

Section III. Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <i>Contracts for provision of janitorial services to private or public entities.</i></p> <p>b. completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>
7.1	<i>Subcontracting is not allowed.</i>
12	The price of the Goods shall be quoted DDP PHILIPPINES or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than Eighty Five Thousand Two Hundred Five Pesos and 24/100 (Php85,205.24), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than Two Hundred Thirteen Thousand Thirteen Pesos and 10/100 (Php213,013.10), if bid security is in Surety Bond.</p>
19.3	<i>NO FURTHER INSTRUCTION</i>
20.2	<p>The bidder with the Lowest Calculated Bid shall submit the following documents as part of the post qualification:</p> <p>A. Latest income tax and business tax returns filed and paid thru the BIR Electronic Filing and Payment System;</p> <p>B. BIR Tax Clearance;</p> <p>C. Certificate of PhilGEPS registration and membership;</p> <p>D. Certification from the SSS, Pag-Ibig Fund, ECC and Philhealth of no delinquency of payments of monthly premiums for both the employer and the employee of janitorial agency concerned as of October 31, 2020. The certification must be secured where the principal place of business of the prospective bidder is located;</p>

	<p>E. Certificate from the National Labor Relations Commission that the service provider has no adverse decided case in areas where the janitorial agency has an on-going or completed contract/s as of October 31, 2020; and</p> <p>F. Certificate or clearance from the Department of Labor and Employment (NCR) and the National Council Mediation Board (NCR) stating that the janitorial agency has no pending labor case as of October 31, 2020.</p>
21.2	<p>a) Technical Specifications (Terms of Reference);</p> <p>b) Performance Security; and</p> <p>c) Notice of Award of Contract.</p>
	<p>TIE BREAKING METHOD (GPPB CIRCULAR 06-2005):</p> <p>In the event two or more of the bidders have been post-qualified as Lowest Calculated and Responsive Bid (LCRB), the BAC Chairperson shall roll a dice to break the tie in the presence of the bidder's representative and COA representative (observer). The bidder with the highest number shall be declared as the winning bidder. The absence of the bidder's representative or observer shall not nullify the proceeding.</p>

Section V. Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is MS. ROSEMARIE N. PRINCIPE.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements.</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	Transportation –

	<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>
2.2	<p>The terms of payment shall be as follows: Payment is within 30 working days upon receipt of Sales Invoice/Statement of Account together with the following documents:</p> <ol style="list-style-type: none"> 1. Statement of Account or Invoice, for verification purposes; 2. Time Sheet for verification purposes, using the standard daily time card for recording duly signed by the authorized signatories thereto; 3. Time Card (payroll Cut-Off Report of Time Arrival and Departure); 4. Certified copy of the payroll of the janitors assigned to PHILGUARANTEE during the immediately preceding payment period, which should bear the signatories of the individual workers acknowledging receipt by them of the amount/s indicated therein; 5. Certified copy of the individual pay slips of each janitor assigned to PHILGUARANTEE for the immediately preceding payment period; and 6. Proof of remittance of contributions to the SSS, Pag-Ibig Fund, Philhealth and the ECC. <p>PHILGUARANTEE is not obligated and liable to pay the Winning bidder its monthly billing, for failure to submit any of the above documents.</p>
4	<p>The inspections and tests that will be conducted are: Surprise Inspection</p>

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

[illegible]

Section VII. 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 subject to the applicable laws and issuances.]</i></p>
I.	MANPOWER COMPLEMENT	
	1. The Winning Bidder shall provide Sixteen (16) janitors to render 8 hours daily duty from Monday through Saturday	
	2. The janitors that will be provided by the Winning bidder shall have the following qualifications:	

	<ul style="list-style-type: none"> a. At least Junior High School Graduate; b. At least eighteen (18) years old; c. Mentally and physically fit; d. Must have relevant training for the past (2) years; e. Honest/Reliable, and f. With good moral character. 	
	<p>3. Before the actual assignment of janitors, the Winning bidder shall submit the following documents for evaluation of the Client:</p> <ul style="list-style-type: none"> a. NBI Clearance; b. Medical/Health Certificate; c. Data on Work Experience; d. Personal Data Sheet; and e. Drug test w/ proof of certificate. 	
II.	SCOPE OF OBLIGATIONS/ RESPONSIBILITIES	
	<p>1. Supply the necessary labor, cleaning equipment, materials and uniform to the janitors for the daily upkeep and maintenance of the PHILGUARANTEE office.</p>	
	<p>2. The assigned janitors shall work in shifts as follows:</p> <ul style="list-style-type: none"> • Monday to Friday: 7:00AM to 4:00PM and 8:00AM to 5:00PM • Saturday and/or Holidays: 7:00AM to 4:00PM 	
	<p>3. Relievers must be available as may be necessary, to take over the scheduled duty of the regular janitor/s who</p>	

	may either report late or absent for the day.	
	4. To submit bi-monthly periodic situational reports as well as render incident/spot reports as deemed necessary.	
	5. To maintain proper decorum, personal discipline, grooming and decent uniform while on duty and refrain from engaging in any activity that may distract him/her from performing his/her official function;	
	6. To indemnify PHILGUARANTEE for any loss, damage and expenses to property that it may suffer due to failure of the assigned janitor/s to perform the duties required, provided that the loss or damage is due to the negligence of the janitor/s without the contributory negligence of PHILGUARANTEE or its employees.	
	7. To assume responsibility with regards to compliance with the New Labor Code, the Social Security Act and other Labor Laws. PHILGUARANTEE may require the bidder/s to show proof of compliance with the Labor Laws such as receipts of payments to the Social Security System (SSS), Philippine Health Insurance	

	<p>Corporation (Philhealth), Home Development Mutual Fund (Pag-Ibig Fund), Employees Compensation Commission (ECC), and other relevant documents.</p>	
	<p>8. PHILGUARANTEE may, at any time, instruct the Winning bidder in writing to replace, and at the same time agree the rate of financial consideration, increase or decrease the number of janitors assigned to PHILGUARANTEE and the Winning bidder theretofore obligates and guarantees to immediately comply with the instruction within twenty-four (24) hours from receipt thereof.</p> <p>All bid prices for the duration of one (1) year shall be fixed and shall not be adjusted during contract implementation, except for the following:</p> <ul style="list-style-type: none"> a. Increase in taxes; b. Increase in any of the following pursuant to law or lawful issuance, should it happen after date of bidding: <ul style="list-style-type: none"> i. Wage order; ii. SSS contributions; iii. Pag-Ibig Fund contributions; iv. Philhealth contributions; and v. ECC contributions. 	

	<p>9. If during the term of the contract, the PHILGUARANTEE sees the need for an increase or decrease in the number of janitors, it may do so provided that the cost of such increase or decrease does not exceed the Approved Budget for the Contract (ABC) for the relevant year.</p>	
	<p>10. In case of transfer to a new office location during the term of the contract, PHILGUARANTEE may increase or decrease the number of janitors, provided such increase or decrease does not exceed the ABC for the relevant year.</p>	
	<p>11. Perform the following janitorial services, among others:</p> <p>A. Daily Maintenance</p> <ul style="list-style-type: none"> i. Report to each respective assigned area, sweep the floor and pick-up with the dust pan all items scattered around; ii. Scoop off any sticky substance or dirt on the floor with putty knife and clean with damp cloth or rag; iii. Mop floor with damp mop head. Finish cleaning with clean and dry mop head; iv. Wipe with damp cloth or rag all tables, chairs, steel and wooden cabinets, electric fans, telephone 	

	<p>instruments, refrigerators, air conditioning grills and casing, and other office equipment. Finish cleaning with a clean and dry cloth or rag;</p> <p>v. Empty all ashtrays, waste baskets. Clean same with liquid detergent. Rinse off with water and let dry. Return ashtrays and wastebaskets to their respective places;</p> <p>vi. Wipe with damp cloth window sills, window panes/glass, mirrors, roman shades, aluminum/stainless steel frames and doors;</p> <p>vii. Remove stain marks or dirt on walls, doors and building posts with chemical removers or with cloth soaked in liquid detergent or cleanser. Finish cleaning with damp cloth or rag;</p> <p>viii. Wash with water the whole area of the comfort room, then sweep water and drain. Drain or remove water inside toilet bowl before pouring cleanser or toilet cleanser. Let it stay for a while sprinkling cleanser on walls and floor tiles, water closet tank, lavatory or sink and toilet bowl. Scrub the inside of toilet bowl with brush or sponge with handle, then flush. Scrub with brush or sponge the whole area of the comfort room. Rinse off with water and drain area of excess water. Finish</p>	
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	<p>cleaning floor tiles with dry cloth and clean mop/cloth;</p> <p>ix. Clean mirror with damp newspaper or cloth and finish cleaning with dry cloth. Spray comfort room with freshener;</p> <p>x. Cleaning of stairs, elevators and fire exits;</p> <p>xi. Undertake daily cleaning of assigned areas with disinfectant and anti-virus/bacteria aerosol sprays to prevent the spread of the Covid-19 virus;</p> <p>xii. Frequently touched areas such as doorknobs and handles, elevator buttons, railings, faucets, light switches, biometric machines, water dispenser buttons, copy machine buttons, other common appliance handle/buttons, among others, shall be cleaned and disinfected as often as possible within the day;</p> <p>xiii. Commonly used objects such as telephones, tables, chairs, among others, shall be cleaned and disinfected as often as possible within the day;</p> <p>xiv. Stay in respective post for errand work; and</p> <p>xv. Attend to the needs of the weekly meeting as required.</p> <p>B. Weekly Maintenance – General Cleaning and Disinfection of all areas</p> <p>i. Scrub and strip off sticking dirt, gums and other similar substances, particularly those inner</p>	
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	<p>areas and corners. Wash clean with soap and water and dry.</p> <p>ii. High cleaning by sweeping cobwebs off the ceiling and wiping of light fixtures/diffusers and upper walls.</p> <p>iii. Remove dirt and wash clean with soap and water all window grills and panes, stairways, balcony and walls.</p> <p>iv. Thorough cleaning of all comfort room particularly the toilet bowls, lavatories and men's urinals. Apply disinfectant and deodorize all areas.</p> <p>v. Thorough cleaning of office furniture and fixtures and other office equipment.</p> <p>vi. Apply floor wax on floors and polish shine; and</p> <p>vii. Disinfection of Philguarantee office using smoke disinfecting machine with liquid disinfectant that are approved for use by government agencies, such as the Department of Health and/or Food and Drug Administration. Personnel assigned to operate the smoke disinfecting machine must wear proper personal protective equipment.</p> <p>C. Miscellaneous Services – To be performed whenever required</p>	
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	<ul style="list-style-type: none"> i. Errand work within the office premises. ii. Hauling/moving of office furniture, equipment and carrying heavy load boxes. iii. Serving snacks/refreshments during meetings and conferences. 	
III.	Equipment / Supplies Requirements (please refer to Annex "A")	
	All equipment and supplies stated in Annex "A", shall be provided by the Winning bidder for the duration of the Contract.	
IV.	Technical Parameters (Based on GPPB Circular No. 24-2007)	
	1. Stability of the Company	
	<p>A. Years of Experience</p> <p>Company has been in the Service Provider business for the past five (5) years.</p> <p>Bidder/s shall submit certification under oath that it has provided janitorial services to government institution.</p> <p>Bidder/s shall submit certification under oath of list of contracts completed for the past five (5) years.</p>	
	B. Liquidity of the Service Provider	

	<p>The liquidity ratio of not less than 1:1 based on 2019 Audited Financial Statements submitted.</p> <p>Computation: Current Assets over Current Liabilities</p>	
	<p>C. Organizational Set-up</p> <p>Bidder/s shall submit a certification under oath of an updated copy of Company profile, list of key officials, incorporators or stockholders.</p> <p>Bidder/s shall submit Certificate of Registration/Membership with the following agencies:</p> <ol style="list-style-type: none"> i. Department of Labor and Employment; ii. Pag-Ibig Fund; iii. SSS; and iv. Philhealth. 	
	2. Resources	
	<p>A. Number of Janitors/Supervisors</p> <p>Bidder/s shall submit certification under oath of its janitorial service complement of personnel (staff and supervisor) deployed to clients for CY 2019.</p>	
	<p>B. Number and kind of cleaning equipment</p> <ul style="list-style-type: none"> • Submit an undertaking on the ownership of the equipment. 	

	<ul style="list-style-type: none"> • Submit an undertaking on the adequacy of supply for one (1) month. 	
	3. Housekeeping Plan	
	Bidder/s shall submit their proposed janitorial plan for PHILGUARANTEE.	
	4. Other Factors	
	A. Recruitment & Selection Criteria Bidder/s shall submit company policy on recruitment/selection of janitors/supervisors.	
	B. Benefits entitled to janitors/supervisors Bidder/s shall submit certification under oath of the additional benefits given to janitors/supervisors to be deployed to PHILGUARANTEE	
	C. Administrative Fee Bidder/s shall submit a bid proposal with Administrative Fee of not less than ten percent (10%) of the total contract cost.	
V.	SUBMISSION OF DOCUMENTARY REQUIREMENTS	
	The bidder with the Lowest Calculated Bid shall submit the following documents as part of the <i>post qualification</i> : A. Latest income tax and business tax returns filed and paid thru the BIR	

	<p>Electronic Filing and Payment System;</p> <p>B. BIR Tax Clearance;</p> <p>C. Certificate of PhilGEPS registration and membership;</p> <p>D. Certification from the SSS, Pag-Ibig Fund, ECC and Philhealth of no delinquency of payments of monthly premiums for both the employer and the employee of janitorial agency concerned as of October 31, 2020. The certification must be secured where the principal place of business of the prospective bidder is located;</p> <p>E. Certificate from the National Labor Relations Commission that the service provider has no adverse decided case in areas where the janitorial agency has an on-going or completed contract/s as of October 31, 2020; and</p> <p>F. Certificate or clearance from the Department of Labor and Employment (NCR) and the National Council Mediation Board (NCR) stating that the janitorial agency has no pending labor case as of October 31, 2020.</p>	
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VI.	PAYMENT TERMS	
	<p>Payment is within 30 working days upon receipt of Sales Invoice/Statement of Account together with the following documents:</p> <ul style="list-style-type: none"> • Statement of Account or Invoice, for verification purposes; • Time Sheet for verification purposes, using the standard daily time card for recording duly signed by the authorized signatories thereto; • Time Card (payroll Cut-Off Report of Time Arrival and Departure); • Certified copy of the payroll of the janitors assigned to PHILGUARANTEE during the immediately preceding payment period, which should bear the signatories of the individual workers acknowledging receipt by them of the amount/s indicated therein; • Certified copy of the individual pay slips of each janitor assigned to PHILGUARANTEE for the immediately preceding payment period; and • Proof of remittance of contributions to the SSS, Pag-Ibig Fund, Philhealth and the ECC. <p>PHILGUARANTEE is not obligated and liable to pay the Winning bidder its monthly billing for</p>	

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