)</b></td> <td></td> </tr> <tr> <td><b>H.</b></td> <td colspan="4"><b>Total Bid for Janitorial Services for One (1) Year Amount in "G" multiplied by 12 months</b></td> <td></td> </tr> </tbody> </table> <p>** DOLE Department Order No. 18-A 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.</p> <p>*** The estimated cost of One Hundred Twelve Thousand Pesos (Php112,000) shall be billed separately based on actual approved overtime work per month.</p>	Item No	Description				Total		No. of Days Work per Week	No. of Days per Year	No. of Hours per Day	Daily Wage (DW)			6 days	313 days	8 hours	<b>537.00</b>		<b>A. Amount Directly to Janitor</b>							Average Pay per Month (DW X No. of Days per Year/12)				14,006.75		5 days Incentive Leave (DW x 5 days / 12)				223.75		13 <sup>th</sup> Month Pay (DW x No. of days / 12)/12				1,167.23		<b>Sub-total</b>				<b>15,397.73</b>	<b>B. Amount due to Government</b>							SSS Premium				1,120.00		Philhealth Contribution				490.24		EC Premium (Standard)				10.00		PAG-IBIG Premium (Standard)				100.00		<b>Sub-total</b>				<b>1,720.24</b>	<b>C.</b>	<b>Total Compensation (A +B)</b>				<b>17,117.97</b>	<b>D.</b>	<b>Administrative Cost (C x 10%)</b>					<b>E.</b>	<b>Total Cost per Janitor per Month, VAT inc. [(C+D) + 12%VAT]</b>					<b>F.</b>	<b>Cost of supplies and equipment, VAT inclusive, per month</b>					<b>G.</b>	<b>Total Cost of Janitorial Services per Month (E + F)</b>					<b>H.</b>	<b>Total Bid for Janitorial Services for One (1) Year Amount in "G" multiplied by 12 months</b>					
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	13 <sup>th</sup> Month Pay (DW x No. of days / 12)/12				1,167.23																																																																																																																					
	<b>Sub-total</b>				<b>15,397.73</b>																																																																																																																					
<b>B. Amount due to Government</b>																																																																																																																										
	SSS Premium				1,120.00																																																																																																																					
	Philhealth Contribution				490.24																																																																																																																					
	EC Premium (Standard)				10.00																																																																																																																					
	PAG-IBIG Premium (Standard)				100.00																																																																																																																					
	<b>Sub-total</b>				<b>1,720.24</b>																																																																																																																					
<b>C.</b>	<b>Total Compensation (A +B)</b>				<b>17,117.97</b>																																																																																																																					
<b>D.</b>	<b>Administrative Cost (C x 10%)</b>																																																																																																																									
<b>E.</b>	<b>Total Cost per Janitor per Month, VAT inc. [(C+D) + 12%VAT]</b>																																																																																																																									
<b>F.</b>	<b>Cost of supplies and equipment, VAT inclusive, per month</b>																																																																																																																									
<b>G.</b>	<b>Total Cost of Janitorial Services per Month (E + F)</b>																																																																																																																									
<b>H.</b>	<b>Total Bid for Janitorial Services for One (1) Year Amount in "G" multiplied by 12 months</b>																																																																																																																									
16	<p style="text-align: center;"><b>SUPPLIES REQUIREMENTS</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">No</th> <th style="width: 20%;">ITEMS</th> <th style="width: 5%;">Qty</th> <th style="width: 5%;">Unit</th> <th style="width: 5%;">Unit</th> <th style="width: 10%;">No. of</th> <th style="width: 10%;">Amount</th> </tr> </thead> </table>	No	ITEMS	Qty	Unit	Unit	No. of	Amount																																																																																																																		
No	ITEMS	Qty	Unit	Unit	No. of	Amount																																																																																																																				

				Cost	Months	
<b>Consumables:</b>						
1.	Airfreshner Spray Glade lemon 320 ml	6	cans		12	
2.	All-Purpose Cleaner Concentrated	3	gallons		12	
3.	Armor all 22 oz Aerosol	2	cans		12	
4.	Baygon Insecticide – 500ml	2	cans		12	
5.	Bleaching Solutions – Zonrox original 3785 ml	4	gallons		12	
6.	Chamois	2	tubes		12	
7.	Complete or Diamond WAX	4	gallons		12	
8.	Cotton Rags (round:white)	30	Pieces		12	
9.	Deodorant Cake 99%, 50gms	24	Rolls		12	
10.	Dishwashing Paste 350g	2	Pieces		12	
11.	Disinfectant (Lysol or Cleansol)	5	Gallons		12	
12.	Franela - 12" X 17", Cotton	14	Pieces		12	
13.	Garbage Bag (XXL, 60 pieces) (L, 60 pieces)	120	Pieces		12	
14.	Glass cleaner 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	Gallons		12	
15.	Doctor – J 70 % Isopropyl alcohol and moisturizers	16	Gallons		12	
16.	Liquid hand Soap (500ml) Watson Brand	26	Packs		12	
17.	Lysol Spray 500m	2	Cans		12	
18.	Pledge with cleansing conditioner – 330ml	4	Cans		12	
19.	Polishing Pad	2	Pieces		12	
20.	Powder Soap / Detergent	4	Kilos		12	
21.	Scotch Brite pad	10	Pieces		12	
22.	Shine Up- Furniture Polish	1	Gallon		12	

23.	Steel Wool	10	Tubes		12	
24.	Stripping Pad - 16" size	2	Pieces		12	
25.	Tire Black	2	Tubes		12	
26.	Tissue Paper	60	Rolls		12	
27.	Toilet Bowl Cleaner LYSOL Brand, 32oz	2	Gallon		12	
28.	Wax Stripper- All Purpose	1	Gallons		12	
					Sub-Total	

### LIST OF SUPPLIES

			Unit	Unit Cost	No. per Quarter	
<b>Consumables:</b>						
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	
					<i>Sub-Total</i>	

### LIST OF SUPPLIES

<b>Non-consumables:</b>						
			Unit	Unit cost	No. 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 (Walis Tambo)	3	Pieces		6	
6.	Stick Broom (walis Ting- ting)	3	Pieces		6	
7.	Spray Gun	5	Pieces		10	
8.	Toilet Brush	2	Pieces		4	
9.	Dust Mop	2	Pieces		4	
					<i>Sub-Total</i>	
					<i>Total</i>	

### TECHINICAL PARAMETERS Based on GPPB Circular No 24-2007

#### DESCRIPTION

17	<b>Stability of the Company</b>	
	<p><b>a) Years of Experience</b></p> <ul style="list-style-type: none"> <li>- Has been in the business for <b>three (3) years</b></li> <li>- Has provided janitorial services to government and financial institution.</li> <li>- Bidder shall submit certification under oath of list of contracts completed for the <b>past three (3) years</b>.</li> </ul>	
	<p><b>b) Liquidity of the Service Provider</b></p> <ul style="list-style-type: none"> <li>- Submit Net Financial Contracting Capacity (NFCC) at least equal to ABC</li> </ul>	
	<p><b>c) Organizational Set – up</b></p> <ul style="list-style-type: none"> <li>- Submit a certification under oath of an updated copy of Company profile, list of key officials, incorporators or stockholders.</li> </ul>	
18	<b>Resources</b>	
	<p><b>a.) Number &amp; Kind of Cleaning Equipment</b></p> <ul style="list-style-type: none"> <li>- With the minimum number and kind of equipment, supplies and materials as specified under Section VI. Schedule of Requirements.</li> </ul>	
	<p><b>b.) Number of Service Personnel/Supervisors</b></p> <ul style="list-style-type: none"> <li>- The Service Provider shall deploy of at least (14) service personnel including its supervisor complying with the TPB minimum qualification standards.</li> <li>- The Service provider shall ensure availability of at least on-call(relievers) service personnel complying with TPB minimum qualifications standards.</li> </ul>	
19	<b>Housekeeping Plan</b>	
	<ul style="list-style-type: none"> <li>- 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</li> </ul>	



20	<b>Other factors</b>	
	<b>a) Recruitment &amp; Selection Criteria</b>  - Submit company policy on recruitment/ selection criteria of supervisor and service personnel	
	<b>b) Completeness of Uniforms and Other Paraphernalia</b>  Standard company uniforms and ID cards, which should be worn at all times.	

I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of the authorized representative

\_\_\_\_\_  
Date

*[Use this form for Framework Agreement:]*

## ***Technical Specifications***

<b><i>TECHNICAL SPECIFICATIONS</i></b>			
<b><i>Item / Service</i></b>	<b><i>Maximum Quantity</i></b>	<b><i>Technical Specifications / Scope of Work</i></b>	<b><i>Statement of Compliance</i></b>
			<i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of</i>

			<p><i>each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.]</i></p>

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or

- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

## Checklist of Technical and Financial Documents

### I. TECHNICAL COMPONENT ENVELOPE

#### *Class “A” Documents*

##### Legal Documents

- (f) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (g) 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**
- (h) 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**

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

**Technical Documents**

- (j) 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**
- (o) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (p) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
- or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (q) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (r) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

**Financial Documents**

- (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**
- (t) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
- or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class "B" Documents***

- (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.

**II. FINANCIAL COMPONENT ENVELOPE**

- (v) Original of duly signed and accomplished Financial Bid Form; **and**
- (w) Original of duly signed and accomplished Price Schedule(s).

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

- (x) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (y) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

