

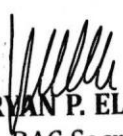



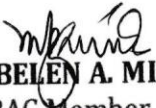

	PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES Control of Records Quality Form HIGHLIGHTS OF THE MEETING	PCAF-QP03-F03 Version 2
		BAC-HoM-2023-043
		Reference Number
		Date: 11/10/2023

Title of Meeting:	Pre-Bid Conference re: Early Procurement of One (1) Lot One 1 year Janitorial Services to Maintain Cleanliness and Sanitation of PCAF Offices and Premises for FY 2024
Date & Time:	November 10, 2023/2:00 PM
Venue:	Apacible A Conference Room
No. of Participants:	16
Sex Ratio:	<input checked="" type="checkbox"/> 6 Male <input checked="" type="checkbox"/> 10 Female
Classification of Participants (No.):	<input checked="" type="checkbox"/> 14 Government <input type="checkbox"/> Private Sector <input type="checkbox"/> Academe <input type="checkbox"/> Academe <input type="checkbox"/> PWD <input type="checkbox"/> PWD <input checked="" type="checkbox"/> 2 Senior Citizen <input type="checkbox"/> Senior Citizen <input checked="" type="checkbox"/> 1 Indigenous People <input type="checkbox"/> Indigenous People

Agenda/ Issues/Concerns	Agreements/ Actions to be taken	Responsible Agency/Unit	Timeline
I. Call to Order	The meeting was called to order at 2:00 PM by the BAC Chairperson Ms. Melinda T. Quinones for the Procurement of One (1) Lot One (1) Year Janitorial Services to Maintain Cleanliness and Sanitation of PCAF Offices and Premises for FY 2024 with the Approved Budget (ABC) for the Contract amounting to Php 2,357,150.04.		
II. Attendees			
Prospective Bidders Operation Officer: Agency: Operation Officer: Agency:	<ul style="list-style-type: none"> ● Mr. Elvin F. Rubiso D'Triumph Cleaners ● Ms. Marilyn D. Dioquino Triple-7 Manpower 		
BAC Chairperson: Vice Chairperson: Regular Member: Regular Member: Regular Member:	<ul style="list-style-type: none"> ● Ms. Melinda T. Quinones ● Ms. Francia M. Macalintal ● Ms. Marisa R. Lo ● Ms. Maria Belen A. Millanes ● Ms. Jahensi E. Supanga 		
BAC Secretariat Head: Member: Member:	<ul style="list-style-type: none"> ● Mr. Ken Ryan P. Eleazar ● Ms. Fraulein Claire G. Ronquillo ● Mr. Sonny A. Chua Jr. 		
BAC-TWG Member	<ul style="list-style-type: none"> ● Mr. Nicky Joseph Yagumyum 		
End-User OIC-Chief, GSS	<ul style="list-style-type: none"> ● Mr. Celso R. Mateo, Jr 		
Observer Representative, PCAFEA	<ul style="list-style-type: none"> ● Jovita M. Gonzales 		

	<p>Reply: Yes, the PhilGEPS Platinum Certificate is sufficient in lieu of Class "A" Legal Documents during bid submission. But suppliers notified as the lowest calculated and responsive bid must present the class A documents during post-qualification.</p> <p>2. He asked if they could submit only the statement of all on-going contracts, without the attachments.</p> <p>Reply: No, there must be a list of all completed and ongoing contracts, with copies of the completed contracts attached.</p> <p>3. He also asked if they only need to submit the contracts for the ongoing projects.</p> <p>Reply: No, for ongoing projects, they must submit the contracts with the Notice of Awards (NOA) and Notice to Proceed (NTP). For completed projects, they must also submit the certificate of completion.</p> <p>4. He asked if SSS, Philhealth, and HDMF clearances are not required to submit for post-qualification.</p> <p>Reply: The BAC TWG will ask for these clearances from the lowest calculated bidder during post-qualification.</p> <p>The BAC will decide whether to issue a supplemental bid bulletin on this matter.</p> <p>Deadline for the clarification on and/or interpretation of any part of the bidding documents is on November 14, 2023.</p> <p>Please see attached presentation for details.</p>		
IV. Adjournment	The meeting was adjourned at 3:30 PM.		



Date prepared: November 14, 2023	
Prepared by:  KEN RYAN P. ELEAZAR Head, BAC Secretariat	Approved by:
Recommending Approval by:	 MELINDA T. QUINONES BAC Chairperson
 ENGR. FRANCIA M. MACALINTAL BAC Vice Chairperson	
 MARISA R. LO BAC Member	
 MARIA BEILEN A. MILANES BAC Member	
 ENGR. JAHENSI E. SUPANGA BAC Member	



EARLY PROCUREMENT ACTIVITIES

Philippine Council for Agriculture and Fisheries (PCAF)

Bids and Awards Committee (BAC)

What is Early Procurement Activities (EPA)?

EPA shall refer to the conduct of procurement activities from the posting of opportunity, if required, until recommendation of the Bids and Awards Committee (BAC) to the HoPE to award the contract, for goods to be delivered, infrastructure projects to be implemented and consulting services to be rendered in the following fiscal year, pending approval of the funding source.

GPPB Circular No. 06-2019

The rules for the conduct of EPA is governed by Government Procurement Policy Board (GPPB) Circular No. 06-2019.

Under the Implementing Guidelines section on the *GPPB Circular No. 06-2019*,

3.2 The award of contract for Procurement Projects undertaken through EPA may be made only upon:

3.2.1 approval and effectivity of their respective funding sources, to wit:

- (i) GAA;
- (ii) Corporate Budget;
- (iii) Appropriations Ordinance; or
- (iv) loan agreement in the case of FAPs; or

3.2.2 the reenactment of the previous year's budget which constitutes the current year's authorized budget, when authorized by the Constitution, law or rules.

FIXED PRICE RULE IN PROCUREMENT

Under Section 61 of RA 9184, for the given scope of work in the contract as awarded, all bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB.

BID VALIDITY

The PE may request the bidders to extend the validity of their bid securities beyond one hundred twenty (120) calendar days, prior to their expiration, if the funding source for the Procurement Project has yet to be approved and made effective. A change in the form of the bid security is allowed if this is made prior to the expiration of the bid validity sought to be extended. If the bidder refuses to extend the bid validity, the PE shall reject the bid submitted by said bidder.

GPPB Circular No. 06-2019

AWARD OF CONTRACT

7.1. Notwithstanding the mandatory procurement timelines provided in Section 37 of RA No. 9184, Procurement Projects undertaken through EPA may be awarded upon approval and effectivity of the GAA, reenacted budget, appropriations ordinance, corporate budget or loan agreement, as the case may be.

GPPB Circular No. 06-2019

AWARD OF CONTRACT

7.3. The HoPE shall not award any Procurement Project if the amount therefor has been withdrawn or in the event the amount authorized in the GAA, reenacted budget, appropriations ordinance, corporate budget, or loan agreement is lower than the amount of contract to be awarded.

AWARD OF CONTRACT

7.5. Notwithstanding the approval and effectivity of the GAA, reenacted budget, appropriations ordinance, corporate budget or loan agreement, as the case may be, PEs shall not award contracts for Procurement Projects requiring Special Allotment Release Order or Sub-Allotment Release Order until the same has been issued, secured or released.

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

INVITATION TO BID

ITB No. 2023-001

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.

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).

ITB No. 2023-001

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.

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.

All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

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.

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.	November 10, 2023 2:00 P.M.	All interested bidders may attend
Receipt of Bids	Apacible Conference Room A, 3rd Floor, PCAF, Apacible Hall, DA Compound, Elliptical Rd., Diliman, Q.C.	November 3 to November 24, 2023 9:00 A.M.	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.	November 24, 2023 10:00 A.M	Bids will be opened in the presence of the Bidder's Representative who opts to attend

Instructions to Bidders

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).

FUNDING INFORMATION

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

ELIGIBLE BIDDERS

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

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.

SUBCONTRACTS

The Procuring Entity has prescribed that subcontracting is **not** allowed.

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.

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)**.

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)**.

11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

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.

BID SECURITY

The Bidder shall submit a Bid Securing Declaration 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**.

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.

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.

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**.

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: a. Janitorial Services. b. Completed within three (3) years prior to the deadline for the submission and receipt of bids.
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

The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

- a. The amount of not less than **Forty-Seven Thousand One Hundred Forty-Three Pesos (Php 47,143.00)**, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
- b. The amount of not less than **One Hundred Seventeen Thousand Eight Hundred Fifty-Seven Pesos and Fifty Centavos (Php 117,857.50)** if bid security is in Surety Bond.

19.3

The Project will be awarded by lot.

One (1) Lot One (1) Year Janitorial Services to Maintain Cleanliness and Sanitation of PCAF Offices and Premises for FY-2024 with an Approved Budget for the Contract (ABC) of **Two Million Three Hundred Fifty-Seven Thousand One Hundred Fifty Pesos and Four Centavos (Php 2,357,150.04).**

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">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">● 2023 Quarterly Income Tax Return (3rd Quarter of 2023)● 2023 Quarter Value Added Tax Return (3rd Quarter of 2023)● 2023 Monthly Value Added Tax Declaration (November 2023)2. Certificate of No pending Case or any equivalent document/form issued by the Department of Labor and Employment (DOLE)
21.1	<i>“Not applicable”</i>

General Conditions of Contract

ADVANCE PAYMENT AND TERMS OF PAYMENT

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**.

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. .

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.

WARRANTY

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.

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.

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.

Special Conditions of Contract

GCC Clause	
1	<p data-bbox="299 180 749 283">Delivery and Documents – Janitorial Services</p> <p data-bbox="324 338 1845 507">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 data-bbox="349 562 550 595">For Janitors:</p> <ol data-bbox="369 655 1845 1004" style="list-style-type: none">1. Curriculum Vitae/Bio-data with pictures taken within the last six months of proposed Janitors to be detailed in the Procuring Entity;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;3. Philippine National Police (PNP) or National Bureau of Investigation (NBI) Clearance issued within six (6) months

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.
3. At any time during the Contract implementation, a janitor may be replaced immediately upon request of the Head of the Procuring Entity.
4. Payment shall be made upon submission of the assigned Janitor's accomplishment report, and proof of remittances to Philhealth, SSS, and HDMF.

Schedule of Requirements and Terms of Reference

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.

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)

Qty	Unit of Measure	Item/Descriptions
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

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.

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.

OTHERS

1. Submission of the accomplishment report to the General Services Section every 15th and 30th or 31st 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
A. Apacible Hall		
2 ND FLOOR	1. Office of the Executive Director Conference Room/OED receiving area/OED Pantry/exit Office of the Deputy Executive Director Comfort Room	1
	2. Office of the Chief, AFMD Budget Section/Management Section Cash Section/HRDS Accounting Section Female/Male Restroom Hallway (left & right wing)	1

3 RD FLOOR	1. Office of the Chief, PMKMD Apacible Conference Room/AVR Female/Male Restroom BAC Office and conference room Hallway (left & right wing)	1
B. Annex Bldg.		
2nd FLOOR	1. Office of the Resident Auditor (COA) Conference Room B	1

3 RD FLOOR	1. Office of the Chief, PDCD PDCD Conference Room PDCD Stock Room/Hallway Dormitory Rooms 1 and 2	1
	2. Office of the Chief, PDD PDD Volunteer's Nook Female Restroom Hallway	1
GROUND FLOOR	1. 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)	314 days
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
TOTAL	17,545.98
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
TOTAL	2,007.99

C. Administrative Cost (10% of A & B)	1,955.40
<i>As per DOLE 174</i>	
D. Estimated Cost of Supplies and Materials	3,545.37
(based on canvassed market price)	
E. VAT (12% A+B+C+D)	3,006.57
ESTIMATED COST PER JANITOR PER MONTH (A to E)	28,061.31
ESTIMATED COST FOR 7 JANITORS PER MONTH	196,429.17
ESTIMATED COST FOR 12 MONTHS	2,357,150.04

Technical Specification

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

I hereby verify to comply with all the above requirements.

Signature over the printed name of the authorized representative

Company Name

Date

Checklist of Technical and Financial Documents

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

- (1) 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.

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

