

February 14, 2024

REQUEST FOR QUOTATION

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below:

RFQ No. TPB-RFQ 2025-02-036
PR No. 02.015

Requirements: **Services of a Cleaning Company for the Philippine Pavilion for the duration of World Expo 2025 in Osaka, Japan (01 April to 13 October 2025)**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)												
1 lot	<p>SCOPE OF SERVICES</p> <p>For the entire duration of the World Expo 2025, the Philippine Expo Secretariat will need the services of the Cleaning company for the Philippine Pavilion for the implementation of World Expo 2025 in Osaka, Japan.</p> <p>a. To deploy two (2) cleaning personnel in the Philippine Pavilion with below daily schedule:</p> <table border="1"> <thead> <tr> <th>PARTICULARS</th><th>WORK SCHEDULE</th><th>TIME</th><th>Total No. of Hours per Day</th></tr> </thead> <tbody> <tr> <td>One Cleaning Personnel</td><td>Afternoon Shift</td><td>1:00am to 6:00pm</td><td>5hours</td></tr> <tr> <td>One Cleaning Personnel</td><td>Closing Period</td><td>5:00pm to 10:00pm</td><td>5hours</td></tr> </tbody> </table> <p>b. Cleaning Materials</p> <p>All cleaning materials and other supplies (hand soap, bathroom tissues, rags, garbage bag etc.) to be used for the duration of the contract will be included in the bid price.</p>	PARTICULARS	WORK SCHEDULE	TIME	Total No. of Hours per Day	One Cleaning Personnel	Afternoon Shift	1:00am to 6:00pm	5hours	One Cleaning Personnel	Closing Period	5:00pm to 10:00pm	5hours	Php3,400,000.00	Php3,400,000.00
PARTICULARS	WORK SCHEDULE	TIME	Total No. of Hours per Day												
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	<p>c. Pest Control Services</p> <p>To provide pest control services once a month, including materials and supplies.</p> <p>d. Maintenance of the plants</p> <p>To maintain the plants within the Philippine pavilion area, including the inspection of plants for pests, providing fertilizer and removing weeds and specific care to be given, such as tilling soil, watering weekly, or as needed and removing dead leaves.</p> <p>e. Duties and responsibilities of the cleaning personnel</p> <p>The area to be covered by the cleaning services will be the entire Pavilion (façade area, exhibitries, gift shop, performance area, offices, toilet and spa area).</p> <p>DAILY ROUTINE OPERATIONS</p> <ol style="list-style-type: none"> 1. Sweeping, mopping, and polishing of all floors (vinyl tiles). Areas frequented by the public such as entrance/exit areas, hallways/corridors, waiting areas and restroom, shall be serviced continuously to guarantee cleanliness. 2. Cleaning, sanitizing of restroom with the use of effective disinfecting chemicals/cleaning materials on the wash basins, urinals, and toilet bowls. 3. Dusting and cleaning of surfaces of all glass tops, inside windows, pieces of furniture and other partition of the Pavilion that require daily attention. 4. Cleaning of trash receptacles in all the rooms/offices. 5. To use eco-friendly cleaning materials. 6. Taking out of trash regularly, especially at the end of the day based on the policy of the Expo organizer on the disposal of waste materials. <p>A deep cleaning of the Pavilion area will be made before the schedule of the Philippine National Day. A separate schedule will be provided to the Cleaning company before the event.</p>		
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	<p>OTHER TECHNICAL REQUIREMENTS</p> <p>1. RESPONSIBILITIES OF THE CLEANING COMPANY / BIDDER</p> <ul style="list-style-type: none"> a. The health insurances, benefits, taxes and other required expenses being paid to the cleaning personnel as required by Japan labor law will be shouldered by the Cleaning Company. b. In the event of the absence of the cleaning personnel, the Cleaning Company shall ensure that relievers and/or replacement will be made at all times to ensure continuous and uninterrupted services. c. The cleaning company's personnel shall take all necessary precautions for safety with all the standards and established safety regulations, rules and practices. d. The cleaning company must see to it that the two (2) cleaning personnel to be assigned in the Philippine Pavilion shall have a Fit to Work Certificate. e. The cleaning company must provide the cleaning personnel with appropriate uniform, PPE (mask, gloves and disinfectant sprays or wipes) and ensure that they shall observe proper personal hygiene and always appear neat and clean. <p>2. REQUIREMENTS FOR THE CLEANING PERSONNEL</p> <ul style="list-style-type: none"> a. To submit the complete name of the cleaning personnel to be deploy at the Philippine Pavilion and to provide the contact number for easy communication. b. Cleaning personnel must at least understand Basic English. 		
	<p>TOTAL SPACE OF THE PAVILION</p> <p>The total area of the Philippine pavilion subject for cleaning is more or less 600sqm. Including outside premises. Below is the floor plan for reference.</p> <p>See Annex "A"</p>		
	<p>ELIGIBILITY REQUIREMENTS</p> <ul style="list-style-type: none"> 1. Must be a Cleaning company based in Japan for at least five (5) years and operating legally under the Japan law. 2. With complete Japan legal requirements (Business Permit, Omnibus Sworn Statement 		

	Authenticated by the Phil Embassy in Japan, Audited Financial Statement or it's equivalent)		
	<ul style="list-style-type: none"> - The document to be submitted to the Bids and Award Committee if 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. - Financial proposal shall be based on the Central Bank of the Philippines exchange rate bulletin effective on the date of bid opening, February 20, 2025 		
	CONTRACT DURATION The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.		
	QUALIFICATION OF THE BIDDERS <ol style="list-style-type: none"> 1. At least three (3) years of experience/expertise in land transportation service, preferably in Japan 2. With complete Japan legal requirements (Business Permit, Land Transportation Requirements or it's equivalent, Omnibus Sworn Statement) 		
	TECHNICAL REQUIREMENTS <ol style="list-style-type: none"> 1. Accomplished Statement of Compliance to the Technical Specifications LEGAL REQUIREMENTS <ol style="list-style-type: none"> 1. Business/Mayor's permit or equivalent 2. Income/Business Tax Return/Tax Clearance Or its equivalent 3. Omnibus Sworn Statement Attachments: <ol style="list-style-type: none"> 1. Statement of Compliance to the Technical Specifications 2. Omnibus Sworn Statement Note: <ol style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty</u> (30) calendar days. 		

Terms of Payment	Send bill arrangement on a monthly basis to Philippine Expo Secretariat c/o General Services to be paid within 5days upon receipt of billing.		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php3,400,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **20 February 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)

Thank you very much.

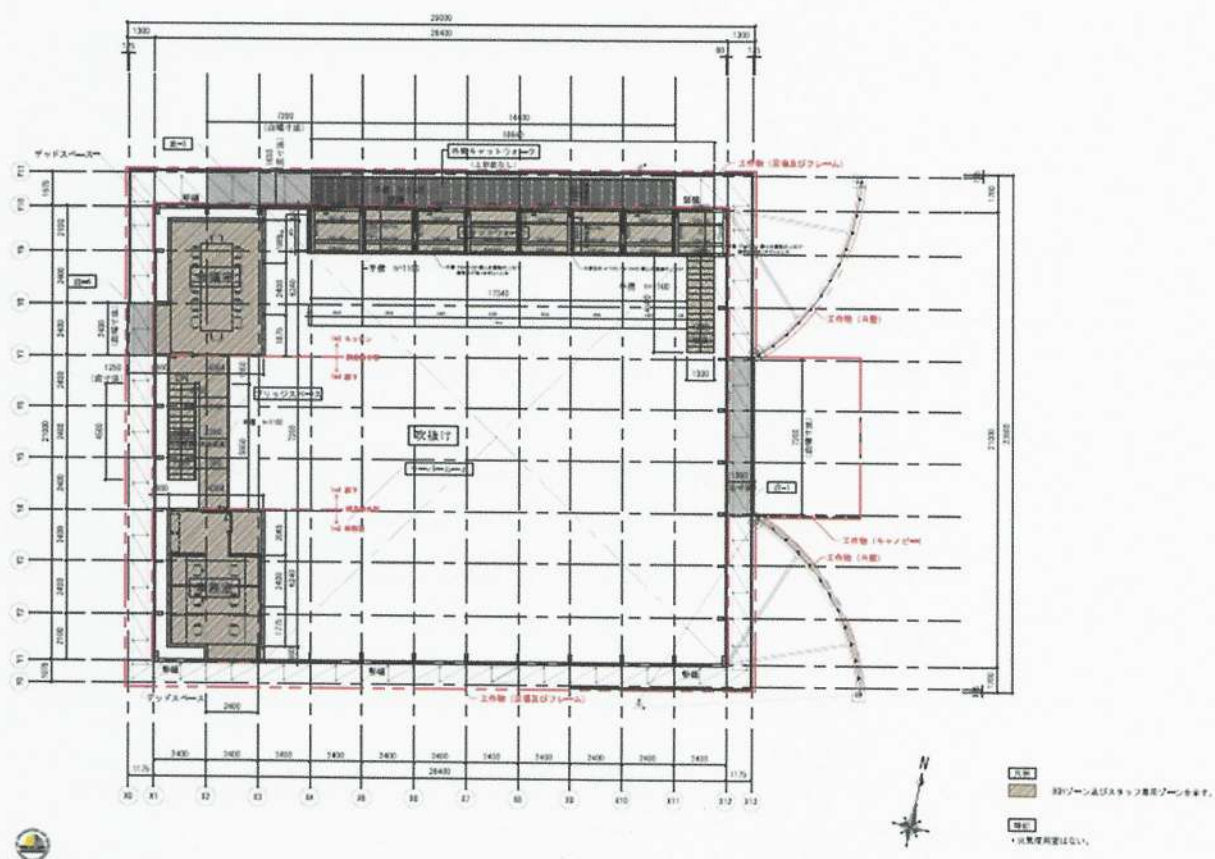

JANET G. VILLAFRANCA

Acting Head, Procurement Management Division
Finance Department

Contact person: Jose T. Ducusin, Jr

Contact number: 02 8525 -7312 / 8525 – 9318 to 27

Annex “A”



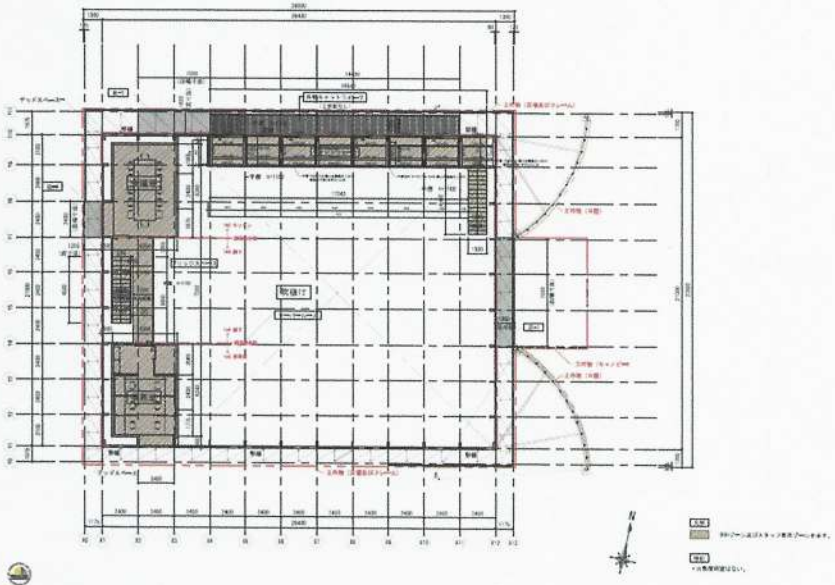
**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS
FOR THE SERVICES OF A CLEANING COMPANY FOR PHILIPPINE PAVILION
FOR THE DURATION OF WORLD EXPO 2025 OSAKA, JAPAN**

After having carefully read and accepted the Terms and Conditions, I / we submit my / our quotation as follows
(Bidders are required to take note of the * portion at the last page of this form before filling up the required columns):

PROJECT TITLE: SERVICES OF A CLEANING COMPANY FOR THE PHILIPPINE PAVILION FOR THE DURATION OF WORLD EXPO 2025 IN OSAKA, JAPAN (01 APRIL TO 31 OCTOBER 2025)
APPROVED BUDGET COST (ABC): THREE MILLION FOUR HUNDRED THOUSAND PESOS ONLY (PHP3,400,000.00)
PROPERTY/BIDDER NAME:

TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE																
	COMPLIANT	NOT COMPLIANT															
For the entire duration of the World Expo 2025, the Philippine Expo Secretariat will need the services of the Cleaning company for the Philippine Pavilion for the implementation of World Expo 2025 in Osaka, Japan.																	
Transportation requirements for the Pavilion operation/ and for airport arrival/departure of Philippine Pavilion visitors and guests.																	
a. To deploy two (2) cleaning personnel in the Philippine Pavilion with below daily schedule:																	
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and specific care to be given, such as tilling soil, watering weekly, or as needed and removing dead leaves.		
e. Duties and responsibilities of the cleaning personnel The area to be covered by the cleaning services will be the entire Pavilion (façade area, exhibitries, gift shop, performance area, offices, toilet and spa area).		
DAILY ROUTINE OPERATIONS <ol style="list-style-type: none"> 1. Sweeping, mopping, and polishing of all floors (vinyl tiles). Areas frequented by the public such as entrance/exit areas, hallways/corridors, waiting areas and restroom, shall be serviced continuously to guarantee cleanliness. 2. Cleaning, sanitizing of restroom with the use of effective disinfecting chemicals/cleaning materials on the wash basins, urinals, and toilet bowls. 3. Dusting and cleaning of surfaces of all glass tops, inside windows, pieces of furniture and other partition of the Pavilion that require daily attention. 4. Cleaning of trash receptacles in all the rooms/offices. 5. To use eco-friendly cleaning materials. 6. Taking out of trash regularly, especially at the end of the day based on the policy of the Expo organizer on the disposal of waste materials. <p>A deep cleaning of the Pavilion area will be made before the schedule of the Philippine National Day. A separate schedule will be provided to the Cleaning company before the event.</p>		
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<p>TOTAL SPACE OF THE PAVILION</p> <p>The total area of the Philippine pavilion subject for cleaning is more or less 600sqm. Including outside premises. Below is the floor plan for reference.</p> 		
<p>ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Must be a Cleaning company based in Japan for at least five (5) years and operating legally under the Japan law. 2. With complete Japan legal requirements (Business Permit, Omnibus Sworn Statement Authenticated by the Phil Embassy in Japan, Audited Financial Statement or it's equivalent) 		
<p>TERMS OF PAYMENT</p> <p>Send bill arrangement on a monthly basis to Philippine Expo Secretariat c/o General Services to be paid within 5days upon receipt of billing.</p>		
<p>CONTRACT DURATION</p> <p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p>		
<p>Financial proposal shall be based on the Central Bank of the Philippines exchange rate bulletin effective on the date of bid opening, February 20, 2025</p>		
<p>Legal Requirements (proposed requirements for approval of the BAC)</p>		
<ol style="list-style-type: none"> 1. Mayor's Permit or its equivalent 2. Income Tax Return (ITR) or its equivalent 3. Omnibus Sworn Statement 		

Offered Quotation in Words:		
Offered Quotation in Figures:		
Signature Over Printed Name of Bidder	Position and Company	Date

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized

representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
- 10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____,
Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]