

REPUBLIC OF THE PHILIPPINES  
PUBLIC-PRIVATE PARTNERSHIP  
CENTER

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Provision of Janitorial and Allied Services for CY 2021**

**ITB 2020-06**

**Sixth Edition  
October 2020**

# Preface

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

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

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

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

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

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

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

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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

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

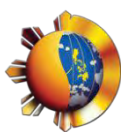
The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

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

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

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





REPUBLIC OF THE PHILIPPINES  
**PUBLIC-PRIVATE PARTNERSHIP  
CENTER**

## **INVITATION TO BID FOR *Provision of Janitorial and Allied Services for CY 2021***

1. The *Public-Private Partnership Center of the Philippines (PPP Center)*, through the *National Expenditure Program (NEP)* intends to apply the sum of Five Million Pesos (Php5,000,000.00) being the ABC to payments under the contract for *Provision of Janitorial and Allied Services for CY 2021 (Procurement Project)/CN 2021-02*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *PPP Center* now invites bids for the above Procurement Project. Delivery of the Goods is from January to December 31, 2021. Bidders should have completed, within *five (5) 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 *PPP Center* and inspect the Bidding Documents at the address given below from Mondays to Fridays from 8:00pm to 5:00pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *November 10, 2020* 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 (Php5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, by facsimile, or through electronic means*.

Payment for the bidding documents can be made to the designated bank account of the PPP Center as provided below.

Name of Bank	:	Land Bank of the Philippines-EDSA-NIA Branch
Name of Account	:	Public-Private Partnership Center of the Philippines
Account No.	:	1872103488

6. The *PPP Center* will hold a Pre-Bid Conference on *November 17, 2020* at 4:00 p.m. through video conferencing via MS Teams through [this link](#) 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 2:00pm of *December 1, 2020*. 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 *December 1, 2020 at 2:30 p.m.* at the given address below and through video conferencing via MS Teams through [this link](#). Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *PPP Center* 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.
11. For further information, please refer to:  
  
**MILDRED A. CASTILLO**  
PBAC Secretariat Head  
Public-Private Partnership Center of the Philippines  
8th Floor, One Cyberpod Centris, EDSA cor. Quezon Avenue  
Brgy. Pinyahan, Quezon City 1101  
Email Address: [procurement@ppp.gov.ph](mailto:procurement@ppp.gov.ph)  
Tel. No. (02) 8709-4146 local 7301  
Fax No. (02) 8929-3971
12. You may visit the following websites:  
  
For downloading of Bidding Documents: <https://ppp.gov.ph/internal-procurements/>

*November 9, 2020.*

  
**MARIA THERESA L. LARANANG**  
*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, *Public-Private Partnership Center of the Philippines (PPP Center)* wishes to receive Bids for the *Provision of Janitorial and Allied Services for CY 2021*, with identification number *CN 2021-02*.

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 in the amount of *Five Million Pesos (Php5,000,000.00)*.

The source of funding is: NGA, the 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 limited to those allowed under the rules may participate in this Project.

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

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

## **7. Subcontracts**

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.
- a. 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 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 *five (5) 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 e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price,

the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

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

### 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 *within 120 days upon bid submission*. 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 of the first and second components of its Bid.

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

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

### 16. Deadline for Submission of Bids

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

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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.

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

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

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

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

## **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

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

- 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 maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the



committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

- 20.1. 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**

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

## ***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> <p><i>a. Provision of Janitorial and Allied Services for CY 2021</i></p> <p>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>
7.1	<i>Not Applicable</i>
12	The price of the Goods shall be quoted DDP <i>Quezon City, 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> <p>a. The amount of not less than <b>Php100,000.00 (2% of ABC)</b>, 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 <b>Php250,000.00 (5% of ABC)</b>, if bid security is in Surety Bond.</p>
15	<p>Each Bidder shall submit one hard copy of the first and second components of its Bid.</p> <p>Each Bidder shall submit additional hard copy and electronic copy, stored in a Universal Serial Bus (USB) Flash Drive, of the Bid.</p>
19.3	<i>One (1) Lot Provision of Janitorial and Allied Services for CY 2021</i>
20.2	<p>Bidders may submit in advance the following post-qualification documents which shall be placed in the first envelope comprising the eligibility and technical documents. The post-qualification documents, however, will not be subjected to eligibility check during the opening of bids.</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);</li> <li>2. DOLE Certificate of Registration;</li> <li>3. Certificate of Registration with BIR, SSS, PAG-IBIG, PHILHEALTH</li> <li>4. Proof of previous six (6) month remittances to SSS, PAG-IBIG, and PHILHEALTH duly acknowledged and stamped "received" by said agencies OR certificate issued by those agencies in 2019 that the Contractor are not in arrears in the remittance of contributions due to the government.</li> </ol>

	<p>5. Certification of completed contracts/satisfactory services rendered from at least three (3) contracts, one of which is issued by a government institution/agency, within the last five (5) years</p> <p>6. Certificate of pending/no pending labor standards violations/case/s or Clearance issued by the National Labor Relations Commission (NLRC) and Department of Labor and Employment (DOLE). Certificate issued not earlier than January 01, 2020;</p> <p>7. Bidder with lowest calculated bid shall present original copy of the following for verification:</p> <ul style="list-style-type: none"> <li>a. SEC or DTI Certificate of Registration</li> <li>b. Mayor's Permit</li> <li>c. Valid Tax Clearance</li> </ul>
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</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 prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## **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. In addition to tests in the **SCC**, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

## **5. Warranty**

- 6.1. 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.
- 6.2. 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><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><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, 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 <i>[indicate name(s)]</i>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol>

	<p>e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>f. <i>[Specify additional incidental service requirements, as needed.]</i></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> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <p>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</p> <p>b. in the event of termination of production of the spare parts:</p> <p>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</p> <p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</p> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
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	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment comprising this contract shall be made on a bi-monthly basis in consideration of the works to be undertaken by the Service Provider, absences and tardiness of personnel shall be deducted from its billing on the labor cost with pro-rated based on the contracted rate. The payment shall be paid upon submission to and acceptance by PPP Center of the complete documents.</p> <p>The PPP Center shall prepare payment for each billing statements received payable to the Service Provider for the period and for payment for the remittances to SSS, State Insurance, Philhealth and Pag-IBIG Fund and respective agency fees and other due deductions.</p> <p>The Service Provider shall submit monthly notarized affidavit including proof of remittance that all contributions are remitted in favor of the personnel. The following documents are hereby required in processing of claims;</p> <p>A. Billing Period</p> <p style="padding-left: 40px;">Billing periods for each month shall be from 1-15 and 16-31.</p> <p>B. Submission of Billing</p> <p style="padding-left: 40px;">Billing statement shall be submitted within five (5) working days after each billing period.</p>

	<p><b>C. Payment of Claims</b></p> <p>Payment of services rendered shall be on a bi-monthly basis subject to the submission of the following by the Service Provider:</p> <ol style="list-style-type: none"> <li>Original Billing Statement</li> <li>Summary and Bi-Monthly Attendance Report</li> <li>Bi-Monthly Certification of Satisfactory Services Rendered from the PPP Center</li> <li>Duly notarized affidavit that the Service Provider has complied with pertinent provisions of all applicable labor law/ legislations (monthly)</li> <li>Certified copy of bi-monthly payroll</li> <li>Photocopy of proof of payment for SSS, Philhealth, and PagIBIG contributions (Quarterly or Monthly whichever is applicable) with summary of payments per security personnel</li> </ol>
4	<p>The Goods/Services as well as Equipment/Tools delivered to the PPP Center shall be inspected by the General Services Division at the 3rd Floor Parking Lot, One Cyberpod Centris, EDSA cor. Quezon Avenue, Brgy. Pinyahan, Quezon City. However, prior inspection and approval as to the acceptability of the Goods vis-a-vis its compliance with the technical specifications, and its order and condition, upon written or verbal notice to the authorized representative of the Service Provider.</p> <p>The Service Provider shall be responsible for the proper maintenance of all its equipment and tools. Non-working or defective equipment and damaged/missing tools must be immediately serviced and /or replaced. The Service Provider, at his own expense, shall be responsible for repair maintenance, and operation of all equipment.</p>

## ***Section VI. Schedule of Requirements***

### 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.

Item No.	Description	Quantity	Delivered, Weeks/Months
<b>1</b>	<b>Personnel Requirements</b>		Seven (7) working days before effectivity of contract
	(a)Janitors	6	
	(b)Drivers	12	
	(c)Messengers	3	
	(d)Frontdesk Officer	1	
	The Service Provider shall provide at least two (2) qualified personnel per post for the assessment of the Procuring Entity. The final decision which personnel shall be deployed rests with the Procuring Entity.	44	
<b>2</b>	<b>Service Requirements</b> a. See Attachment “A” - Work Schedule b. See Attachment “B” - Program for Cleaning Services of the PPPC Premises	1 lot	January 1 to December 31, 2021
<b>3</b>	<b>Deployment of relievers:</b> a. Emergency absences	As required	Four (4) hours upon receipt of notice from PPP Center
	b. Scheduled absences	As required	One (1) day upon receipt of notice from PPP Center
4	Replacement of personnel due to resignation or unsatisfactory service	As required	Five (5) days upon receipt of notice from PPP Center
5	Delivery of Tools and Equipment (One-time delivery) (One-time delivery). Refer to Attachment “C”	1 lot	Within 7 days from issuance of Notice to Proceed.
6	Provide replacement of defective equipment –Refer to attachment C		Within 7 days upon notification
7	Minimum Supplies Requirements to be delivered on a monthly basis Refer to Attachment “D”	Various	Every first (1st) week of each month
8	Minimum Supplies Requirements to be delivered on a Quarterly Basis Refer to Attachment “E”	Various	First week of every quarter

**CONFORME:**

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Name of Company/Prospective Bidder

By:

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Printed Name and Signature of Authorized Representative

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Date



**A. WORK SCHEDULES**

Assigned Area	No. of Personnel	Work Schedule
<b>Janitorial Services (Mondays to Saturdays)</b>		
<b>A. First Shift</b> All Service areas, doors and glass doors (maintenance), reception area, comfort rooms and its maintenance, and various errands such as assistance to meeting rooms	3	6:00 a.m. -3:00 p.m.
<b>B. Second Shift</b> All Service Areas maintenance, comfort room maintenance, assistance to meeting rooms, garbage collection and disposal, and other related activities such as hauling/moving furniture, etc.	2	8:00 a.m. -5:00 p.m.
<b>C. Third Shift</b> All Service Areas maintenance, comfort room maintenance, assistance to meeting rooms, garbage collection and disposal, and other related activities such as hauling/moving furniture, etc.	1	10:00 a.m.-7:00 p.m.
<b>D. Weekend Maintenance(Saturdays)</b> All service areas of PPPC leased premises	6	8:00 a.m. – 5:00 p.m.

**TOTAL JANITORS REQUIRED****6****Allied Personnel (Mondays to Fridays)**

a. 1 <sup>st</sup> Shift (Messenger)	1	7:00 a.m. - 4:00 p.m.
b. 2 <sup>nd</sup> Shift (Messenger)	1	8:00 am - 5:00 p.m.
c. 3 <sup>rd</sup> Shift (Messenger)	1	9:00 am - 6:00 p.m.
d. Frontdesk Officer		
e. Drivers	1	8:00 am - 5:00 p.m. (see work schedule)
	12	

**Driving Personnel Requirements and WorkSchedule**

Assigned Area	No of Workers	Work Schedule
a. Office of the Executive Director	1	7:00 to 4:00 p.m.
b. Office of the Deputy Executive Director 1	1	7:00 to 4:00 p.m.
c. General Services Division (Common Pool)	5	7:00 to 4:00 p.m.
	5	8:00 to 5:00 p.m.
	=====	
TOTAL	12	

**ATTACHMENT “B”**

**PROGRAM FOR CLEANING OF THE PPPC PREMISES**

<b>Job Description</b>	<b>Specific Tasks</b>	<b>Equipment</b>	<b>Normal Frequency in Work Days</b>
Shampooing and cleaning of carpeted areas and mohair furniture	Shampoo and vacuum carpets and mohair furniture with wet and dry vacuum	- Heavy duty wet and dry vacuum - Carpet & mohair shampoo	Monthly
Washing of Sunscreen Blinds (in place)	Shampoo and vacuum carpets and mohair furniture with wet and dry vacuum	- Heavy duty wet and dry vacuum - Stepladder - Bucket - Rags - Radiator brush - Brushing detergent - Dust pan	Monthly
Records and Supplies Room cleaning	-Vacuum-clean shelves, filing cabinets and floor area Mops floor area	- Small vacuum cleaner - Mops - Bucket	Weekly
Potted plants	-cultivate and apply fertilizer -water and put under the sun if necessary	- Garden soil - Fertilizer - Pruning shear - Hand shovel	Daily
Extermination (all flying and crawling insects only)	Spray all areas	- Sprayer/canister - Rubber gloves - Insecticides	Weekly
Zone cleaning and disinfection	-Sweep hallways, clean plant boxes, empty waste baskets, mop floors and dust hallway space within reach, clean wash basins and private toilets, clean phone booths in assigned zone. -Cleaning of sneeze guards - Conduct disinfection of premises	- Mops (treatment optional) - Rags - Dust pan and brush - Cleaning agent - Disinfectant - Sprayer/canister	Daily

All Glass Doors and Windows	Sweep, polish, clean glass and push plates	<ul style="list-style-type: none"> <li>- Chamois</li> <li>- Pranela</li> <li>- Glass Cleaner</li> <li>- Squeegee</li> </ul>	Daily
Trash collection and disposal	<p>Segregate trash and put in color coded garbage bag</p> <p>Green- Biodegradable</p> <p>Black – Non-biodegradable</p> <p>Dispose trash in a designated garbage container at the central garbage room located at the 2<sup>nd</sup> floor thru the service elevator as scheduled</p>	<ul style="list-style-type: none"> <li>- Garbage Bag</li> <li>- 4 wheel-push truck for bagged paper</li> <li>- 4 wheel-box push truck for collecting loose paper</li> </ul>	Daily
Floor buffing	Polish the floor to remove stains without applying additional wax. (floor swept by zone cleaner)	<ul style="list-style-type: none"> <li>- Polishing machine</li> <li>- Steel wool (hand pad)</li> <li>- Scraper</li> </ul>	Daily
Floor sweeping	Pick up loose paper and trash, sweep/clean telephone booths and dust surfaces that can be reached while standing on the floor.	<ul style="list-style-type: none"> <li>- 24” broom (walis tambo)</li> <li>- Dust pan</li> </ul>	Daily
Carpet/rug vacuuming	Vacuum with domestic portable or central wet and dry vacuum machines	<ul style="list-style-type: none"> <li>- Vacuum machine or vacuum hose and tools for central system</li> </ul>	Weekly
High cleaning	Clean lights, transoms, pipes, high files, and dust sunscreen blinds and other objects high enough to require a ladder.	<ul style="list-style-type: none"> <li>- Ladder</li> <li>- Buckets</li> <li>- Cloths</li> <li>- Radiator</li> <li>- Vacuum cleaner</li> <li>- Cleaning agent</li> <li>- Wall brush</li> <li>- Push broom</li> <li>- Dust pan</li> </ul>	Weekly
Toilets, cleaning and servicing	Fill soap dispensers, towel and toilet paper holders. Clean fixtures	<ul style="list-style-type: none"> <li>- Mopping unit</li> <li>- 12oz.bucket</li> </ul>	Daily

	<p>sweep floors and mop or scrub as required.</p> <p>Trash can be collected at a designated schedule</p>	<ul style="list-style-type: none"> <li>- Mop</li> <li>- Radiator brush</li> <li>- Hair sweep/feather duster</li> <li>- Toilet brush</li> <li>- Scrub brush</li> <li>- Gum scraper</li> <li>- Rubber gloves</li> <li>- Cleaning agent</li> <li>- Pranela</li> <li>- Polish</li> <li>- Toilet supplies</li> </ul>	
Equipment, furniture and other office appliances cleaning	<p>Remove dusts and wash A/C filters</p> <p>Clean refrigerators by washing interiors and wiping exteriors and remove rotten stored food</p> <p>Remove dust on tables and other furniture.</p>	<ul style="list-style-type: none"> <li>- Ladder</li> <li>- Buckets</li> <li>- Pranela</li> <li>- Cleaning agent</li> <li>- Furniture polish</li> </ul>	Weekly
Grease trap	Remove, clean and replace grease trap	<ul style="list-style-type: none"> <li>- Cleaning agent</li> <li>- Gloves</li> </ul>	Weekly
Floor scrubbing with polishing machine	Place cleaning agent on floor and agitate with machine. Pick up dirty solution and rinse. Floor swept by zone cleaner.	<ul style="list-style-type: none"> <li>- Cleaning Agent</li> <li>- Floor Polisher</li> </ul>	Daily
Floor polishing	Use the machine to apply cleaning agent and polish floor.		Daily

Floor mopping and waxing	<p>Sweep and then place cleaning solution on floor and work with mop. Pick up dirty solutions and rinse as required with mop.</p> <p>Mop or scrub, apply new wax, polish (floor swept by zone cleaner)</p>	<ul style="list-style-type: none"> <li>- Floor Polish</li> <li>- Wax</li> <li>- Bucket</li> </ul>	Daily
Assisting special events	Run errands		Daily

## ATTACHMENT “C”

**Delivery Schedule: Within 7 (seven) days from issuance of the Notice to Proceed**

### LIST OF MINIMUM TOOLS AND EQUIPMENT REQUIREMENTS

#### A. Housekeeping Services

1 unit	Floor Polisher (Heavy Duty)
1 unit	Wet and Dry Vacuum Cleaner (heavy duty)
1 unit	Wet and Dry Vacuum Cleaner (small)
3 units	Mop Squeezer
3 units	Glass Squeegee
2 pieces	Wet Floor Sign
1 Unit	Buggy Cart (4-wheel box push truck)
1 unit	Janitorial (push) Cart
2 units	6' Aluminum Ladder (Lightweight)
1 unit	3 Compartment Recyclable Trash Bin

#### B. Driving Services

1 set	Socket Wrench
1 pc.	Long Nose Pliers
1 set	Allen Wrench

**Note: All equipment should be functional/serviceable at any given time.**

**Schedule of Delivery: Every first (1<sup>st</sup>) week of each month**

**MINIMUM SUPPLIES/REQUIREMENTS ON A MONTHLY BASIS**

**A. Floor Finishes**

3 gallons	High Solid Wax
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**B. Surface Center**

1 gallon	Wax Stripper
1 gallon	Carpet Shampoo
4 cans	Furniture Polish (preferably Pledge)
1 gallon	Stain Remover
1 gallon	Glass Cleaner

**C. Hygienic Products – should provide Material Safety Data Sheet for the hazardous products**

4 kilos	Powder Detergent
4 cans	Spray Air Freshener
1 dozen	Bathroom Deodorizer Cake
2 gallon	Disinfectant liquid (all purpose)
1 gallon	Toilet Bowl Cleaner
1 gallon	Liquid Sosa
600 rolls	Soft Tissue paper -2 ply
2 gallons	Liquid Hand Soap
1 gallon	Dishwashing Liquid
300pcs.	Disposable Toilet Cover

**D. Others**

5 pairs	Rubber Gloves
4 cans	Insecticide (preferably Baygon or its equivalent in canister)
12 pcs.	Car Freshener
12 pcs.	Chamois

**NOTE: All supplies shall be of high quality, unadulterated, and unexpired contents**



## ATTACHMENT “E”

### Minimum Supplies on a Quarterly Basis (delivery every 3 months)

#### A. Consumables:

6	pieces	Mop Head (cotton threads #40)
6	pieces	Scrubbing Pads/Sponge
6	pieces	Polishing pads 16”
6	pieces	Soft Broom (walis tambo, first class)
1	dozen	Pranela cloth
2	pieces	Stripping Pads 16”
300	pieces	Sando Bags (size to fit trash cans)
300	pieces	Large Trash bags with twine

#### II. Non-consumables

6	pcs	Toilet Brush
6	pcs	Dust Pan
3	pcs	Bowl Brush
2	pcs	Polisher Brush
1	pc	Polisher Bracket

\* \* \* NOTHING FOLLOWS \* \* \*

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

## Technical Specifications

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 Bidders 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 Service Provider liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).

Item	Specification	Statement of Compliance
1	<b>Minimum Qualifications of the Service Provider</b>	
2	<b>Minimum Qualifications of the Janitors:</b>  a. <b>Six (6) Janitors</b> , who will render at least eight (8) hours of work, six (6) days a week with the following minimum qualifications: <ol style="list-style-type: none"> <li>1. At least High School Graduate</li> <li>2. Not less than twenty-one (21) years of age</li> <li>3. Mentally and physically fit</li> <li>4. With good moral character, without any criminal or police record, courteous, alert, honest</li> <li>5. Preferably with at least two (2) year experience as housekeeping personnel</li> </ol>	
	b. <b>Three (3) Messengers</b> who will render at least eight (8) hours of work, five (5) days a week with the following minimum qualifications: <ol style="list-style-type: none"> <li>1. At least high school graduate</li> <li>2. Not less than twenty-one (21) years of age</li> <li>3. Can navigate Metro Manila and has experience to transact business with government offices (e.g. DBM, CSC, LTO, BIR, GSIS, etc.) and private entities</li> <li>4. Good oral communication skills</li> <li>5. Mentally and physically fit</li> <li>6. With good moral character, without any criminal or police record, courteous, alert, honest</li> </ol>	

	7. At least three (3) years work experience as messenger with a rating of at least Very Satisfactory from previous employers	
	<p>c. <b>One (1) Frontdesk Officer</b> who will render at least eight (8) hours of work, five (5) days a week with the following minimum qualifications:</p> <ol style="list-style-type: none"> <li>1. Completed at least two (2) years in college</li> <li>2. Not less than twenty-one (21) years of age</li> <li>3. Good oral communication skills and can speak English language</li> <li>4. Must have the ability to stay calm under pressure</li> <li>5. Must be client-oriented (polite, courteous, confident and can deal with difficult clients)</li> <li>6. Mentally and physically fit</li> <li>7. With good moral character, without any criminal or police record, alert, honest</li> <li>8. At least two (2) years of work experience as Frontdesk Officer/PABX Operator</li> </ol>	
	<p>e. <b>Twelve (12) Drivers</b> who will render at least eight (8) hours of work, five (5) days a week with the following minimum qualifications:</p> <ol style="list-style-type: none"> <li>1. At least high school graduate;</li> <li>2. Not less than twenty-one (21) years of age</li> <li>3. With valid professional driver's license;</li> <li>4. Mentally and physically fit;</li> <li>5. With good moral character;</li> <li>6. Without any criminal or police record;</li> <li>7. With at least three (3) year experience as driver and can navigate Metro Manila and nearby provinces</li> <li>8. Knowledgeable with traffic rules and regulations;</li> <li>9. Can troubleshoot and repair minor operational defects of a vehicle;</li> <li>10. Willing to render overtime service and can work earlier than prescribed office hours as may be necessary;</li> </ol>	

3	<p>Documentary Requirements for the Service Provider Personnel:</p> <ul style="list-style-type: none"> <li>a. NBI clearance</li> <li>b. PNP clearance</li> <li>c. Medical/Health certificate</li> <li>d. Neuro- psychiatric evaluation test (within the last six (6) months)</li> <li>e. Drug Test (within the last six (6) months)</li> <li>f. Certificate of Good Moral Character issued by his/her previous employer</li> <li>g. Biodata</li> </ul>	
<b>2. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER</b>		
The <b>SERVICE PROVIDER</b> shall:		
a	<p>Maintain at least a satisfactory level of performance throughout the term of the contract based on the following set of criteria:</p> <ul style="list-style-type: none"> <li>1. Quality of Service Delivered (40%);</li> <li>2. Time Management (20%);</li> <li>3. Management and Suitability of personnel (20%); and</li> <li>4. Contract Administration and Management (20%).</li> </ul> <p>Failure to attain the satisfactory level of performance within the evaluation period is a ground for the termination of the contract.</p>	
b	Designate a <b>Coordinator</b> whom PPPC shall regularly coordinate relative to services herein contracted;	
c	Ensure that all workers are in their respective areas of assignment and performing their tasks diligently unless they are required to render service in other areas as may be necessary.	
d	Pay, on its own account, the salaries/wages/other monetary benefits mandated by law of all personnel assigned to PPPC, preferably through automated teller machine (ATM) arrangement.	
e	Provide their assigned employees with the appropriate uniform/attire and ensure said personnel are well-groomed.	
f	Provide, at its own expense, all the necessary supplies and equipment required to perform the work specifically listed in Section VI. Schedule of Requirements.	
g	Secure all necessary government permits and licenses for the performance of their services.	
h	Liable for any loss or damage to property committed through theft or other surreptitious means or as result	

	of fault or negligence of their personnel, which loss or damage is suffered by PPPC or its clients or any of its guests within the PPPC premises during the hours of work provided the loss or damage is reported by PPPC to the Service Provider within 72 hours from discovery from receipt of incident report.	
i	Liable to PPPC and its clients for any stoppage or interruption in the delivery of services due to labor concerns or other causes other than fortuitous events.	
j	Ensure <b><i>on-time</i></b> payment of salaries to its personnel, and to test its financial stability, shall assume the payment for the first two (2) months salaries of its personnel.  Failure to pay salaries on time for at <b>least two (2) times</b> in a given semester shall be considered as one of the basis for the termination of the contract.	
k	To ensure continuous and uninterrupted services in case of emergency absences, deploy relievers immediately or within four (4) hours from notice of PPPC-GSD.  In case of scheduled leave, where advance notice of absences are made, send an endorsement letter to PPPC-GSD one (1) day before the effectivity of leave.  In case of request for replacement due to resignation or unsatisfactory service, send at least three (3) applicants for screening of PPPC, five (5) days after notification.	
l	Exercise supervision over the work of all its personnel.	
m	Ensure strict observance of relevant PPPC office rules and regulations.	
n	Comply with existing applicable labor laws, rules and regulations and warrant the payment of salaries and allowances to its employees within legal rates provided by law.	
o	Assume full responsibility for any claim that its workers may make by reason of their employment and that, in case of accident, injury or illness incurred in the line of duty, PPPC should not in any way be made liable by the Service Provider.	
p	Secure all necessary government permits and licenses for the performance of their services.	
q	Assume responsibility for damage to or loss of property belonging to PPPC which may be caused by the deliberate act or negligence of any of its employees.	

r	Conduct random check anytime within the week to monitor/check the performance of its deployed personnel.	
s	Ensure delivery of supplies following the schedule in Section VI.	
t	Ensure that the duties and responsibilities of the supervisor has been accomplished: a. Provide daily monitoring checklist to the SAO and/or Chief GSD. b. Act as focal person between the agency and its employees. c. Ensure that specific tasks are done daily	
<b>SPECIFIC TASKS AND RESPONSIBILITIES OF THE SERVICE PROVIDER AND ITS PERSONNEL</b>		
	Supply the necessary labor, cleaning equipment, materials and supervision for the daily upkeep, maintenance and other required services of the PPPC (See Section VI. Schedule of Requirements)	
<b>I. Designated Point Person (from the 6 Janitors to be deployed identified in item 1 (a) of Section VI. Schedule of Requirements)</b>		
a	Must schedule work assignments, set priorities, and direct the work of the janitorial and allied personnel in coordination with the Chief of GSD.	
b	Must ensure implementation, enforcement, and compliance with the PPPC rules and regulations relative to the maintenance of cleanliness and sanitation of office premises and allied services.	
c	Must conduct a daily inspection of the premises to ensure clean and safe conditions.	
d	Must ensure delivery of the supplies and submit therewith a list/inventory thereof to the Chief of the General Services Division every first Monday of the month.	
e	Must submit weekly Janitorial Monitoring Report	
<b>II. Daily Maintenance</b>		
a	Report to respective assigned area, 30 minutes before their respective shift, sweep the floor and pick up with the dust pan all litter scattered around.	
b	Scoop off any sticky substance or dirt on the floor with putty knife and clean with damp cloth or rag.	
c	Mop floor with damp mop head. Finish cleaning with clean and dry mop head.	
d	Wipe with damp cloth or rag all tables, chairs, steel and wooden cabinets, electric fans, telephone instruments, refrigerators, air conditioning grills and casings and other office equipment. Finish cleaning with a clean and dry cloth or rag.	

e	Clean all glass doors, inner glass windows, and partitions with squeegee and glass cleaning liquid	
f	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.	
g	Wash the whole area of comfort rooms with water, then sweep water and drain. Drain or remove water inside toilet bowl before pouring toilet cleaner. Let it stay for a while, sprinkling cleaner on walls and floor tiles, water closet tank, lavatory or sink, and toilet bowl. Scrub 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 water and drain area of excess water. Finish cleaning floor tiles with dry and clean mop/cloth. Clean mirror with damp newspaper and finish cleaning with dry cloth. Spray comfort room with air freshener. All these should be done before office hours.	
h	Water and tend potted ornamental plants within the vicinity of the PPPC leased area.	
i	Segregate into biodegradable and non-biodegradable, haul and dispose garbage in color coded plastic bags at designated garbage containers at the central garbage room located at the 2nd floor One Cyberpod Centris thru the service elevator during the following schedule:  Weekdays – 7:00pm to 9:00pm Weekends and Holidays – 1:00pm to 4:00pm (Schedule of garbage disposal may change accordingly)	
<b>III. Weekly Maintenance – General cleaning of all areas during weekends</b>		
a	Spray with insecticide the leased premises' interior for flying & crawling insects.	
b	Scrub and strip off sticking dirt, gum and other similar substances, particularly inner areas and corners. Wash, clean with soap and water, and dry.	
c	Sweep cobwebs off the ceiling and wipe away the dust from light fixtures/diffusers and upper walls.	
d	Clean thoroughly all comfort rooms particularly the toilet bowls, lavatories and urinals. Apply disinfectant and deodorize all areas.	
e	Clean thoroughly office furniture and fixtures and other office equipment, taking extra care in moving same to avoid damage.	
f	Clean and dust vertical and horizontal surfaces such as but not limited to walls, ceilings, etc.	
g	Apply floor wax on all floors except carpeted and polish shine without hitting walls, modular partitions	



	and furniture. Polished floor by hand areas that cannot be cleaned by floor polisher as stated above.	
h	Wipe modular partitions and apply carpet shampoo.	
i	Clean and vacuum thoroughly all carpeted floors in the premises.	
<b>IV. Monthly Operations (to be conducted every first Saturday of the Month)</b>		
a	Clean all floor areas and other facilities by scrubbing off stains, spot cleaning, waxing, and polishing.	
b	Clean, sanitize and disinfect comfort rooms and wash rooms.	
c	Clean and wash light diffusers and fixtures, walls, ceilings, sunscreen blinds and inner windows.	
d	Clean storage areas.	
e	Assist in the cleaning of air-conditioning units owned by PPPC, particularly the air filters and casings.	
f	Clean glass windows (inner) and doors (exterior and interior).	
g	Vacuum-clean all areas of PPPC-leased premises.	
<b>V. Miscellaneous Services (to be performed whenever required)</b>		
a	Haul/move office furniture, equipment and carry heavy loads/boxes.	
b	Put and maintain potted ornamental plants in designated areas including comfort rooms to neutralize foul odor.	
c	Provide one (1) heavy and one (1) handy vacuum cleaners.	
d	Render such services as may be required/requested during special occasions and affairs celebrated by the PPPC or in case of emergencies or natural calamities.	
c	Provide sufficient number of color coded (green and black) disposable plastic bags, four- wheel push truck (for bagged paper) and four-wheel box push truck (for collecting loose paper) for the proper disposal of garbage/waste	
<b>VI. ALLIED SERVICES</b>		
<b>(ii) Messengers</b>		
a	Personally deliver or pick-up correspondence or documents within Metro Manila which are necessary for the day to day operations of PPPC;	
b	Ensure that receiving party properly accomplish the messengerial request form	
c	Maintain logbook of delivered and pick-up documents, and prepare summary report	
d	Report accomplishment of the assigned task/s to the requesting PPPC personnel, copy furnished the Records Officer for filing purposes;	
e	Comply with the regulations of the PPPC in delivery, pick up and receipt of documents;	
g	Deliver documents to various services;	

h	Report at GSD while undispached;	
i	Ensure that client satisfaction rating has been accomplished by the requester	
j	Perform such other related duties that may be assigned by the immediate superior from time to time.	
<b>(iii) Frontdesk Officer</b>		
a	Answer all incoming calls promptly (before the third ring) and transfer them to the correct extension number	
b	Perform multitasking such as paging, teleconferencing and other related activities as switchboard operator	
c	Maintain logbook of incoming and outgoing calls and prepare summary report	
d	Observe telephone courtesy at all times	
e	Report to the Management Information System Division (MISD) any noted defects of the PABX system	
e	Welcome all employees and guests cheerfully	
f	Inform the concerned PPPC personnel of the arrival of their guests	
g	Handles receipt of documents for PPP Center, in the absence of the Records Officer	
h	Familiar with any emergency services and aware of safety and precautions	
i	Observe PPPC Policies on office decorum	
j	Ensure that client satisfaction rating has been accomplished by the guest and employees.	
k	Perform such other related duties that may be assigned by the immediate superior from time to time	
<b>(iv) Drivers</b>		
a	Provide safe and defensive driving services to all PPPC officials/personnel and follow the rules of the Eton Management pertaining to driving and parking.	
b	Ensure that Driver's Trip Ticket (DTT) is approved by GSD Chief before every trip if within Metro Manila; if outside Metro Manila, it must be accompanied by a Local Travel Order (LTO)	
c	Check-up BLOWBAGETS (Battery, lights, oil, water, brakes, air, gas, engines, tires, self) to ensure road worthiness of the vehicle.	
d	Perform troubleshooting and minor repair of operational defects of the vehicle.	
e	Park safely in the designated parking space provided in the parking area of One Cyberpod Centris.	

f	Accomplish Monthly Report of Official Travels and Fuel Consumption.	
g	Comply with attendance requirements and guidelines of the PPC on the rendition of overtime services.	
h	Submit weekly monitoring report of the vehicle-assigned and duly noted by the GSD Chief.	
i	Report immediately all accidents and untoward incidents involving the vehicle to the GSD of PPC, with corresponding police report.	
j	Perform other duties that may be assigned by the GSD from time to time	
<b>VII. CONFIDENTIALITY OF DATA</b>		
	<p>All deployed janitorial and allied personnel at the PPP Center will be required to sign a Non-Disclosure Agreement (NDA). As Personal Information Processor, supervisor, messengers, frontdesk officer and drivers must ensure compliance to the Data Privacy Act and undertake the following:</p> <ul style="list-style-type: none"> <li>• Keep confidential and not disclose to any party unless necessary pursuant to the PPP Center's mandate, or otherwise required by law, and always on a strictly need-to-know basis only, all confidential, privileged, and proprietary information contained in any communication or submission received or may come to their knowledge, possession, or generated in the course of their engagement by the Public-Private Partnership (PPP) Center;</li> <li>• promptly inform PPP Center of any breach of confidentiality, unauthorized disclosure, misappropriation, or misuse by any person of any confidential information, or the loss or theft of documents related to any confidential information, or of any unauthorized attempt to obtain, disclose, or misuse such information or documents, immediately upon knowledge of the same.</li> </ul>	
<b>VIII. TECHNICAL PARAMETERS (Pursuant to Appendix 23 of 2016 Revised IRR of RA 9184)</b>		
	<p><b>A. Stability of the Company</b></p> <p><b>1. Years of Business Operations</b></p> <ol style="list-style-type: none"> <li>Engaged in the provision of janitorial and/or allied services for at least five (5) years</li> <li>Has provided janitorial and/or allied services to government and private institutions.</li> </ol>	

	<ul style="list-style-type: none"> <li>c. Duly registered with DOLE, BIR, SSS, PAG-IBIG and PHILHEALTH.</li> <li>d. Has completed three (3) contracts with satisfactory services rendered, one of which is with government institution/agency, for the last five (5) years</li> <li>e. Has no pending labor standards violations/ case/s as certified by the National Labor Relations Commission (NLRC) and Department of Labor and Employment (DOLE).</li> <li>f. Not in arrears in the remittance of contributions due to SSS, PAG-IBIG and PHILHEALTH in favor of the Service Provider personnel.</li> </ul>	
	<p><b>2. Liquidity of the Company</b></p> <p>The Service Provider shall submit its Audited Financial Statements for the last two (2) years from the date of bid submission. The agency should have a Current Ratio (Current Assets/Current Liabilities) of 2:1 for the last two (2) years.</p>	
	<p><b>3. Organizational Set-up</b></p> <p>Submit a certification of an updated copy of Company profile, list of key officials, incorporators or stockholders</p>	
	<p><b>B. Resources</b></p> <ul style="list-style-type: none"> <li>1. List of officers and their corresponding curriculum vitae</li> <li>2. Certification as to the latest inventory of Equipment and Supplies which adheres to the requirements of the PPP Center (see Section 6. Schedule of Requirements)</li> <li>3. Certification on number of Janitors and allied services deployed to client</li> <li>4. Certification as to the latest inventory of Equipment and Supplies which adheres to the requirements of the PPP Center (see Section 6. Schedule of Requirements)</li> </ul>	

	<p><b>C. Janitorial/Housekeeping Plan</b></p> <p>Submit Janitorial/Housekeeping Plan</p>	
	<p><b>D. Other Factors</b></p> <p><b>1. Recruitment and Selection Criteria</b></p> <p>The Service Provider shall certify that the following personnel deployed at PPP Center are:</p> <p><b>One (1) Designated Supervisor</b></p> <ol style="list-style-type: none"> <li>1. Completed at least one (1) year in college</li> <li>2. Not less than eighteen (21) years of age</li> <li>3. Mentally and physically fit</li> <li>4. With good moral character, without any criminal or police record, courteous, alert, honest</li> <li>5. Knowledgeable in the preparation of reports</li> <li>6. Preferably with at least two (2) year experience as supervisor and (3) year experience as housekeeping personnel</li> <li>7. Has a NC II (Housekeeping/Janitorial) Certification from TESDA</li> </ol> <p><b>Five (5) Janitors</b></p> <ol style="list-style-type: none"> <li>1. At least High School Graduate</li> <li>2. Not less than twenty-one (21) years of age</li> <li>3. Mentally and physically fit</li> <li>4. With good moral character, without any criminal or police record, courteous, alert, honest</li> <li>5. Preferably with at least two (2) year experience as Janitor</li> <li>6. Has NC II (Housekeeping/Janitorial) Certification from TESDA</li> </ol> <p><b>Three (3) Messengers</b></p> <ol style="list-style-type: none"> <li>1. At least high school graduate</li> <li>2. Not less than twenty-one (21) years of age</li> <li>3. Can navigate Metro Manila and has experience to transact business with government offices (e.g. DBM, CSC, LTO, BIR, GSIS, etc.) and private entities</li> <li>4. Good oral communication skills</li> <li>5. Mentally and physically fit</li> </ol>	

	<ol style="list-style-type: none"> <li>6. With good moral character, without any criminal or police record, courteous, alert, honest</li> <li>7. At least three (3) years work experience as messenger with a rating of at least Very Satisfactory from previous employers</li> <li>8.</li> </ol> <p><b>One (1) Frontdesk Officer</b></p> <ol style="list-style-type: none"> <li>1. Completed at least two (2) years in college</li> <li>2. Not less than twenty-one (21) years of age</li> <li>3. Must have a friendly and confident personality</li> <li>4. Must be good in spoken communication skills and can speak English language</li> <li>5. Must have the ability to stay calm under pressure.</li> <li>6. Must be client-oriented (polite, courteous, confident and can deal with difficult clients)</li> <li>7. Mentally and physically fit</li> <li>8. Good moral character</li> <li>9. Two (2) year work experience as Frontdesk Officer/PABX Operator</li> </ol> <p><b>Twelve (12) Drivers</b></p> <ol style="list-style-type: none"> <li>1. At least high school graduate</li> <li>2. Not less than twenty-one (21) years of age</li> <li>3. With valid professional driver's license</li> <li>4. Mentally and physically fit</li> <li>5. With good moral character, without any criminal or police record, alert, honest</li> <li>6. With at least three (3) year experience as driver and can navigate Metro Manila and nearby provinces</li> <li>7. Knowledgeable with traffic rules and regulations</li> <li>8. Can troubleshoot and repair minor operational defects of a vehicle</li> <li>9. Willing to render overtime service and can work earlier than prescribed office hours as may be necessary</li> </ol>	
	<p><b>1. Certification as to completeness of Uniforms and Other Paraphernalia</b></p> <p>The Service Provider shall ensure that personnel deployed at PPP Center always wear the prescribed uniform while in the performance of their duty.</p>	

<b>IX. GENERAL CONSIDERATIONS</b>		
a	The daily minimum wage rate as determined by the latest Regional Tripartite Wage Board and Productivity Board having jurisdiction over the area of operation shall be the benchmark for wages.	
b	Work authorized to be performed during legal holiday shall be compensated according to the Labor Code.	
c	Services rendered beyond the required number of hours per day shall be considered overtime work subject to approval of the concerned PPPC Official/ GSD Chief and payment in accordance with the existing provisions of the Labor Code and existing government auditing and accounting rules and regulations and shall be included in the billing.	
d	The daily wages shall be adjusted correspondingly if any law, order, rule or regulations is promulgated or issued increasing the minimum wage or providing for payment of additional employee benefits.	
e	The rates herein provided are in accordance with Wage Order No. NCR-22 issued on October 30, 2018	
f	Nothing herein shall be construed as establishing an employer-employee relationship between PPPC and the Service Provider and the latter's employees who will be assigned to PPPC. The Service Provider shall at all times be personally and directly responsible for the personnel under its employ.	
g	Performance of the Service Provider shall be subject to an appraisal system to be administered every end of each semester and shall have the composite evaluation of the different services/offices of PPPC. Based on the assessment, PPPC may pre-terminate the contract for failure of the Service Provider to perform its obligations.	
h	The daily wages shall be adjusted correspondingly if any law, order, rule or regulations is promulgated or issued increasing the minimum wage or providing for payment of additional employee benefits.	
i	<p>Renewal of the Contract is subject to the issuance of the Performance Security in accordance with Section 39 of the IRR of RA 9184 and the approval of the HoPE provided that the Service Provider has maintained the following;</p> <ol style="list-style-type: none"> <li>1. Two (2) very satisfactory performance rating within the two (2) rating periods to be conducted every end of each semester by PPP Center, as per criteria indicated below; and</li> </ol>	

	<p>2. Updated record of remittance /payment of statutory deductions as required in this contract (SSS, Philhealth, Pag-IBIG) prior to the commencement of the proposed renewal period.</p> <p>Performance of the Service Provider shall be evaluated based on the following set of criteria:</p> <ul style="list-style-type: none"> <li>a. Quality of Service Delivered (40%);</li> <li>b. Time Management (20%);</li> <li>c. Management and Suitability of personnel (20%); and</li> <li>d. Contract Administration and Management (20%).</li> </ul> <p>The rates herein provided are in accordance with Wage Order No. NCR-22 issued on October 30, 2018</p>	
	<b>BILLINGS AND PAYMENTS</b>	
	<p>Payment of services rendered shall be on a bi-monthly basis subject to the submission of the following by the Service Provider:</p> <ul style="list-style-type: none"> <li>a. Original Billing Statement</li> <li>b. Summary and Bi-Monthly Attendance Report</li> <li>c. Bi-Monthly Certification of Satisfactory Services rendered from the PPP Center</li> <li>d. Duly notarized affidavit that the Service Provider has complied with pertinent provisions of all applicable labor law/ legislations (monthly)</li> <li>e. Certified copy of bi-monthly payroll</li> <li>f. Photocopy of proof of payment for SSS, Philhealth, and Pag-IBIG contributions (Quarterly or Monthly whichever is applicable) with summary of payments per personnel.</li> </ul> <p>Nothing herein shall be construed as establishing an employer-employee relationship between PPC and the Service Provider and the latter's employees who will be assigned to PPC. The Service Provider shall at all times be personally and directly responsible for the personnel under its employ.</p>	

**CONFORME:**



\_\_\_\_\_  
Name of Company/Prospective Bidder

By:

\_\_\_\_\_  
Printed Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

## ***Section VIII. Forms***

## **Bid Form for the Procurement of Goods** *[shall be submitted with the Bid]*

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### **BID FORM**

Date : \_\_\_\_\_

Project Identification No. : CN 2021-02

*To: [name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

## SCHEDULE OF PRICES FOR JANITORS

Days worked per week	6
No. of days/year	313
Daily rate	Php 537.00
No. of Janitors	6

Particulars	Monthly Rate/ Employee	Annual Rate/ Employee
<b>A. Payable Directly to Janitors</b>		
1. Average daily rate (ADR)/month [(Php 537.00 x 313 days)/12 months]	14,006.75	168,081.00
2. 13th month pay (ADR/12)	1,167.23	14,006.75
3. Five days incentives leave (Php 537.00 x 5 days)/12 months	223.75	2,685.00
<b>Subtotal A</b>	<b>15,397.73</b>	<b>184,772.75</b>
<b>B. Payable to the Government in favor of the Janitors</b>		
1. SSS premium	1,120.00	13,440.00
2. PHILHEALTH contribution	210.10	2,521.20
3. ECC contribution	10.00	120.00
4. PAGIBIG fund contribution	100.00	1,200.00
<b>Subtotal B</b>	<b>1,440.10</b>	<b>17,281.20</b>
<b>C. Total Compensation (A + B)</b>	<b>16,837.83</b>	<b>202,053.95</b>
<b>D. Administrative Cost (C x _____ %)</b>	_____	_____
<b>E. Supplies and Materials</b>	_____	_____
<b>F. Total Cost (C + D + E)</b>		
<b>G. Total Cost for six (6) Janitors (Fx6)</b>		
<b>H. VAT (G x 12%)</b>		
<b>I. Total Contract Price (G + H)</b>		

*[signature] [in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_



## SCHEDULE OF PRICES FOR DRIVERS

Days worked per week	5
No. of days/year	261
Daily rate	Php 537.00
No. of Drivers	12

Particulars	Monthly Rate/ Employee	Annual Rate/ Employee
<b>A. Payable Directly to the Drivers</b>		
A. Average daily rate (ADR)/month (Php 537.00 x 261 days)/12 months	11,679.75	140,157.00
B. 13th month pay (ADR)/12)	973.31	11,679.75
C. Five days incentives leave (Php 537.00 x 5 days)/12 months	223.75	2,685.00
<b>Subtotal A</b>	<b>12,876.81</b>	<b>154,521.75</b>
<b>B. Payable to the Government in favor of the Drivers</b>		
a. SSS premium	920.00	11,040.00
b. PHILHEALTH contribution	175.20	2,102.40
c. ECC contribution	10.00	120.00
d. PAGIBIG fund contribution	100.00	1,200.00
<b>Subtotal B</b>	<b>1,205.20</b>	<b>14,462.40</b>
<b>C. Total Contract Cost (A + B)</b>	<b>14,082.01</b>	<b>168,984.15</b>
<b>D. Administrative Cost (C x _____ %)</b>		_____
<b>E. Communication Allowance</b>	300.00	3,600.00
<b>F. Supplies</b>		
<b>G. Total Cost (C + D + E + F)</b>		
<b>H. Total Cost for 12 Drivers</b>		
<b>I. VAT (H x 12%)</b>		
<b>J. Total Contract Price (H + I)</b>		

*[signature]*

*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## SCHEDULE OF PRICES FOR MESSENGERS

Days worked per week	5
No. of days/year	261
Daily rate	Php 537.00
No. of Messengers	3

Particulars	Monthly Rate/ Employee	Annual Rate/ Employee
<b>A. Payable Directly to Messengers</b>		
A. Average daily rate (ADR)/month (Php 537.00 x 261 days)/12 months	11,679.75	140,157.00
B. 13th month pay (ADR)/12)	973.31	11,679.75
C. Five days incentives leave (Php 537.00 x 5 days)/12 months	223.75	2,685.00
<b>Subtotal A</b>	<b>12,876.81</b>	<b>154,521.75</b>
<b>B. Payable to the Government in favor of the Messengers</b>		
a. SSS premium	920.00	11,040.00
b. PHILHEALTH contribution	175.20	2,102.40
c. ECC contribution	10.00	120.00
d. PAGIBIG fund contribution	100.00	1,200.00
<b>Subtotal B</b>	<b>1,205.20</b>	<b>14,462.40</b>
<b>C. Total Contract Cost (A + B)</b>	<b>14,082.01</b>	<b>168,984.15</b>
<b>D. Administrative Cost (C x _____ %)</b>		
<b>E. Communication Allowance</b>	300.00	3,600.00
<b>F. Total Cost (C + D + E)</b>		
<b>G. Total Cost for three (3) Messengers</b>		
<b>H. VAT (H x 12%)</b>		
<b>I. Total Contract Price (H + I)</b>		

*[signature]*

*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_





## **SCHEDULE OF PRICES FOR FRONTDESK OFFICER**

Days worked per week	5
No. of days/year	261
Daily rate	Php 537.00
No. of Frontdesk Officer	1

Particulars	Monthly Rate/ Employee	Annual Rate/ Employee
<b>B. Payable Directly to Frontdesk Officer</b>		
A. Average daily rate (ADR)/month (Php 537.00 x 261 days)/12 months	11,679.75	140,157.00
B. 13th month pay (ADR)/12)	973.31	11,679.75
C. Five days incentives leave (Php 537.00 x 5 days)/12 months	223.75	2,685.00
<b>Subtotal A</b>	<b>12,876.81</b>	<b>154,521.75</b>
<b>C. Payable to the Government in favor of the Frontdesk Officer</b>		
a. SSS premium	920.00	11,040.00
b. PHILHEALTH contribution	175.20	2,102.40
c. ECC contribution	10.00	120.00
d. PAGIBIG fund contribution	100.00	1,200.00
<b>Subtotal B</b>	<b>1,205.20</b>	<b>14,462.40</b>
<b>C. Total Contract Cost (A + B)</b>	<b>14,082.01</b>	<b>168,984.15</b>
<b>D. Administrative Cost (C x _____ %)</b>		
<b>E. Total Cost (C + D)</b>		
<b>F. Total Cost for One (1) Frontdesk Officer</b>		
<b>G. VAT (F x 12%)</b>		
<b>H. Total Contract Price (F + G)</b>		

*[signature]*

*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

### Computation of Net Financial Contracting Capacity

*[shall be submitted with the Bid if a committed Line of Credit from a Universal or Commercial Bank is not available]*

The Net Financial Contracting Capacity (NFCC) is computed as follows:

**NFCC** = [(current asset -- current liabilities) (15)]--Value of all outstanding works under ongoing contracts including awarded contracts yet to be started

	Amount
Current Assets	
Minus: Current Liabilities	
Sub-Total	
Multiplied by Value of K	
Subtotal	
Minus: Value of all Outstanding Services under ongoing contracts including awarded contracts yet to be started coinciding with the contract to be bid.	
NFCC	

Submitted By:

\_\_\_\_\_  
Name of the Firm/Service Provider

\_\_\_\_\_  
Signature of Authorized Representative

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

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

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

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

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

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

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

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

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

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

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

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

*[Insert signatory's legal capacity]*  
Affiant

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

## Statement of All Ongoing Government and Private Contracts, Including Contracts Awarded But Not Yet Started

*[shall be submitted with the Bid]*

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

<b>Name of Client/Contact Person/Contact Email Address</b>	<b>Date of the Contract</b>	<b>Kinds of Goods</b>	<b>Value of Outstanding Contracts</b>	<b>Date of Delivery</b>
Government				
Private				

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

### Instructions:

- a. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bidded) prior to date of bid submission.
- b. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- c. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

Note: The statement shall be supported with:

1. Notice of Award
2. Notice to Proceed/PO issued

## Statement of Single Largest Completed Contract

*[shall be submitted with the Bid]*

<b>Name of Client/ Contact Person/ Contact Email Address</b>	<b>Date of the Contract</b>	<b>Kind of Goods</b>	<b>Amount of the Contract</b>	<b>Date of Delivery/ Completion</b>	<b>End User's Acceptance or Official Receipt Issued for the Contract</b>

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

Designation : \_\_\_\_\_  
Date : \_\_\_\_\_

### Instructions:

- Cut-off date is (date of submission).
- For similar contract please refer to BDS Clause 5.4

Note: The statement shall be supported with:

- Contract
- Certificate of Satisfactory Service
- Certificate of Acceptance

Note: Items one (1) and two (2) can be a combination of both (i.e. Certificate of Acceptance stating explicitly with "Satisfactory Service")



## Performance Securing Declaration (Revised)

*[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]*

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

### PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacture/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

## Bid Securing Declaration Form

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

### **BID SECURING DECLARATION** **Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_\_ day of *[month]*  
*[year]* at *[place of execution]*.

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

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

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



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

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

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

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (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

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

- ☐ (l) 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**

- ☐ (m) 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***

- ☐ (n) 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.

**Other Documents Required in accordance with Appendix 23**

- ☐ (o) Current certification of an updated copy of company profile, list of key officials, incorporators or stockholders.
- ☐ (p) Current certification of an updated copy of company profile, list of key officials, incorporators or stockholders;
- ☐ (q) List of officers and their corresponding curriculum vitae;
- ☐ (r) Certification as to the latest inventory of Equipment and Supplies which adheres to the requirements of the PPP Center (see Section VI. Schedule of Requirements)
- ☐ (s) Janitorial/Housekeeping Plan
- ☐ (t) Company policy on Recruitment and Selection Criteria;
- ☐ (u) Certification as to Completeness of Uniforms and Other Paraphernalia.

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

- ☐ (v) [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.
- ☐ (w) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s).

