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# **PHILIPPINE BIDDING DOCUMENTS**

## **PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES TO MAINTAIN CLEANLINESS AND SANITATION OF PCAF OFFICES AND PREMISES FY-2024**

**(ITB No. 2023-001)  
(EARLY PROCUREMENT ACTIVITY)**

**Sixth Edition  
October 2023**



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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 projects 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). Suppliers 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:*

- 1. 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;*
- 2. The place where the Bidding Documents may be acquired or the website where it may be downloaded;*
- 3. The deadline for the submission and receipt of bids; and*
- 4. 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.*



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***ITB 2023-001***

## **INVITATION TO BID (IB)**

### **FOR THE PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES TO MAINTAIN CLEANLINESS AND SANITATION OF PCAF OFFICES AND PREMISES FOR FY-2024**

1. The **Philippine Council for Agriculture and Fisheries (PCAF)**, through the **National Expenditure Program (NEP) for F.Y. 2024 (Early Procurement Activity)** intends to apply the sum of **Two Million Three Hundred Fifty-Seven Thousand One Hundred Fifty Pesos and Four Centavos (Php 2,357,150.04)** being the Approved Budget for the Contract (ABC) to payments under the contract for **One (1) year janitorial services to maintain cleanliness and sanitation of PCAF offices and premises for FY-2024**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Philippine Council for Agriculture and Fisheries (PCAF) now invites bids for the above Procurement Project. Delivery of the Services is required on January 1, 2024 to December 31, 2024. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project. 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 **PCAF-BAC Secretariat Office, Philippine Council for Agriculture and Fisheries** and inspect the Bidding Documents at the address given below from **9:00 AM to 4:00 PM, Mondays to Fridays until November 24, 2023**, except during non-working holidays.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 3, 2023 to November 24, 2023** 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 (Php 5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The PCAF will hold a Pre-Bid Conference on **November 10, 2023, at 2:00 PM** at the Apacible Conference Room A, 3<sup>rd</sup> Floor, PCAF, Apacible Hall, DA Compound, Elliptical Road, Diliman, Quezon City through face to face which shall be open to prospective bidders.



7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **November 24, 2023, 9:00 AM** PCAF Bundy Clock Time. Late bids shall not be accepted.
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 **November 24, 2023, 10:00 AM** PCAF Bundy Clock Time at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

The Schedule of Procurement activities are as follows:

Activity	Venue	Date/Time	Remarks
Pre-Bid Conference	Apacible Conference Room A, 3rd Floor, PCAF, Apacible Hall, DA Compound, Elliptical Rd., Diliman, Q.C.	<b>November 10, 2023 2:00 P.M.</b>	All interested bidders may attend
Receipt of Bids	Apacible Conference Room A, 3rd Floor, PCAF, Apacible Hall, DA Compound, Elliptical Rd., Diliman, Q.C.	<b>November 3 to November 24, 2023 9:00 A.M.</b>	All bids must be accompanied by a Bid Security as stated in ITB Clause 14. Late bids shall not be accepted
Opening of Bids	Apacible Conference Room A, 3rd Floor, PCAF, Apacible Hall, DA Compound, Elliptical Rd., Diliman, Q.C.	<b>November 24, 2023 10:00 A.M</b>	Bids will be opened in the presence of the Bidder's Representative who opts to attend


10. This procurement project is undertaken through Early Procurement Activities (EPA) hence, the award of contract to the Lowest/Single Calculated and Responsive Bidder may only be made by the Procuring Entity upon approval or enactment of the FY 2024 General Appropriation Act (GAA) pursuant to Section 7.6 of the 2016 Revised Implementing Rules and Regulations Act of Republic Act (RA) 9184 and the provisions under GPPB Circular 06-2019 dated July 17, 2019.
11. The PCAF 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

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13. You may visit the following websites:

For downloading of Bidding Documents: <http://www.pcaf.da.gov.ph/index.php/bids-and-awards/>

  
**MELINDA T. QUINONES**  
 Chairperson, Bids and Awards 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, PCAF wishes to receive Bids for the Procurement of One (1) year janitorial services to maintain cleanliness and sanitation of PCAF offices and premises for FY-2024, with identification number ITB No. 2023-001.

The Procurement Project (referred to herein as “Project”) is composed of one (1) lot, 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 F.Y. 2024 in the amount of **Two Million Three Hundred Fifty-Seven Thousand One Hundred Fifty Pesos and Four Centavos (Php 2,357,150.04)**.

2.2. The source of funding is the FY 2024 National Expenditure Program

## 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 at least fifty (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

The Procuring Entity has prescribed that subcontracting is not allowed.

## 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 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.

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.

## **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 the **BDS**.
  - 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 the **BDS**.

### **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 Philippine Pesos.

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</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 **April 30, 2024**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

Each Bidder shall submit one copy (Original Copy) of the first and second components of its Bid.

The Procuring Entity may request additional two (2) hard copies (Copy 1 and Copy 2) 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.

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

The Bidders shall submit on the specified date and time at its physical address as indicated in paragraph 7 of the **IB**.

### **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.

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<sup>1</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.



## 18. Domestic Preference

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.

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's 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.
- 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 14 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 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

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, 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**.

## 21. Signing of the Contract

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**.



## ***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	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. Janitorial Services.</li> <li>b. Completed within three (3) years prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1	<i>"Subcontracting is not allowed."</i>
12	The price of the Goods shall be quoted delivered duty paid (DDP) <i>with the place of destination in the Philippines</i> 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> <ol style="list-style-type: none"> <li>a. The amount of not less than <b>Forty-Seven Thousand One Hundred Forty-Three Pesos (Php 47,143.00)</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>One Hundred Seventeen Thousand Eight Hundred Fifty-Seven Pesos and Fifty Centavos (Php 117,857.50)</b> if bid security is in Surety Bond.</li> </ol>
19.3	<p><i>The Project will be awarded by lot.</i></p> <p><b>One (1) Lot One (1) Year Janitorial Services to Maintain Cleanliness and Sanitation of PCAF Offices and Premises for FY-2024</b> with an Approved Budget for the Contract (ABC) of <b>Two Million Three Hundred Fifty-Seven Thousand One Hundred Fifty Pesos and Four Centavos (Php 2,357,150.04).</b></p>
20.2	<p>The following post qualification documents must be submitted 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:</p> <ol style="list-style-type: none"> <li>1. Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS): <ul style="list-style-type: none"> <li>● 2023 Quarterly Income Tax Return (3rd Quarter of 2023)</li> <li>● 2023 Quarter Value Added Tax Return (3rd Quarter of 2023)</li> <li>● 2023 Monthly Value Added Tax Declaration (November 2023)</li> </ul> </li> <li>2. Certificate of No pending Case or any equivalent document/form issued by the Department of Labor and Employment (DOLE)</li> </ol>
21.1	<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**.

## 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 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.

## 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 specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (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><b>Janitorial Services</b></p> <p>1. Delivery of the Janitorial Services shall be made by the Supplier in accordance with the terms specified in Schedule of Requirements and Technical Specifications. Within ten (10) calendar days from receipt of Letter/Notice declaring EPA LCRB, the Supplier shall present the following documents for the pre-approval by the Procuring Entity:</p> <p>For Janitors:</p> <ol style="list-style-type: none"> <li>1. Curriculum Vitae/Bio-data with pictures taken within the last six months of proposed Janitors to be detailed in the Procuring Entity;</li> <li>2. Health Certificate issued by any government hospital within the pre-approval period or ten (10) calendar days from receipt of Letter/notice declaring EPA LCRB;</li> <li>3. Philippine National Police (PNP) or National Bureau of Investigation (NBI) Clearance issued within six (6) months</li> </ol> <p>2. Within seven (7) calendar days after the submission of the above-mentioned documents, the PE shall inform the approved names of Janitors to be assigned in the PE and shall have a personal appearance with the PE accompanied by the Officer of the Supplier.</p> <p>3. At any time during the Contract implementation, a janitor may be replaced immediately upon request of the Head of the Procuring Entity.</p> <p>4. Payment shall be made upon submission of the assigned Janitor's accomplishment report, and proof of remittances to Philhealth, SSS, and HDMF.</p>



# ***Section VI. Schedule of Requirements and Terms of Reference***

## **PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES TO MAINTAIN CLEANLINESS AND SANITATION OF PCAF OFFICES AND PREMISES (FY-2024)**

### **I. MANPOWER REQUIREMENTS**

Seven (7) experienced and fully vaccinated janitors: four (4) male and three (3) females, to maintain cleanliness and sanitation of PCAF office and premises for the period January 1, 2024 to December 31, 2024.

The Leadman or supervisor must be TESDA trained with a Certificate on Housekeeping.

### **II. SUPPLIES AND MATERIALS, AND EQUIPMENT REQUIREMENTS**

The Supplier shall provide supplies and materials, and equipment in accordance with the schedule stated below:

#### **A. Supplies and Materials**

##### **1. Monthly Delivery** (Must be delivered within three (3) days before the start of the month)

<b>Qty</b>	<b>Unit of Measure</b>	<b>Item/Descriptions</b>
8	Cans	Disinfectant Spray (510 grams)
8	Cans	Furniture Polish 330ml
8	Pieces	Mop Heads (500 grams)
8	Gallons	Bleaching Liquid
8	Kilos	Powder Soap
4	Gallons	Hand Soap
8	Kilos	Round Rags (colored)
8	Pieces	Scotch brite, heavy duty, black
5	Tubes	Steel wool
12	Bottles	Liquid Hand Soap (1000ml)
8	Gallons	Dishwashing Liquid
16	Pieces	Doormat, dark color
300	Pieces	Garbage Bag, color: black (XL)
300	Pieces	Garbage Bag, transparent (for trash can)



8	Pieces	Insecticide 500ml
14	Pieces	Scrub with Foam
4	Gallons	Disinfectant concentrate
3	Gallons	Emulsion wax

**2. Quarterly Delivery** (Must be delivered within three (3) days before the start of the quarter)

Qty	Unit of Measure	Item/Descriptions
2	Pieces	Polishing Pad
3	Pieces	Stripping Pad
3	Pieces	Scrubbing Pad
16	Pairs	Gloves
7	Pieces	Soft Broom
7	Pieces	Spray Gun

**3. Semi-Annual Delivery** (Must be delivered within three (3) days before the start of the semester)

Qty	Unit of Measure	Item/Descriptions
14	Pieces	Hand Brush
7	Pieces	Toilet Bowl Brush

**4. Annual (One Time Delivery)** Must be delivered at the start of work

Qty	Unit of Measure	Item/Descriptions
7	Pieces	Dust Pan
7	Pieces	Mop Handle (aluminum)
5	Pieces	Ceiling Broom
7	Pieces	Plastic Pail (4 gallons capacity)
7	Pieces	Toilet Bowl Pump (big)
7	Sets	Dipper

**B. Equipment**

To be provided at no cost during the duration of the contract (must be delivered at the start of work)

- |                                 |   |         |
|---------------------------------|---|---------|
| 1. Electric Polisher            | - | 5 units |
| 2. Vacuum cleaner (wet and dry) | - | 5 units |
| 3. Mop squeezer                 | - | 5 units |



### III. SCOPE OF WORK

#### 1. Daily routine

- a. Sweeping, dusting and polishing the floors of all rooms, corridors, lobbies, stairs including exit areas; Cleaning/disinfection of all office, furniture and fixtures, window ledges/glasses, etc.;
- b. Cleaning/sanitizing of toilets, shower cubicle and kitchen sinks. Removal of stains from floors and other surfaces;
- c. Fetching of water and filling of containers in the toilets during water service interruptions;
- d. Cleaning of driveways, parking spaces, and surroundings of the buildings;
- e. Upkeeping of indoor potted plants;
- f. Watering plants as needed; and
- g. Proper segregation and disposal of solid waste collected from various areas to the designated trash/waste dumping area within the compound. Wastes should be segregated as: biodegradable and non-biodegradable.

#### 2. Weekly routine

- a. Spot scrubbing, dirt stain removal and cleaning of rugs;
- b. Thorough cleaning, washing and scrubbing of all toilets;
- c. Cleaning and polishing of inner surface of all windows, etc.;
- d. Washing, scrubbing, re-waxing and polishing of floors;
- e. Refilling of alcohol containers and maintenance of alcohol dispensers at the assigned areas;
- f. Vacuum cleaning of chairs with fabric covering;
- g. General cleaning and sanitation of office surfaces/premises; and
- h. Cleaning/washing of trash bins and water dispensers.

#### 3. Monthly routine

- a. Dusting and removal of cobwebs from all rooms;
- b. General polishing of outer surfaces of windows & doors;
- c. Polishing of metal signs; and
- d. Cleaning of draperies/blinds.



#### **4. Miscellaneous**

- a. Carrying or hauling office furniture, equipment, and supplies within the PCAF premises that may be assigned from time to time;
- b. Reporting to the General Services Section of the Administrative Financial and Management Division water leaks or any defective plumbing fixtures, electrical defects and broken or damaged furniture and fixtures that needs immediate repair;
- c. Messengerial work limited to delivery of documents within the office provided that the supervisor/employee concerned shall be held responsible for the aforementioned task;
- d. Conduct disinfection of offices, facilities and premises every Saturday or as needed; and
- e. Other related tasks deemed necessary.

#### **IV. SCHEDULE AND AREA OF ASSIGNMENT**

1. Janitors shall render eight (8) hour service from Monday to Saturday based on the following shifts:

7:00 AM to 12:00 NN and 1:00 PM to 4:00 PM

8:00 AM to 12:00 NN and 1:00 PM to 5:00 PM

2. Rotation of assignment shall be on a quarterly basis.
3. There should be a pool of fully vaccinated relievers available when needed.
4. In cases when the assigned janitor cannot report on site, the AFMD through the General Services Section and the concerned operating unit are informed at least one day before the leave commences, except for emergency situations.
5. A reliever should be properly endorsed by the service provider.
6. Female janitors should be assigned to clean the female comfort rooms while male janitors should be assigned to clean the male comfort rooms.

#### **V. OTHERS**

1. Submission of the accomplishment report to the General Services Section every 15<sup>th</sup> and 30<sup>th</sup> or 31<sup>st</sup> of the month.
2. Submission of Comfort Room checklist every Monday.
3. Submission on payment of the government employee's share to:
  - 3.1 Social Security System
  - 3.2 Philhealth Premium
  - 3.3 ECC Insurance Premium



### 3.4 Pag-ibig Fund

Area of Assignment	Office	No. of Janitor
<b>A. Apacible Hall</b>		
2 <sup>ND</sup> FLOOR	<b>1. Office of the Executive Director</b> Conference Room/OED receiving area/OED Pantry/exit <b>Office of the Deputy Executive Director</b> Comfort Room	1
	<b>2. Office of the Chief, AFMD</b>  Budget Section/Management Section Cash Section/HRDS Accounting Section Female/Male Restroom Hallway (left & right wing)	1
3 <sup>RD</sup> FLOOR	<b>2. Office of the Chief, PMKMD</b>  Apacible Conference Room/AVR Female/Male Restroom BAC Office and conference room Hallway (left & right wing)	1
<b>B. Annex Bldg.</b>		
2nd FLOOR	<b>2. Office of the Resident Auditor (COA)</b>  Conference Room B	1
3 <sup>RD</sup> FLOOR	<b>2. Office of the Chief, PDCD</b>  PDCD Conference Room PDCD Stock Room/Hallway Dormitory Rooms 1 and 2	1
	<b>2. Office of the Chief, PDD</b>  PDD Volunteer's Nook Female Restroom Hallway	1
GROUND FLOOR	2. GSS (Property, Records & Transportation)  PCAF Parking area Dormitory (3-4)	1



## One Year Janitorial Services (FY-2024)

### DETAILED COST ESTIMATE

Daily basic salary rate per Wage Order No. NCR-24 (effective: July 16, 2023)	₱610.00 / day
Working days (inclusive of holidays and special non-working holidays)	<b>314 days</b>
A. Payable directly to janitor:	
1. Daily Basic Wage	
(₱610.00 x 314 days /12 mos.)	15,961.67
2. 13th Month Pay	
(₱15,961.67/12 mos.)	1,330.14
4. Five days incentive leave pay	
(₱610.00 x 5 days / 12 mos.)	254.17
<b>TOTAL</b>	<b>17,545.98</b>
B. Payable to the government employee's share	
1. Social Security System (based on bracket of PhP16,000.00)	1,520.00
(under Circular Nos. 2020-033-036 and 039-b)	
2. Philhealth Premium (5% per Philhealth Circular No. 2019-0009)	357.99
3. ECC Insurance Premium (based on bracket of PhP16,000.00)	30.00
(under ECC Circular No. 2019-01)	
4. Pag-ibig Fund (Php100.00 exceeding PhP5,000.00 monthly income)	100.00
<b>TOTAL</b>	<b>2,007.99</b>
C. Administrative Cost (10% of A & B)	<b>1,955.40</b>
<i>As per DOLE 174</i>	
D. Estimated Cost of Supplies and Materials	<b>3,545.37</b>
(based on canvassed market price)	
E. VAT (12% A+B+C+D)	<b>3,006.57</b>
ESTIMATED COST PER JANITOR PER MONTH (A to E)	<b>28,061.31</b>
ESTIMATED COST FOR 7 JANITORS PER MONTH	<b>196,429.17</b>
ESTIMATED COST FOR 12 MONTHS	<b>2,357,150.04</b>



# Section VII. Technical Specification

## 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
	<b>Procurement of One (1) Year Janitorial Services to maintain cleanliness and sanitation of PCAF offices and its premises for FY-2024</b>	<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 services offered.]</i>
	<b>Provision of Janitorial Personnel</b> (see Section VI. Item I)	
	<b>Provision of Supplies, Materials, and Equipment Requirements</b> (see Section VI. Item II)	
	<b>Service Standards and Conditions</b> (see Section VI. Items III, IV & V)	
	<b>Payment Terms</b> (see Section V. Item No. 4)	

I hereby verify to comply with all the above requirements.

\_\_\_\_\_  
*Signature over the printed name of the authorized representative*

\_\_\_\_\_  
*Company Name*

\_\_\_\_\_  
*Date*



## ***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:

1. 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
2. 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

- (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, 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, 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**
- (g) 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**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after sales/parts, if applicable; **and**
- (i) 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

- (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);

**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.

**II. FINANCIAL COMPONENT ENVELOPE**

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

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

- (o) *[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.
- (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity

