

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

PROCUREMENT OF HOUSEKEEPING AND ALLIED SERVICES PROVIDER FOR PDIC (REBIDDING),

Project Reference No. 2024-010 (R) /

Government of the Republic of the Philippines

Philippine Deposit Insurance Corporation

13 March 2024,

**Sixth Edition
July 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.

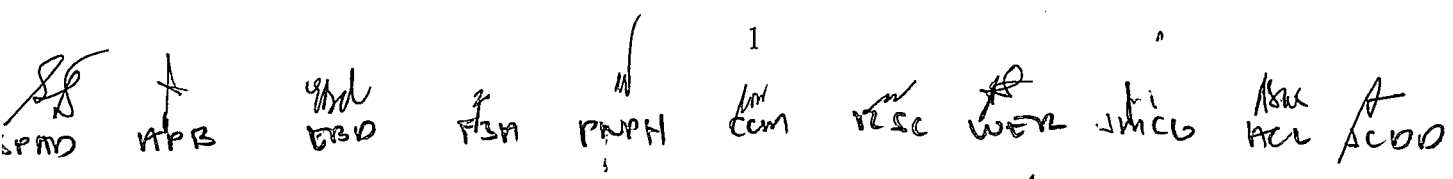
The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement 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.

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- 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.

PHILIPPINE DEPOSIT INSURANCE CORPORATION
INVITATION TO BID FOR Procurement for Housekeeping
and Allied Services for PDIC (Rebidding)

1. The *Philippine Deposit Insurance Corporation*, through the 2024 *Corporate Operating Budget* intends to apply the sum of *Php 17,000,000.00* being the ABC to payments under the contract for *Procurement of Housekeeping and Allied Services Provider for PDIC (Rebidding)* / *Project Reference No. 2024-010 (R)* / Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Philippine Deposit Insurance Corporation* now invites bids for the above Procurement Project. *The bidder must have at least five (5) years minimum experience in the business of providing housekeeping and allied services reckoned from the date of the opening of the bids, and with previous/current dealings with private or government-owned agency, and/or commercial bank. Further, the bidder must have at least one hundred (100) housekeeping and allied services personnel deployed in 2023. The bidder must have satisfactorily completed a similar contract within the last five (5) years, reckoned from the date of the posting of the Invitation to Bid.* 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 open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.

4. Prospective Bidders may obtain further information from *Philippine Deposit Insurance Corporation* and inspect the Bidding Documents at the address given below during *office hours from 8:00 AM to 5:00 PM, Mondays through Fridays.*

3rd Floor PDIC BAC Secretariat, PDIC Building, 2228 Don Chino Roces Avenue, Makati City,

5. A complete set of Bidding Documents may be acquired by Bidders on March 18, 2024 from the address above and website(s) below *upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php 25,000.00.*** The Procuring Entity allows the bidder to present its proof of payment for the fees *in person.*
6. The *Philippine Deposit Insurance Corporation* will hold a Pre-Bid Conference¹ on March 26, 2024 at *2:00 PM at the 5th Floor Conference Room, PDIC Building, 2228 Don Chino Roces Avenue, Makati City* and through video conferencing or webcasting *via MS Teams link herein below provided* which shall be open to prospective bidders:

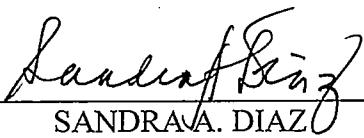
¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Proc uring Entity may not hold a Pre-Bid Conference.

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7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before 2:00 PM April 10, 2024 Late bids shall not be accepted.

Ground Floor, PDIC Building 2228 Don Chino Roces Avenue, Makati City

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 April 10, 2024, 2:00 PM at the *5th Floor Conference Room, PDIC Building, 2228 Don Chino Roces Avenue, Makati City*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Late bids shall not be accepted. The wall clock located at the Ground Floor lobby, PDIC Building 2228 Don Chino Roces Avenue, Makati City shall be used as the official timer for the submission of bids. Submission made after the deadline shall be considered late and automatically rejected.
10. The *Philippine Deposit Insurance Corporation* 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:
Ms. Analinda C. Lao
BAC Secretariat
3rd Floor PDIC Building, 2228 Don Chino Roces Avenue, Makati City
Telephone Numbers – 88414915
ppdbac@pdic.gov.ph
Fax Number – 8841-4931
12. You may visit the following websites:
For downloading of Bidding Documents: *Website: www.pdic.gov.ph*



SANDRA A. DIAZ
Chairperson, PDIC Bids and Awards Committee

Section II. Instructions to Bidders

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1. Scope of Bid

The Procuring Entity, Philippine Deposit Insurance Corporation wishes to receive Bids for the *Procurement for Housekeeping and Allied Services for PDIC (Rebidding) with Identification No 2024-010 (R)*.

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *2024 Corporate Operating Budget* in the amount of *Php17,000,000.00*

The source of funding is the *2024 Corporate Operating Budget*.

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.

a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- b. 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.

The Procuring Entity has prescribed that:

- a. **Subcontracting is not allowed.**

7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents


Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *the last five (5) years reckoned from the posting of Invitation to Bid*.
- 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

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- 14.1. The Bidder shall submit a Bid Securing Declaration² 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 for period of *120 calendar days from the date of opening of bids*. 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**.

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

² 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.

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- 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:

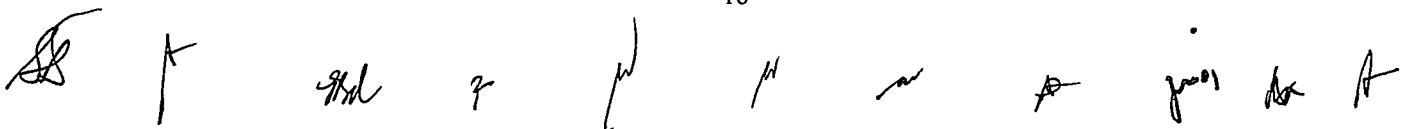
One Project having several items that shall be awarded as one contract.

- 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

- 20.2. 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**.

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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>a. <i>Business providing housekeeping and allied services.</i></p> <p>b. completed within at least five (5) year reckoned from the date of the posting of the Invitation to Bid,</p>
7.1	<p><i>[Specify the portions of Goods to be subcontracted, which shall not be a significant or material component of the Project as determined by the Procuring Entity.]</i></p> <p>Not applicable</p>
12	<p>The price of the Goods shall be quoted DDP <i>[state place of destination]</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.</p> <p>Not applicable</p>
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 340,000.00, <i>[equivalent to two percent (2%) of ABC]</i>, 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 P850,000.00 <i>[equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.</p>
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p> <p><i>Please refer to the Terms of Reference</i></p>
20.2	<p><i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i></p> <ol style="list-style-type: none"> 1. <i>2022 Income Tax Return filed and paid thru the Bureau of Internal Revenue (BIR) Electronic and Filing Payment System (EFPS);</i> 2. <i>Business Tax Returns within the last 6 months preceding the date of bid submission filed and paid thru BIR EFPS;</i> 3. <i>Certification that the bidder has at least 100 janitorial allied services personnel deployed in 2023</i>

	<p>4. Certification that the bidder is :</p> <ul style="list-style-type: none">a. Duly registered with the Department of Labor and Employment (DOLE) ✓b. Duly registered with the Bureau of Internal Revenue (BIR) ✓ <p>5. Certification that the bidder is duly registered and is included in the roster of active employers of : (i) SSS, (ii) PAGIBIG FUND AND (iii) PHILHEALTH ✓</p>
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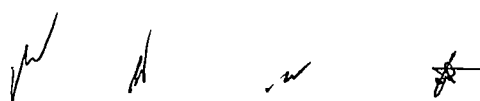
Section IV. General Conditions of Contract

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.



Section IV. General 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**.

[Include the following clauses if Framework Agreement will be used:]

- 2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.
- 2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

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. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, the Bidder

may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.}

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 *{[Include if Framework Agreement will be used:]* or Framework Agreement} specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. 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

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Section V. Special Conditions of Contract

GCC Clause	
1	<p>A. SCOPE OF CONTRACT:</p> <p>The Service Provider shall:</p> <ol style="list-style-type: none"> 1. Provide Housekeeping Services including the necessary tools, equipment, and supplies/consumable items for the general cleaning, sanitation, and good housekeeping, of PDIC premises and facilities; 2. Provide Messengerial Services within the PDIC Premises; 3. Provide Allied Services including air-conditioning, electrical, plumbing, carpentry, painting, landscaping, and other related services necessary for the physical upkeep and maintenance of the PDIC premises and facilities; and 4. Implement mitigation measures in compliance to the CSC-DOH-DOLE JMC No. 1, s. 2020 (Annex "A" of the TOR) on Occupational Safety and Health Standard Protocols, and DOH A.O. No. 2020-0015 (Annex "B" of the TOR) covering guidelines on health standards for COVID 19 mitigation and other infectious diseases. <p>B. CONTRACT DURATION</p> <p>The contract shall cover a period of ten (10) months reckoned seven (7) calendar days from issuance of the Notice to Proceed (NTP).</p> <p>C. NUMBER OF PERSONNEL</p> <p>The following are the required number of housekeeping and allied services personnel: one (1) Project Supervisor; two (2) Team Leaders; thirty four (34) janitors, one (1) gardener, seven (7) skilled workers, <i>i.e.</i>, one (1) carpenter, two (2) electricians, two (2) A/C technicians, one (1) painter, and one (1) plumber; and three (3) messengers, for a total of forty eight (48) service personnel.</p> <p>D. PREMISES AND LOCATION</p> <p>Housekeeping and Allied Services shall be satisfactorily performed and delivered at the following premises and location:</p> <ol style="list-style-type: none"> a. PDIC premises located at the PDIC Complex, 2228 Chino Roces Avenue, Makati City; b. PDIC leased floors at SSS Ayala Building, 6782 Ayala Avenue cor. Rufino Street, Makati City.

E. SCOPE OF REGULAR SERVICES including mitigation measures to be implemented in compliance with PDIC Safety and Health Protocol.

1. Housekeeping Services - Daily Operations, Monday-Friday (PDIC Premises)

- a. Sweep, mop dry, scrub/polish, tiled floors at all offices, common areas and lobby floors;
- b. Clean and replenish supply of folded paper towel and rolled tissue dispensers and liquid soap dispensers, and wipe with disinfectant solution all doorknobs/locksets, hand dryers, bidets, faucets, urinals, toilet bowls, lavatory sink, wash basins at all toilet facilities.
- c. Dust, clean, and wipe all glass panels, walls, doors, glass top, doors, windows, and ledges, and wipe with disinfectant solution surfaces of desks, tables, office equipment, bookshelves, cabinets, and all other furniture, fixtures, and furnishings;
- d. Clean, wash with detergent soap, and sanitize with disinfectant solution all trash cans of all employees and garbage receptacles at meeting rooms, conference rooms, pantry areas, toilet facilities and canteen;
- e. Clear/remove/dispose/undertake waste segregation, *i.e.*, dry and wet, biodegradable and non-biodegradable, and neatly place these in applicable garbage bags and properly deposit in the material recovery facility and spray with disinfectant solution;
- f. Clean and polish stairways, stair landing, hallways, aisles, lobbies, and corridors and wipe with disinfectant solution all surfaces like handrails and railings every two (2) hours;
- g. Vacuum all carpeted areas and spray with disinfectant solution;
- h. Clean air vents, water bins including removal/flushing of existing water, rinse the air filters with water, and replenish evaporative air coolers with clean fresh water (Note: do not use high pressure water spray when cleaning the air filters);
- i. Clean, dust, wash with detergent soap and maintain the neatness of welcome doormats/dirt traps installed at entrances and lobbies and toilet facilities.
- j. Comply with hand hygiene and sanitary practices, *i.e.*, wearing of face masks, hairnets, surgical gloves, apron, etc. when handling food errands, food deliveries and preparation, and when serving meals/snacks during meetings, as may be permitted;
- k. Assist in the hauling/transfer of boxes of documents, office supplies, and various Furniture, Fixture and Equipment (FFE);

- l. Spray disinfectant on the exterior body and interior cabin of corporate vehicles including wiping of metal surfaces, cleaning of the plastic shields and/or viral screen barriers between the driver and passengers, vacuum floor matting, and cleaning of AC vents;
 - m. Provide/equip its service personnel with face masks, surgical gloves, hairnets, aprons, bottled hand sanitizers/alcohol, and antibacterial soap, and Personal Protective Equipment (PPEs) during conduct of spraying of disinfectant; and
 - n. Regular watering of all plants including trimming/pruning trees and shrubs, weeding of grass, and keeping green spaces and walkways clear any debris and litter.
2. **Housekeeping Services – Weekly Operations/every Sunday (PDIC Premises)**

General cleaning of offices and lobby floors to include the following tasks/activities:

- a. Sweep, strip-off existing wax, use of polisher to scrub-off/scrape-off/remove any remaining grime/dirt/wax, wash and scrub, mop clean and dry, apply wax, and polish all floors;
- b. Clean and sanitize with disinfectant solution all doorknobs/locksets, hand dryers, bidets, faucets, urinals, toilet bowls, lavatory sink, wash basins at all toilet facilities including handwashing stations;
- c. Wash, soap, rinse and wipe dry all interior glass windowpanes, garbage bins, and trash cans and spray with disinfectant solution;
- d. Wash, soap, rinse and wipe dry all light diffusers, vertical and horizontal blinds, AC supply vents, electric stand fans and blowers, and air curtains and spray with disinfectant solution;
- e. Clean and remove any trapped dirt and grime in air filters, air vents, remove/flush existing water, rinse the air filters with water, and replenish evaporative air coolers with clean fresh water (Note: do not use high pressure water spray when cleaning the air filters);
- f. Remove any food leftovers inside the freezer, chiller, and vegetable bins, defrost and clean the refrigerators with antibacterial detergent, including cleaning and washing of thermo air pots and replenish with clean fresh water, microwave ovens, oven toasters and coffee maker, dish driers, etc.;
- g. Shampoo and vacuum-dry carpeted floors, remove any stains, or burn-marks, and brush clean of any dirt, air-dry and spray disinfectant solutions;

- h. Wash and wipe with disinfectant solution all horizontal and vertical blinds, and interior window glass panes and frames, and all vertical and horizontal wall surfaces;
- i. Sanitize the garbage depository facility by hosing down any hard-to-remove dirt/grime/oil, etc. with high pressure water spray, scrub the floor and wall surfaces with soap detergent mixed with disinfectant solution, hose down with high pressure water, air-dry, and spray disinfectant solution; (Note: Observe proper waste segregation, i.e. dry and wet, biodegradable and non-biodegradable, etc. and neatly place in transparent biodegradable garbage bags before depositing it in the garbage depository facility); and
- j. Provide/equip its service personnel with face mask and/or face shield, surgical gloves, hairnets, aprons, bottled hand sanitizers/alcohol, anti-bacterial soap, and PPEs, i.e., cover-alls, during conduct of spraying of disinfectant.

3. Housekeeping Services - Monthly Operations

- a. Remove any cobwebs in all areas at offices and within the premises;
- b. Clean, shampoo, and vacuum all demountable partitions with fabric upholstery or of similar material, air-dry and spray with disinfectant solution;
- c. Shampoo and vacuum-dry all carpeted areas and spray with disinfectant solution;
- d. Wipe ceiling boards including removal of any stain/water marks and replacement with new ones in office areas, and cleaning of utility rooms, file and storage rooms, as may be permitted, and spray disinfectant solution; and
- e. Provide/equip its service personnel with face masks, surgical gloves, hairnets, aprons, bottled hand sanitizers/alcohol, anti-bacterial soap, and PPEs, i.e., cover-alls, during conduct of spraying of disinfectant.

4. Housekeeping Services - Warehouse Weekly Operations at Chino Roces (at least once a week)

- a. Remove cobwebs at ceiling and wall surfaces, wash, scrub, mop and sweep floors including pavement and immediate surroundings;
- b. Clean, scrub, and wash with detergent soap washrooms and toilets and pantry/kitchenette, if any, and wipe surfaces with disinfectant solution;

- c. Dust, clean and wipe surfaces of vertical/horizontal surfaces, doors, walls, partitions, shelves, cabinets, furniture, fire extinguishers and equipment stored at the warehouse with disinfectant solution;
- d. Clear/remove/dispose/undertake waste segregation, *i.e.*, dry and wet, biodegradable and non-biodegradable, and neatly place these in garbage bags and properly deposit in the garbage facility within the warehouse premises and spray disinfectant solution; and
- e. Provide/equip its service personnel with face mask, surgical gloves, hairnets, aprons, bottled hand sanitizers/alcohol, and anti-bacterial soap, and PPEs, *i.e.*, cover-alls, during conduct of spraying of disinfectant.

5. Messengers - Daily Operations

- a. Delivery of various documents to concerned departments/units ensuring proper log/recording of all documents received by concerned departments/units;
- b. Receiving of various documents and mail matters through the Central Mail Station (CMS) at the ground floor lobby area at Ayala and Chino Roces offices;
- c. Provide/equip its service personnel with face mask, surgical gloves, bottled hand sanitizers/alcohol, and anti-bacterial soap; and
- d. Perform other similar and related tasks as may be required or assigned from time to time.

6. Project Supervisor - Daily Operations

- a. Oversee and manage the day-to-day operations and the assigned tasks/activities of the service personnel to ensure faithful performance of their assigned tasks;
- b. Check/validate the monthly shift schedule/rotation of work assignments submitted by the Team Leader;
- c. Check/validate the work accomplishment report for extra service and overtime services rendered by the service personnel including the request for extra-service personnel and authority to render overtime work;
- d. Represent the service provider and be responsible in attending to/ implementing various requests, instructions, and in addressing/resolving complaints reported by the PDIC;
- e. Review/check/validate and submit the monthly accomplishment report and inventory report on utilization of consumable

supplies/items and if there are any defective tools and equipment which has to be fixed/repaired and/or replaced;

- f. Must have completed a certification course on Basic Occupational Safety and Health (BOSH) conducted by DOLE or any of its Accredited Training Institutions and National Certification II (NC II) on Housekeeping by TESDA, or any of its accredited Manpower Skills Training Institutions
- g. Perform other duties and responsibilities, as may be needed and/or as may be directed, and ensure satisfactory compliance with the terms and conditions of the contract.

7. Team Leaders - Daily Operations

- a. Supervise and monitor the assigned tasks/activities of the service personnel to ensure faithful performance of their assigned tasks/activities to ensure that assigned tasks are completed within the 2-hour TAT without causing any disruption to the day-to-day operations of the corporation;
- b. Prepare and submit the monthly rotation/shifting of floor assignments except for service personnel assigned at the executive offices;
- c. Check/validate the correct number of hours rendered and prepare the work accomplishment report for extra services and overtime services rendered;
- d. Must have completed NC II on Housekeeping by TESDA, or any of its accredited Manpower Skills Training Institutions; and
- e. Perform other duties and responsibilities, as may be needed and/or as may be directed, and ensure satisfactory compliance with the terms and conditions of the contract.

8. Allied Services - Air-Conditioning, Electrical, Plumbing, Carpentry, Painting works, and other related building and facilities maintenance services.

The Service Provider, specifically its team of skilled workers consisting of a carpenter, electricians, A/C technicians, painter, and plumbers, shall attend to the performance of all allied services and concerns related to the day-to-day monitoring/checking and operation and maintenance of various air-conditioning units, electrical equipment, plumbing facilities, carpentry works, and other related facilities maintenance services.

The eight (8) skilled workers, including the Gardener, must have completed a related NC II by TESDA, or any of its accredited Manpower Skills Training Institutions.

F. WORK FORCE, WORK SCHEDULE, AND WORK SHIFT

1. The Service Provider shall provide the following minimum number of housekeeping and allied services personnel based on the present needs of PDIC: **(i)** one (1) Project Supervisor; **(ii)** two (2) Team Leaders; **(iii)** thirty four (34) janitors; **(iv)** one (1) gardener; **(v)** seven (7) skilled workers, i.e., one (1) carpenter, two (2) electricians, two (2) A/C technicians, one (1) painter and one (1) plumber; and **(vi)** three (3) messengers, for a total of **forty eight (48) service personnel**.
2. The Service Provider shall submit the Work Schedule and Work Shift of its service personnel based on the following:

Service Personnel	Daily Work Shift	Regular Work Schedule (6 days/week)		
		Monday - Friday		Sunday
Team Leaders, Janitors, Gardener, and Skilled Workers	AM Shift	0600H	1500H	0700H - 1600H
	PM Shift*	0800H	1700H	
Service Personnel	Daily Work Shift	Regular Work Schedule (5 days/week)		
		Monday - Friday		Saturday/Sunday
Project Supervisor	AM Shift	0800H	1700H	-
Messengers	AM Shift	0800H	1700H	-

However, and as the need arises, the Service Provider shall provide additional service personnel, provided the approved budget for the contract is not exceeded, or reduce the number of personnel as may be deemed necessary, or as may be requested by the PDIC under the same rate, terms, and conditions as stated herein.

3. Any change/s in the shift schedule, as may be deemed necessary or as may be requested, for the satisfactory performance of the housekeeping and allied services shall be formally communicated to the Service Provider.
4. In the event a service personnel applies for a scheduled or go on an unscheduled leave of absence, the Service Provider shall promptly dispatch/assign a reliever in his/her place, otherwise, a corresponding deduction shall be imposed on the billing statement for services not rendered.
5. The Service Provider shall maintain a pool of at least ten (10) janitors and shall likewise make available reliever/s for the project supervisor, team leader/s, janitors/janitress, skilled workers, and messengers, who can be deployed within 24 - 48 hours upon receipt of the request from PDIC under the same rate, terms, and conditions as stated herein.

G. STANDARDS OF WORK

1. Workplace, Offices, Conference Rooms, Lobbies, Corridors, Hallways, and Stairways
 - a. Carpeted areas are vacuumed dry and clean and with no stain marks;
 - b. Shall have well-polished floors, shiny and showing evidence of having been stripped of the old wax and applied with new wax, buffed, and polished, dust-free, and without any litter or clutter.
 - c. Furniture, fixture, furnishings, and office equipment are kept clean and dust-free and surfaces, specifically the metal surfaces, have been sanitized/wiped with disinfectant solution.
 - d. Waste cans are emptied daily, washed, scrubbed to remove grime/dirt, and cleaned with detergent soap, air dried, provided with plastic liners, and sprayed with disinfectant solution;
 - e. Floors and surfaces are properly cleaned, free of dirt and clutter, no stains and smudges, no cobwebs, window glass panes are clean and shiny, and floors at corridors, hallways, lobbies, and stairways are shiny and polished, and metal surfaces are sanitized/wiped with disinfectant solution.

2. Toilet facilities, fixtures, and pantry areas

All toilet facilities are well scrubbed, free from grime, dirt and yellowish substances, walls are free from stain, and tiles and bowls, and lavatories are odor-free and properly sanitized/sprayed with disinfectant solution on an hourly basis.

3. To ensure that the above standards of work are satisfactorily performed, the Service Provider shall endeavor to provide only well-trained service personnel, preferably with NC II on housekeeping or other related programs by TESDA or any of its accredited Manpower Skills Training Institutions, and are attested to be honest, competent, courteous, efficient, dependable, and well-groomed, and shall at all times comply with the safety and security regulations of PDIC. For this purpose, any and all costs/expenses that may be incurred to comply with abovementioned provision shall exclusively be borne by the Service Provider.

H. DISCLOSURE OF COMMON OWNERSHIP OR RELATED INTEREST

1. For good order, only one (1) service provider belonging to a group of companies, having common ownership, or, of related interest, shall be allowed to participate in the bidding.

2. The Service Provider shall fully disclose the name of its parent and/or sister company who are similarly engaged in the business of providing housekeeping and allied services.

I. OTHER TERMS AND CONDITIONS

1. All bid prices shall be fixed and shall not be adjusted during contract implementation, except for the following instances:
 - a. Mandated increase in the minimum daily wage pursuant to law or issuance of a new wage order after date of bidding;
 - b. Increase/adjustment in taxes and monthly contributions, etc.;
 - a. If during the term of the contract the PDIC has determined the need to reduce or increase the number of housekeeping and allied services personnel, the billable rate/s for the reduction or additional housekeeping and allied service personnel provided it will not exceed the approved budget for the contract (ABC) shall be based on the billable rate/s at the time of the bidding, unless otherwise adjusted due to mandated wage increases or adjustment in monthly contributions to SSS, PHILHEALTH, and PAGIBIG FUND.
2. The Service Provider shall make prompt payment to all its personnel such remuneration and benefits, as indicated and set forth in accordance with the existing minimum wage rates, and shall make timely and immediate remittances of all contributions to SSS, PHILHEALTH, and PAGIBIG FUND, or such other related government agencies private entities where the housekeeping and allied service provider is bound to make the remittances for the benefit of its personnel assigned in the PDIC.
3. To ensure the religious implementation of the above condition, the Service Provider shall submit a certificate of bank deposit (savings, time, or demand type of deposit) upon receipt of the notice to proceed equivalent to one-half (1/2) of the total monthly billing based on its submitted financial proposal. Said deposit shall be used to pay the salaries including overtime of their personnel every payroll period and shall be renewed or replenished prior to subsequent billings. Evidence of renewal or replenishment of deposit, such as deposit slips etc., shall be attached to the subsequent billings as proof that it has complied with the requirement.
4. The PDIC shall have the sole option to cancel and/or terminate the contract at any time for violation of any of the terms and conditions thereof and/or if, in its determination, the service that has been rendered is substandard and/or unsatisfactory.
5. The Service Provider shall maintain a satisfactory level of performance throughout the term of the contract based on the following criteria:

- a. Quality of the Service Rendered;
- b. Timeliness with regard to the on-time submission of accurate: (i) Bi-Monthly Billing for Regular Services Rendered; (ii) Bi-Monthly Billing for Overtime Services (OT) rendered for the Corporation; and (iii) Bi-Monthly Billing for Extra-Services rendered for the Corporation, which shall be within two (2) weeks after the service is rendered;
- c. Management and Suitability of Personnel (in reference to Section N and O of the TOR);
- d. Submission of Regular Monthly Accomplishment Report every 7th day of the succeeding month; and
- e. Strict compliance to the DOH and DOLE Occupational and Safety Health Standards (OSHS) protocols, as may be applicable.

J. DELIVERABLES: MINIMUM QUANTITIES OF TOOLS AND EQUIPMENT TO BE USED IN DAILY OPERATIONS

The Service Provider shall make available, on its own account and at no additional cost to PDIC, the minimum quantities of cleaning items, materials, tools, and equipment necessary in the conduct of its daily operations to ensure the satisfactory performance of the service (Annex "D" of the TOR). Any tool or equipment found defective or unserviceable shall be promptly replaced at no additional cost to the PDIC.

K. DELIVERABLES: MINIMUM QUANTITIES OF MONTHLY CONSUMABLE SUPPLIES AND ITEMS

- 1. The Service Provider shall make available on a monthly basis, for the duration of the contract, the minimum quantities of consumable supplies and items required for the satisfactory performance of the service. Consumable supplies and items, as applicable, must be environmentally friendly (Annex "E" of the TOR).
- 2. The total estimated cost of the above minimum consumable supplies and items shall be divided by the total number of the janitors, gardener or equivalent to thirty five (35) personnel and shall be added to the monthly billable rate per janitor (in reference to "Annex C" of the TOR), while the supervisors, skilled workers, and messengers will include the basic tools and PPEs:
 - a. Supervisor, Team Leader, and messenger – face mask and hairnet;
 - b. Skilled worker – face mask, safety helmet, gloves, and safety shoes.
- 3. For monitoring and control, the Service Provider shall certify that the above minimum consumable supplies and items were delivered per month and used in the satisfactory performance of the service. The said certification shall be noted by the Unit Head of the General

Services Department and shall be attached to the bi-monthly billing together with the certification of remittance of the mandatory contributions to SSS, PAGIBIG FUND, and PHILHEALTH.

4. To mitigate and prevent the spread of infectious diseases, the PDIC Administrative Services Group (ASG) will include in its inventory three (3) units 16-liter knapsack high pressure sprayer and one (1) unit misting equipment including adequate supply of disinfectant solution to augment the service providers tools and equipment and supply of disinfectant solution if and when increased frequency of spraying of disinfectant is required.

L. OTHER CONSIDERATIONS

1. The Service Provider shall make available, on its own account, the appropriate uniforms to its personnel assigned in the PDIC Premises with the name of the company inscribed at the back, and complete identification cards, which shall be worn at all times while within the PDIC premises. Further, the Service Provider shall equip its service personnel with face mask, surgical gloves, hairnets, aprons, bottled hand sanitizers/alcohol, anti-bacterial soap, and PPEs, *i.e.*, cover-alls, during conduct of spraying of disinfectant.
2. The PDIC reserves the right to request for the immediate pull-out and replacement of the service partners who may be found incompetent, dishonest, and whose continued engagement is deemed prejudicial to the best interest of the Corporation.
3. The Service Provider shall act within two (2) working days from the date of receipt of the request by the PDIC for the pull-out and replacement of the concerned service personnel.

M. SAFETY AND SECURITY AND HEALTH PROTOCOLS

1. For security control and monitoring of movement, the Service Provider shall submit a list of its service personnel including their current I.D. photo to the Security Unit of the General Services Department.
2. The service personnel shall, after the end of their work shift, and before exiting the PDIC premises, shall present to the duty-shift security guard at the ground floor their bag or backpack or the like for security check and inspection.
3. The service personnel shall be briefed on the SOGI on Physical Security and SOGI on Housekeeping and Allied Services, including the "what to do before/during/after any emergency or disaster" including the guidelines on PDIC safety and health protocols.
4. The Service Provider shall submit a copy of the biodata/work experience of the service personnel to be assigned to the PDIC including latest/current valid copies of their Police/NBI

Clearance/Certificate of Good Health/Fit-To-Work and Drug Test obtained within the last six (6) months prior to deployment.

5. More importantly and to reiterate, all service personnel shall undergo and observe the following Safety and Health protocols:
 - a. Face masks shall be worn at all times, except when eating or drinking;
 - b. Regularly wash hands with soap and water or use an alcohol-based rub, more so when requested to do errands, *i.e.*, buy food or medicines, or when preparing/handling/serving food during meetings. Avoid touching MEN (Mouth-Eyes-Nose) with unwashed hands;
 - c. Practice good respiratory etiquette by covering mouth with a tissue when coughing or sneezing. Properly dispose used tissue immediately;
 - d. Avoid close contact with people who are sick. Service personnel with colds, mild cough, or low-grade fever (*i.e.*, temperature > 37.5 C) shall stay home;
 - e. Thermal scanning shall be conducted on all service personnel before being permitted entry into the building premises. Service personnel with body temperature registering at >37.5C, even after a 5-minute rest, will not be allowed entry into the building premises;
 - f. Apply hand sanitizers on the hands/fingers before using the biometrics to log in/out; and
 - g. Report any service personnel who may fall ill/sick while at work for proper medical attention.

N. HOUSEKEEPING and MAINTENANCE CHECKLIST, WASTE MANAGEMENT and SEGREGATION PROGRAM, and OCCUPATIONAL SAFETY and HEALTH PROGRAM

The Service Provider shall submit (a) Daily Housekeeping and Maintenance Checklist covering: (i) offices and premises; (ii) frontline service areas; (iii) pantry areas; and (iv) toilet facilities; (b) Waste Management and Segregation Program pursuant to Makati City Ordinance No. 2003-095; and (c) Occupational and Safety Health (OSH) Program pursuant to CSC-DOH-DOLE Joint Memorandum Circular (JMC) No. 1, s. 2020.

O. RENEWAL OF CONTRACT AND PERFORMANCE EVALUATION OF THE SERVICE PROVIDER

The contract may be renewed pursuant to the Guidelines on the Renewal of Regular and Recurring Services (as approved under GPPB Resolution No. 06-2022) which will depend, among others, on

the result of the Cost-Benefit Analysis (CBA) and Performance Evaluation to be conducted by the PDIC. The performance criteria are, as follows:

	Performance Criteria	Weight
1	Conformity to Technical Requirements	25
2	Timeliness in the Delivery of Services	25
3	Behavior of Personnel (Courteous, Professional, and Knowledgeable)	20
4	Response to Complaints	20
5	Compliance with set office policies for Housekeeping and Allied Services	10

P. OGCC REVIEW

This Contract shall be submitted to the Office of the Government Corporate Counsel (OGCC) for review pursuant to the Governance Commission for Government-Owned or Controlled Corporations (GCG) Memorandum Circular (MC) No. 2018-02 and OGCC MC No. 2023-4. Any and all comments of the OGCC as a result of its review shall form part of this Contract.

Q. MISCELLANEOUS PROVISIONS

1. **Representations and Warranties** – The Service Provider represents and warrants to the PDIC that:
 - a. It is a domestic corporation duly organized under and by virtue of the laws of the Republic of the Philippines.
 - b. It has full legal power, authority, and the right to carry on its present business and to render the service herein required by the PDIC. It has secured the necessary and proper government permits, licenses or other requirements or legal processes to authorize execution, delivery, and performance of its obligations under this Contract. It further warrants that its representative has full legal power to sign, execute and deliver this Contract and to bind the Service Provider to comply, perform and observe the terms and conditions hereof.
 - c. It has undertaken all corporate and other actions necessary to validate or authorize the execution and delivery of this Contract.
 - d. This Contract, upon its execution, will be legal, valid, and enforceable in accordance with its terms.

- e. It has required license and the resources needed to perform the services under the Contract, as well as the Minimum Qualification, and it warrants the integrity, competency, capability, independence, professionalism, qualification of the workers and other personnel or staff that it will assign to undertake the services required herein.

The PDIC reserves the right to demand at any time, without need to present proof or substantiate its request, the immediate replacement of any of the Service Provider's personnel, or staff assigned to the PDIC who is wanting in competence, honesty, integrity, professionalism, or whose services is deemed to be or will otherwise be prejudicial to the interest of the PDIC. The Service Provider shall, however, ensure continuous and uninterrupted flow of work notwithstanding any change in the personnel assigned to the PDIC.

- f. To the knowledge of the Service Provider, there are no pending or threatened actions or proceedings before any court or administrative agency of any jurisdiction, which may materially or adversely affect the financial condition or operation of the Service Provider or the Service Provider's ability to faithfully comply with the terms and conditions of this Contract.

If the Service Provider should thereafter learn of the existence or occurrence of the same, the Service Provider undertakes to report such fact to the PDIC within five (5) calendar days therefrom.

Failure to do so shall constitute sufficient ground for the cancellation of this Contract, and the enforcement of remedies which the PDIC may exercise under the Contract, pertinent laws, rules, and regulations.

- g. The obligation of the Service Provider under this Contract, and other ancillary documents which the parties may hereunder execute in connection hereof, shall constitute it direct, absolute, and unconditional obligation.

2. No Employer-Employee Relationship –

- a. It is expressly understood and agreed that the personnel assigned to the PDIC are, for all legal intents and purposes, the employees of the Service Provider and not of the PDIC; hence, there is no employer-employee relationship between the PDIC and the personnel of the Service Provider. Accordingly, the Service Provider shall, at all times, stand fully and solely liable for the enforcement of and/or compliance with all applicable and existing wage, labor, and social legislation as well as other pertinent laws and government regulations, and those that may

- be enacted hereafter. The Service Provider hereby agrees and binds itself to save and hold the PDIC free and harmless from any and all liabilities in respect thereto and/or arising therefrom.
- b. It is likewise understood that the services rendered hereunder by the Service Provider's personnel shall not be considered and accredited as government service. Neither shall such services entitle the Service Provider's personnel to the benefits enjoyed by regular personnel of the PDIC.
 - c. The PDIC shall not be liable for any damage or injury caused by and to the Service Provider's personnel while in the performance of their duties arising from accident or act committed by persons who are not employees of the PDIC. The Service Provider shall hold the PDIC free and harmless from such claim/s for injury or damage.
 - d. The non-compliance by the Service Provider with the minimum wage law, provisions of law on the grant of other benefits, as well as its failure to make the remittances and payments due to the BIR, SSS, PHILHEALTH, PAG-IBIG FUND and such other government agencies shall be a ground for the automatic termination of the Contract. Any and all liabilities or obligations arising therefrom shall be for the sole account of the Service Provider.
 - e. The Service Provider guarantees that each worker shall be paid with the rate not lower than what is stipulated in this Contract, plus the other benefits that the Service Provider agreed to pay its personnel as provided in this Contract, as well as those provided for in the Labor Code and other existing labor or social legislation.
 - f. In the event that the PDIC is sued due to the Service Provider's failure to comply with any law, rule or regulation pertaining to the employment of labor, or for any damage or injury caused by and to the Service Provider's personnel, including any violation of the provisions of the Contract, the Service Provider shall reimburse the PDIC for the entire expenses it shall incur in relation to the said suit, including but not limited to attorney's fees, cost of the suit and other litigation and incidental expenses.
3. **Event of Default** – The Service Provider shall be considered in default in the event that the Service Provider or any of its personnel assigned in the PDIC violates or breaches any of the terms and conditions of the Contract, which includes neglecting to perform and deliver in a timely manner any of the work, duties, functions, responsibilities or obligations stipulated herein, or fails for any reason whatsoever to carry out the tasks herein required in a satisfactory and acceptable manner.
4. **Termination for Convenience and Insolvency** – The PDIC may also terminate the Contract, in whole or in part, and at any time for its

convenience, subject to procedures laid down in the 2016 RIRR of R.A. No. 9184 on termination of contract, if it has been determined by the PDIC that the continuance of the Contract would be economically, financially, or technically impractical and/or unnecessary on the part of the PDIC such as, but not limited to, fortuitous event(s), changes in law or the PDIC's or the national government policies.

5. **Termination for Unlawful Acts** – The PDIC may terminate the Contract by giving written notice to the Service Provider at least fifteen (15) working days before the intended date of termination under the circumstances contemplated in Clause IV.D Annex "I" (Guidelines on Termination of Contracts) of the 2016 revised IRR, as follows:

- a. Corrupt, fraudulent, and coercive practices;
- b. Drawing up or using forged documents;
- c. Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
- d. Any other act analogous to the foregoing.

6. **Confidentiality of Information** – The Service Provider agrees and acknowledges that the services covered by the Contract may expose the Service Provider to confidential information and that any disclosure of such information may subject the PDIC to financial, material, and operational loss. Therefore, the Service Provider hereby agrees as follows:

- a. The Service Provider shall protect all confidential information which the PDIC provides to it, whether orally, in writing or in any other form, using the same standards as the Service Provider applies to its own comparable confidential information, but in no event less than reasonable measures, and subject to the implementation of appropriate technical, physical, and organizational/administrative measures to protect personal data against accidental or unlawful destruction or accidental loss or unauthorized alteration, disclosure or access.
- b. The Service Provider, or any of its employees, agents, or representatives, shall not, either during the term of the Contract or at any time thereafter, reveal, disclose or furnish, in any manner, to any person, firm or corporation any information relating to the PDIC which the Service Provider or any of its personnel may have acquired or which came to their knowledge or possession in the course of their service to the PDIC.
- c. The Service Provider shall not, during the effectivity of the Contract and extending for a period of one (1) year reckoned

from the termination of the Contract, be directly or indirectly engaged or have an interest in any business undertaking or operation of other group, office or company which, in the normal course of operation, would necessitate the use of the information or knowledge gained or acquired during its engagement herein, unless it is granted written consent by the PDIC.

- d. The Service Provider hereby acknowledges that it is aware and understands the effect of, and agrees and undertakes to ensure that all of its Board of Directors, officers and employees shall observe and comply with data privacy and bank secrecy laws including, but not limited to, the Data Privacy Act of 2012, Republic Act No.1405 (Law of Secrecy of Bank Deposits), Republic Act No. 6426 (Foreign Currency Deposit Act of the Philippines), Section 55 of the General Banking Law of 2000, and other related rules and regulations (herein collectively referred to as the "Data Privacy and Bank Secrecy Laws").

The Service Provider further agrees and undertakes that it will not, and covenants that all of its directors, officers and employees will not do anything which will cause the PDIC to violate any provision of the Data Privacy and Bank Secrecy Laws or otherwise be guilty of an offense thereunder.

The Service Provider shall be liable for any disclosure of confidential information by its directors, officers, employees, agents or representatives under the Data Privacy and Bank Secrecy Laws, without prejudice to other legal remedies available to the PDIC.

- e. The Service Provider shall ensure that its directors, officers, and employees will comply with these obligations.
 - f. The Service Provider agrees to assume sole responsibility and hereby undertakes to indemnify the PDIC for any damage, which the PDIC, its officers and staff may sustain by reason of breach of any of the above conditions.
- 7. **Non-Exclusivity of the Contract** – It is understood that the Contract is non-exclusive. The PDIC shall have the right, at any time, in its sole discretion, to concurrently engage other agencies during the term of the Contract to perform similar services as those required under the Contract, which the PDIC may additionally need.
 - 8. **Retention Right** – The PDIC is hereby given a lien upon any and all monies or other properties of the Service Provider, which are in the PDIC's possession or with any third party acting on behalf of the PDIC, including without limitation those left with the PDIC by or for the account of the Service Provider. The PDIC is hereby given the right to retain the same to guarantee the payment or performance

of any and all liabilities of the Service Provider under this Contract, contingent or otherwise.

9. **Alternative Remedies** – The PDIC shall have the right to exercise alternatively, concurrently, or cumulatively all the rights and remedies now or hereafter available under the Contract, such as, but not limited to, the forfeiture of the Service Provider's Performance Security, as well as the availment by the PDIC of other remedies under other applicable laws, rules and regulations.
10. **Non-Waiver of Rights** – The failure of PDIC to insist upon the strict compliance by the SERVICE PROVIDER with any of the terms, conditions and covenants of this Contract shall not be deemed a relinquishment or waiver of any right or remedy that PDIC may exercise, nor shall it be construed as a waiver of any subsequent breach or default of the terms, conditions and covenants hereof which shall continue to remain in full force and effect. No waiver by PDIC of any of its rights hereunder shall be deemed to have been made unless expressed in writing and signed by PDIC through its duly authorized agents.
11. **Independent Contractor** – During the effectivity of this Contract, the Service Provider shall maintain its registration as an independent contractor in good standing with the Department of Labor and Employment.
12. **Severability** - If any provision of this Contract should, for any reason, be held void or unenforceable, the legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired and shall remain in full force and effect.
13. **Binding Effect/Assignment of Rights** - This Contract shall be binding upon the Service Provider, its successor-in-interest, legal representatives, and assigns. The foregoing notwithstanding, the Service Provider shall not in any way assign or transfer its rights and obligations under this Contract without the written approval of the PDIC.
14. **Entire Agreement** – The Contract, together with all the documents attached and/or incorporated thereto, constitutes the entire obligation of the parties with respect to the subject matter hereof and shall supersede any prior expression of intent or understanding, whether verbally or in writing, with respect to this transaction.

For this reason, the parties shall endeavor to interpret the various provisions of the Contract and the Bid Documents in a manner that will render all of those provisions valid and enforceable. In case of conflict between the provisions of the Bid Documents and the provisions laid out in the Contract, the latter shall prevail.

15. **Other Documents** – The parties agree to provide further assistance and execute such documents as may be necessary or reasonably desirable to accomplish the intents and purposes of the Contract.
16. **Transfer of Location** - The transfer of the PDIC office to any place, area or building within Metro Manila shall not affect the terms and conditions of this Contract and the PDIC shall have the right to demand from the SERVICE PROVIDER for any reduction or increase in the number of personnel or the transfer of their places of assignments as the need arises under the same rate and manner of payment and procedures as indicated herein.
17. **Dispute Resolution** - In case any dispute or difference of any kind whatsoever shall arise between the PDIC and the Service Provider in connection with or arising out of this Contract, the parties shall make every effort to resolve such dispute or difference amicably by mutual consultation.

If after thirty (30) calendar days, the parties have failed to resolve their dispute or difference by mutual consultation, then either the PDIC or the Service Provider may give notice to other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

Any dispute or difference in respect of which a notice to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after the delivery of the services under this Contract.

In the case of a dispute between the PDIC and the Service Provider, the dispute shall be resolved in accordance with Republic Act 9285 (RA 9285), otherwise known as the "Alternative Dispute Resolution Act of 2004".

Notwithstanding any reference to arbitration herein, the parties shall perform their respective obligations under the Contract unless they otherwise agree; and the PDIC shall pay the Service Provider any monies due the Service Provider.

18. **Attorney's Fees** – In the event that PDIC is compelled to seek judicial relief to enforce the provisions of the Contract, it shall be entitled to attorney's fees equivalent to ten percent (10%) of the amount claimed in the judicial action or of the contract price, whichever is higher, plus the costs of litigation and other expenses incidental thereto.
19. **Venue of Action** – Should it become inevitable for the parties to avail of the remedies in the court of law, all legal actions relating to, arising from, or in connection with the Contract shall be filed

exclusively with the appropriate court in the City of Makati to the exclusion of other courts of equal jurisdiction.

20. **Tax Clearance** – In line with Executive Order No. 398, s. 2005, the Service Provider certifies that it is free and clear of all tax liabilities to the government. Further, the Service Provider binds itself to pay taxes in full and on time; and that its failure to do so shall entitle the PDIC to suspend payment for any goods and services delivered by the Service Provider. Towards this, the Service Provider shall regularly present its tax clearance duly issued by the Bureau of Internal Revenue, as well as a copy of its income and business tax returns duly stamped and received by the BIR and duly validated with the tax payment made thereon, to the PDIC.

2.2

TERMS OF PAYMENT

For and in consideration of the services rendered, the PDIC hereby agrees to pay the winning bidder's Monthly Billable Rates for janitors, gardeners, skilled workers, messengers, and supervisors.

The Service Provider shall promptly pay all of its personnel assigned in the PDIC such remuneration and benefits as indicated in the winning bidder's financial proposal, which must be at least Php610.00 in accordance with existing wage rates.

The Service Provider shall make timely and immediate remittances of all amounts due to SSS/PHILHEALTH/PAG-IBIG FUND or such other related government agencies or private entities where the Service Provider is bound to make the remittances for the benefit of its personnel assigned in the PDIC.

Prior to the release of each payment, the Service Provider shall submit the following as attachments to its billing:

- a. Affidavit that the salaries, overtime, and allowances of the Service Provider's personnel assigned to the PDIC for the period being collected have been paid in accordance with existing labor laws and that individual payslips have been provided to each worker.
- b. Form R-3 (SSS), PHILHEALTH and PAG-IBIG FUND Contribution every quarter.
- c. Certificate of materials and supplies delivered monthly at the PDIC Premises duly received by the PDIC's authorized representative from the General Services Department.

The contract price shall be fixed and shall not be adjusted during contract implementation, except for the following instances:

- a. Mandated increase in the minimum daily wage pursuant to law or issuance of a new wage order after date of bidding;

b. Increase/adjustment in taxes and monthly contributions, etc.;

c. If during the term of the contract the PDIC has determined the need to reduce or increase the number of housekeeping and allied services personnel, the billable rate/s for the reduction or additional housekeeping and allied service personnel provided it will not exceed the approved budget for the contract (ABC) shall be based on the billable rate/s at the time of the bidding, unless otherwise adjusted due to mandated wage increases or adjustment in monthly contributions to SSS, PHILHEALTH, and PAGIBIG FUND.

In which case, a contract price adjustment shall be made, or appropriate relief shall be applied on a no loss-no gain basis to the Service Provider.

In compliance with existing laws and issuances, the Service Provider shall pay and remit the correct taxes to the BIR in full and on time and that failure to do so will entitle the PDIC to suspend payment for any services rendered.

Administrative Fee – The Service Provider shall be entitled to an administrative fee, as stated in the winning bidder's financial proposal, which shall not be less than ten percent (10%) of the Total Amount Paid to the worker and Government, which comprise the worker's salaries/wages, regular benefits, overtime pay, allowances, if any, and the statutory deductions from the salaries for SSS, PHILHEALTH, PAG-IBIG FUND, and ECC contributions.

Suspension of Payment – The PDIC shall have the right to suspend, in whole or in part, any payment due to the Service Provider under the Contract in the event there is delay, default, failure or refusal on the part of the Service Provider to perform its obligations under the Contract. In addition, the PDIC shall have the right to procure/engage, upon such terms and manner as the PDIC shall deem appropriate, the services of another agency to undertake or complete the services required of the Service Provider under the Contract. Any and all expenses that the PDIC may incur in relation thereto shall be for the exclusive account of the Service Provider and shall accordingly be reimbursed to the PDIC within fifteen (15) calendar days from written demand.

3

PERFORMANCE SECURITY

1. To guarantee the faithful performance of the obligations and services required in the terms of reference, the Service Provider shall post in favor of the PDIC a Performance Security in the form of Cash or Manager's/Cashier's check in the amount equivalent to five (5%) of the total contract price, or, in the form of a Bank Draft/Guarantee issued by a reputable universal or commercial bank in the amount equivalent to five (5%) percent of the total contract price, or, in the form of a Surety Bond callable on demand issued by a surety or insurance company duly certified by the Insurance Commission as

	<p>authorized to issue such security in the amount equivalent to thirty (30%) percent of the total contract price.</p> <ol style="list-style-type: none"> 2. In case there is a need to deploy additional personnel in excess of the number provided for in the terms of reference, the Service Provider, without need of demand from the PDIC, shall post additional performance security in any of the forms allowed in the immediately preceding paragraph within 24 - 48 hours from deployment of the additional housekeeping and allied services personnel. 3. In the event that the performance security posted by the Service Provider shall be deemed inadequate or otherwise unacceptable by the PDIC, the PDIC shall have the right to require the service provider to post a performance security in such form and amount as determined by the PDIC and allowed under existing laws and regulations. 4. The Performance Security shall answer for any damage the PDIC may suffer by reason of the Service Provider's default of any of its obligations, unsatisfactory performance of duties, performance of duties not related to services covered by the Contract, and/or breach of the terms and conditions of the Contract and shall likewise guarantee payment for any loss, damage or injury that may be caused by the Service Provider to the PDIC, its officers, employees, clients, retained employees of closed banks, and guests, including losses and damages on the properties and facilities of the PDIC due to the fault or negligence of the Service Provider and its personnel. 5. Any changes made in the Contract shall in no way annul, release, or affect the liability of the Service Provider and the Performance Security.
4	<p>INSPECTION AND TEST</p> <p>Inspections shall be conducted at the Project Site by the PDIC's Administrative Services Group to determine whether the output faithfully meets the minimum requirements specified for the Project.</p>
6	<p>LIABILITY OF THE SERVICE PROVIDER</p> <p>In the event that the Service Provider violates or breaches any of the terms and conditions of the contract, which includes neglecting to perform and deliver within the prescribed period any of the works, duties, functions, responsibilities or obligations stipulated herein, inclusive of the duly granted time extension, if any, or fails for any reason whatsoever to carry out the tasks herein required in a satisfactory and acceptable manner, the Service Provider shall be liable in any or all of the following consequences of default:</p> <ol style="list-style-type: none"> a. Forfeiture of Performance Security - The performance security shall be forfeited in favor of the PDIC in the event that the Service Provider is in default or breach of its obligations under the contract and shall answer for any loss, damage or injury caused to the PDIC

as a result of the willful, unlawful, or negligent act or omission of the Service Provider or any of the Service Provider's representative.

- b. **Liquidated Damages and Penalties** – The Service Provider shall, without need of demand, be liable for damages for such default and shall pay the PDIC liquidated damages in an amount equivalent to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay or breach. In the event that the total sum of liquidated damages or the total cost to the PDIC of any such delay or inability by the Service Provider to deliver its obligations reaches 10% of the contract price, the PDIC may, at its option, (i) proceed to terminate the contract in accordance with the procedures laid down in Annex I of the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, or (ii) allow the Service Provider to continue and complete the Project subject to continuous accrual and imposition of liquidated damages, by way of penalty, at the rate herein prescribed until such services are finally delivered and accepted by the PDIC.

The PDIC need not prove that it has incurred pecuniary damages to be entitled to remedies above provided. Furthermore, the PDIC reserves the right to deduct any and all of the damages/penalties from any money due or payments which may become due to the Service Provider under the terms of the contract and/or from the securities/warranties filed/submitted by the Service Provider as the PDIC may deem convenient and expeditious under the prevailing circumstances.

- c. **Stoppage of Work/Payment** - The PDIC shall have the right to stop, in whole or in part, any of the work or payment due under the contract in the event of default on the part of the Service Provider to perform its obligations under the contract.
- d. **Take-over of Contract** - The PDIC shall have the right to procure/engage, upon such terms and manners as the PDIC shall deem appropriate, the services of another Service Provider to undertake the unperformed/undelivered service(s) of the Service Provider pursuant to the provisions of the IRR of R.A No. 9184. Any expenses that may be incurred to engage another Service Provider shall be for the exclusive account of the Service Provider. The Service Provider shall likewise be liable to pay for all the incremental expenses that the PDIC may incur to fully complete the Project.
- e. **Termination of Contract** - In the event that such delay, default, failure, or refusal to deliver or perform any or all of the goods or services within the limit prescribed herein, including with any extension thereof granted, if any, the PDIC shall have the right to terminate the contract, subject to provisions of Annex I of the IRR of R.A No. 9184.

Upon the commencement of the termination, the Service Provider shall stop the work immediately, in case no prior work stoppage has been issued by the PDIC against the Service Provider. The Service Provider shall also turn over all documents/records which came to its possession by reason of the contract.

- f. **Blacklisting of the Service Provider** - Upon termination of the contract due to default of the Service Provider, the PDIC shall have the right to issue a Blacklisting Order disqualifying the Service Provider from participating in the bidding of all government projects during the period of suspension.
- g. **Non-exclusivity** - The sanctions and remedies mentioned herein shall be understood to be without prejudice to other rights that the PDIC may exercise under the contract, pertinent laws, rules, and regulations.
- h. **Indemnity** - The Service Provider shall answer and indemnify the PDIC for the cost of any damage to or loss of the latter's property, or to those for which the PDIC may be held responsible for whatever reason, which is due to or has been sustained through the fault of the Service Provider's personnel. For all items/equipment/supplies owned by the PDIC and used by the Service Provider and/or its employees but found lost or damaged, the corresponding amount shall be automatically deducted from the Service Provider's billings/payments. In this connection, the Service Provider's personnel shall submit to frisking and bodily search and bag check by the PDIC's security guards upon entering and/or when leaving the PDIC Premises as may be required.

The Service Provider shall answer and indemnify the PDIC for whatever injuries or damages suffered by reason of failure, negligence, delay or conduct on the part of the Service Provider and/or its personnel in the performance of the contractual obligations stipulated herein.

The Service Provider shall hold the PDIC or any of its officials, employees and/or agents free and harmless from any injury, liability, damage or loss of the Service Provider's tools, equipment, or materials needed for the duration of the Contract, unless it is clearly ascertained that the fault lies with the PDIC or any of its officials, employees and/or agents. Damaged or lost tools, equipment and materials shall be immediately replaced by the Service Provider to avoid any interruption in the delivery of the required services.

Force Majeure:

The Service Provider shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent

that the Service Provider's delay in performance or other failure to perform its obligations under the Contract is the result of a *force majeure*.

For purposes of this Contract the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Service Provider could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Service Provider. Such events may include, but not limited to, acts of the PDIC in its sovereign capacity, wars or revolutions, fires, floods, epidemics, pandemic, quarantine restrictions, and freight embargoes.

If a *force majeure* situation arises, the Service Provider shall promptly notify the PDIC in writing of such condition and the cause thereof. Unless otherwise directed by the PDIC in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *force majeure*.

CONTRACT
(Housekeeping and Allied Services)

KNOW ALL MEN BY THESE PRESENTS:

This Contract Agreement for Housekeeping and Allied Services (hereinafter referred to as the "Contract"), made and entered into by and between:

PHILIPPINE DEPOSIT INSURANCE CORPORATION (PDIC), hereinafter referred to as the "**PROCURING ENTITY**", a government instrumentality created and existing under R.A. No. 3591, as amended, with principal office address at _____, Metro Manila, represented herein by its _____, _____, duly authorized for the purpose of this Contract as evidenced by Board Resolution _____, attached as **Annex "A"**;

- and -

_____, hereinafter referred to as the "**SERVICE PROVIDER**", a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office address at _____, represented herein by its _____, _____, duly authorized for the purpose of this Contract as evidenced by Board Resolution _____, attached as **Annex "B"**;

The **PROCURING ENTITY** and the **SERVICE PROVIDER** shall collectively be referred to as the "**PARTIES**".

ANTECEDENTS:

The **PROCURING ENTITY** needs to engage the services of a contractor to provide the following services:

1. Housekeeping Services including the necessary tools, equipment, and supplies/consumable items for the general cleaning, sanitation, and good housekeeping of PDIC premises and facilities;
2. Provide Messengerial Services within the PDIC Premises;
3. Allied Services including air-conditioning, electrical, plumbing, carpentry, painting, landscaping, and other related services necessary for the physical upkeep and maintenance of the PDIC premises and facilities; and



4. Implementation of mitigation measures in compliance to the CSC-DOH-DOLE JMC No. 1, s. 2020, on Occupational Safety and Health Standard Protocols, and DOH A.O. No. 2020-0015 covering guidelines on health standards for COVID 19 mitigation and other infectious diseases.

For the procurement of the required services, a public bidding was conducted by the **PROCURING ENTITY** pursuant to the provisions of Republic Act No. 9184 (The Government Procurement Reform Act);

In the public bidding held for the purpose, and after due evaluation and conduct of post-evaluation, the **SERVICE PROVIDER** was found to have submitted the Lowest Calculated and Responsive Bid and offered the most advantageous terms and conditions to the **PROCURING ENTITY**;

The procurement of the required housekeeping and allied services was included in the _____ PDIC Corporate Operating Budget pursuant to Board Resolution No. _____ dated _____, and the fund for the approved budget has been allotted, set aside, and made available for the said services, as evidenced by a Certification for Budget and Fund Availability, which is attached as **Annex "C"** of this Contract;

NOW, THEREFORE, for and in consideration of the foregoing premises and of the mutual covenants and stipulations hereinafter set forth, the parties hereto have agreed and do hereby agree, as follows:

1. **Definitions** – In this Contract, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to below.
2. **Documents Incorporated** - The following documents are attached to this Contract and shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any;
 - (b) Winning bidder's Bid, including the Eligibility Requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - (c) Performance Security;

- (d) Notice of Award of Contract; and the Bidder's conforme thereto; and
 - (e) Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.
3. In consideration of the payments to be made by the **PROCURING ENTITY** to the **SERVICE PROVIDER** as hereinafter mentioned, the **SERVICE PROVIDER** hereby covenants with the **PROCURING ENTITY** to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
 4. The **PROCURING ENTITY** hereby covenants to pay the **SERVICE PROVIDER** in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price in the amount of [total contract price in words and figures] or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed in the SCC.

IN WITNESS WHEREOF, the parties have hereunto signed and executed this Contract in accordance with the laws of the Republic of the Philippines on the date and place stated under their respective names.

PHILIPPINE DEPOSIT INSURANCE CORPORATION

Procuring Entity
TIN 000-488-662

By:

Date: _____
Place: Makati City

SIGNED IN THE PRESENCE OF:

SERVICE PROVIDER

TIN _____

By:

Date: _____

Place: _____

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
MAKATI CITY) S.S.

BEFORE ME, a Notary Public for and in the City of Makati, on this ____ day of _____, the following personally appeared:

Name	Competent Evidence of Identity	Date/Place Issued
Philippine Deposit Insurance Corporation <i>Represented by</i> _____	PDIC ID No. _____	_____

known to me and to me made known to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their own free and voluntary act and deed, as well as of the corporations they represent, and that they are duly authorized so sign the same.



This Instrument, which refers to a *Contract for Housekeeping and Allied Services* consisting of _____ (____) pages, including this page where the acknowledgment is written, has been signed on each and every page thereof by the parties and their witnesses and thereafter sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the date and place first above written.

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20_____.



ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
MAKATI CITY) S.S.

BEFORE ME, a Notary Public for and in the City of Makati, on this ____ day of _____, the following personally appeared:

Name	Competent Evidence of Identity	Date/Place Issued
_____ <i>Represented by</i> _____	_____	_____

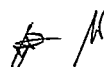
known to me and to me made known to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their own free and voluntary act and deed, as well as of the corporations they represent, and that they are duly authorized so sign the same.

This Instrument, which refers to a *Contract for Housekeeping and Allied Services* consisting of _____ (___) pages, including this page where the acknowledgment is written, has been signed on each and every page thereof by the parties and their witnesses and thereafter sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the date and place first above written.

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20_____.



Section VII. Technical Specifications/Terms of Reference

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

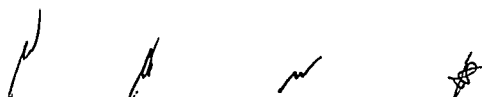
Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.



Technical Specifications

Item	Specification	Statement of Compliance
	All provisions of the attached Terms of Reference	<i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>

Submitted by: _____

Name and Signature of Authorized Representative

Designation : _____

Date : _____

TERMS OF REFERENCE

Project	Engagement of Housekeeping and Allied Services Provider for PDIC
Approved Budget for the Contract (ABC)	PESOS: Seventeen Million Pesos (P17,000,000.00)
Contract Duration	Ten (10) months reckoned seven (7) calendar days from issuance of the Notice to Proceed (NTP)

A. PROJECT COVERAGE

1. Provision of Housekeeping Services including the necessary tools, equipment, and supplies/consumable items for the general cleaning, sanitation and good housekeeping, of PDIC premises and facilities;
2. Provision of Messengerial Services within the PDIC Premises;
3. Provision of Allied Services including air-conditioning, electrical, plumbing, carpentry, painting, landscaping and other related services necessary for the physical upkeep and maintenance of the PDIC premises and facilities; and
4. Implementation of mitigation measures in compliance to the CSC-DOH-DOLE JMC No. 1 s 2020 (**Annex A**) on Occupational Safety and Health Standard Protocols and DOH AO No. 2020-0015 (**Annex B**) covering guidelines on health standards for COVID 19 mitigation and other infectious diseases.

B. CONTRACT DURATION

The contract shall cover a period of **ten (10) months** reckoned seven (7) calendar days from issuance of the Notice to Proceed (NTP).

C. APPROVED BUDGET FOR THE CONTRACT (ABC) and NUMBER OF PERSONNEL

1. The **Approved Budget for the Contract (ABC)** is **Seventeen Million Pesos (P17,000,000.00)** and is based on the following required number of housekeeping and allied services personnel: one (1) Project Supervisor; two (2) Team Leaders; thirty four (34) janitors, one (1) gardener, seven (7) skilled workers, i.e., one (1) carpenter, two (2) electricians, two (2) A/C technicians, one (1) painter, and one (1) plumber; and three (3) messengers, for a total of **forty eight (48) service personnel**.

D. MINIMUM QUALIFICATIONS OF BIDDER/SERVICE PROVIDER

The Service Provider must -

1. have at least five (5) years minimum experience in the business of providing housekeeping and allied services reckoned from date of opening of the bids, with previous/current dealings with private or government-owned agency, and/or commercial bank;

2. have satisfactorily completed a similar contract within the last five (5) years reckoned from the date of the Invitation to Bid (ITB);
3. have at least one hundred (100) housekeeping and allied services personnel deployed in 2023;
4. is duly registered with the Department of Labor and Employment (DOLE);
5. is duly registered with the Bureau of Internal Revenue (BIR); and
6. is duly registered and is included in the roster of active employers of SSS, PAGIBIG FUND, and PHILHEALTH.

E. PREMISES AND LOCATION

1. **Premises and Location** – Housekeeping and Allied Services shall be satisfactorily performed and delivered at the following premises and location:
 - a. The PDIC premises located at the PDIC Complex, 2228 Chino Roces Avenue, Makati City;
 - b. PDIC leased floors at SSS Ayala Building, 6782 Ayala Avenue cor. Rufino Makati City

F. SCOPE OF REGULAR SERVICES including mitigation measures to be implemented in compliance to PDIC Safety and Health Protocol.

1. **Housekeeping Services - Daily Operations, Monday - Friday (PDIC Premises)**
 - a. Sweep, mop dry, scrub/polish, tiled floors at all offices, common areas and lobby floors.
 - b. Clean and replenish supply of folded paper towel and rolled tissue dispensers and liquid soap dispensers, and wipe with disinfectant solution all door knobs/locksets, hand dryers, bidets, faucets, urinals, toilet bowls, lavatory sink, wash basins at all toilet facilities.
 - c. Dust, clean, and wipe all glass panels/walls/doors, glass top, doors and windows, ledges and wipe with disinfectant solution surfaces of desks, tables, office equipment, bookshelves, cabinets, and all other furniture, fixtures, and furnishings;
 - d. Clean, wash with detergent soap, and sanitize with disinfectant solution all trash cans of all employees and garbage receptacles at meeting rooms, conference rooms, pantry areas, toilet facilities and canteen;
 - e. Clear/remove/dispose/undertake waste segregation, i.e. dry and wet, biodegradable and non-biodegradable, and neatly place these in applicable garbage bags and properly deposit in the material recovery facility and spray with disinfectant solution;

- f. Clean and polish stairways, stair landing, hallways, aisles, lobbies, and corridors and wipe with disinfectant solution all surfaces like handrails and railings every two (2) hours;
- g. Vacuum all carpeted areas and spray with disinfectant solution;
- h. Clean air vents, water bins including removal/flushing of existing water, rinse the air filters with water, and replenish evaporative air coolers with clean fresh water (Note: do not use high pressure water spray when cleaning the air filters);
- i. Clean, dust, wash with detergent soap and maintain the neatness of welcome doormats/dirt traps installed at entrances and lobbies and toilet facilities.
- j. Comply with hand hygiene and sanitary practices, i.e. wearing of face masks, hairnets, surgical gloves, apron, etc. when handling food errands, food deliveries and preparation, and when serving meals/snacks during meetings, as may be permitted;
- k. Assist in the hauling/transfer of boxes of documents, office supplies, and various Furniture, Fixture and Equipment (FFEs);
- l. Spray disinfectant on the exterior body and interior cabin of corporate vehicles including wiping of metal surfaces, cleaning of the plastic shields and/or viral screen barriers between the driver and passengers, vacuum floor matting, and cleaning of AC vents;
- m. Provide/equip its service personnel with face masks, surgical gloves, hairnets, aprons, bottled hand sanitizers/alcohol, and anti-bacterial soap, and Personal Protective Equipment (PPEs) during conduct of spraying of disinfectant; and
- n. Regular watering of all plants including trimming/pruning trees and shrubs, weeding of grass and keeping green spaces and walkways clear any debris and litter.

2. Housekeeping Services – Weekly Operations/every Sunday (PDIC Premises)

General cleaning of offices and lobby floors to include the following tasks/activities:

- a. Sweep, strip-off existing wax, use of polisher to scrub-off/scrape-off/remove any remaining grime/dirt/wax, wash and scrub, mop clean and dry, apply wax, and polish all floors;
- b. Clean and sanitize with disinfectant solution all door knobs/locksets, hand dryers, bidets, faucets, urinals, toilet bowls, lavatory sink, wash basins at all toilet facilities including handwashing stations;

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- c. Wash, soap, rinse and wipe dry all interior glass window panes, garbage bins, and trash cans and spray with disinfectant solution;
- d. Wash, soap, rinse and wipe dry all light diffusers, vertical and horizontal blinds, AC supply vents, electric stand fans and blowers, and air curtains and spray with disinfectant solution;
- e. Clean and remove any trapped dirt and grime in air filters, air vents, remove/flush existing water, rinse the air filters with water, and replenish evaporative air coolers with clean fresh water (Note: do not use high pressure water spray when cleaning the air filters);
- f. Remove any food leftovers inside the freezer, chiller, and vegetable bins, defrost and clean the refrigerators with anti-bacterial detergent, including cleaning and washing of thermo air pots and replenish with clean fresh water, microwave ovens, oven toasters and coffee maker, dish driers, etc.;
- g. Shampoo and vacuum-dry carpeted floors, remove any stains, or burn-marks, and brush clean of any dirt, air-dry and spray disinfectant solutions;
- h. Wash and wipe with disinfectant solution all horizontal and vertical blinds, and interior window glass panes and frames, and all vertical and horizontal wall surfaces;
- i. Sanitize the garbage depository facility by hosing down any hard-to-remove dirt/grime/oil, etc. with high pressure water spray, scrub the floor and wall surfaces with soap detergent mixed with disinfectant solution, hose down with high pressure water, air-dry, and spray disinfectant solution; (Note: Observe proper waste segregation, i.e. dry and wet, "nabubulok and di nabubulok", etc. and neatly place in transparent biodegradable garbage bags before depositing it in the garbage depository facility); and
- j. Provide/equip its service personnel with face mask and/or face shield, surgical gloves, hairnets, aprons, bottled hand sanitizers/alcohol, anti-bacterial soap, and PPEs, i.e. cover-alls, during conduct of spraying of disinfectant.

3. Housekeeping Services - Monthly Operations

- a. Remove any cobwebs in all areas at offices and within the premises;
- b. Clean, shampoo, and vacuum all demountable partitions with fabric upholstery or of similar material, air-dry and spray with disinfectant solution;
- c. Shampoo and vacuum-dry all carpeted areas and spray with disinfectant solution;
- d. Wipe ceiling boards including removal of any stain/water marks and replacement with new ones in office areas, and cleaning of utility rooms, file and storage rooms, as may be permitted, and spray disinfectant solution; and

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- e. Provide/equip its service personnel with face mask, surgical gloves, hairnets, aprons, bottled hand sanitizers/alcohol, anti-bacterial soap, and PPEs, i.e. cover-alls, during conduct of spraying of disinfectant.
4. **Housekeeping Services - Warehouse Weekly Operations at Chino Roces**(at least once a week)
- a. Remove cobwebs at ceiling and wall surfaces, wash, scrub, mop and sweep floors including pavement and immediate surroundings;
 - b. Clean, scrub, and wash with detergent soap washrooms and toilets and pantry/kitchenette, if any, and wipe surfaces with disinfectant solution;
 - c. Dust, clean and wipe surfaces of vertical/horizontal surfaces, doors, walls, partitions, shelves, cabinets, furniture, fire extinguishers and equipment stored at the warehouse with disinfectant solution;
 - d. Clear/remove/dispose/undertake waste segregation, i.e. dry and wet, biodegradable and non-biodegradable, and neatly place these in garbage bags and properly deposit in the garbage facility within the warehouse premises and spray disinfectant solution; and
 - e. Provide/equip its service personnel with face mask, surgical gloves, hairnets, aprons, bottled hand sanitizers/alcohol, and anti-bacterial soap, and PPEs , i.e. cover-alls, during conduct of spraying of disinfectant.
5. **Messengers - Daily Operations**
- a. Delivery of various documents to concerned departments/units ensuring proper log/recording of all documents received by concerned departments/units;
 - b. Receiving of various documents and mail matters through the Central Mail Station (CMS) at the ground floor lobby area at Ayala and Chino Roces offices;
 - c. Provide/equip its service personnel with face mask, surgical gloves, bottled hand sanitizers/alcohol, and anti-bacterial soap; and
 - d. Perform other similar and related tasks as may be required or assigned from time to time.
6. **Project Supervisor - Daily Operations**
- a. Oversee and manage the day-to-day operations and the assigned tasks/activities of the service personnel to ensure faithful performance of their assigned tasks;
 - b. Check/validate the monthly shift schedule/rotation of work assignments submitted by the Team Leader;



- c. Check/validate the work accomplishment report for extra service and overtime services rendered by the service personnel including the request for extra-service personnel and authority to render overtime work;
- d. Represent the service provider and be responsible in attending to/ implementing various requests, instructions, and in addressing/resolving complaints reported by PDIC;
- e. Review/check/validate and submit the monthly accomplishment report and inventory report on utilization of consumable supplies/items and if there are any defective tools and equipment which has to be fixed/repaired and/or replaced;
- f. Must have completed a certification course on Basic Occupational Safety and Health (BOSH) conducted by DOLE or any of its Accredited Training Institutions and National Certification II (NC II) on Housekeeping by TESDA, or any of its accredited Manpower Skills Training Institutions
- g. Perform other duties and responsibilities, as may be needed and/or as may be directed, and ensure satisfactory compliance to the terms and conditions of the contract.

7. Team Leaders - Daily Operations

- a. Supervise and monitor the assigned tasks/activities of the service personnel to ensure faithful performance of their assigned tasks/activities to ensure that assigned tasks are completed within the 2-hour TAT without causing any disruption to the day-to-day operations of the corporation;
- b. Prepare and submit the monthly rotation/shifting of floor assignments except for service personnel assigned at the executive offices;
- c. Check/validate the correct number of hours rendered and prepare the work accomplishment report for extra services and overtime services rendered;
- d. Must have completed NC II on Housekeeping by TESDA, or any of its accredited Manpower Skills Training Institutions; and
- e. Perform other duties and responsibilities, as may be needed and/or as may be directed and ensure satisfactory compliance to the terms and conditions of the contract.

8. Allied Services - Air-Conditioning, Electrical, Plumbing, Carpentry, Painting works, and other related building and facilities maintenance services.

The Service Provider, specifically its team of skilled workers consisting of a carpenter, electricians, A/C technicians, painter, and plumbers, shall attend to the performance of all allied services and concerns related to the day-to-day monitoring/checking and operation and maintenance of various air-conditioning units, electrical equipment, plumbing facilities, carpentry works, and other related facilities maintenance services.

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The eight (8) skilled workers, including the Gardener, must have completed a related NC II Certification on related function by TESDA, or any of its accredited Manpower Skills Training Institutions.

G. WORK FORCE, WORK SCHEDULE, AND WORK SHIFT

1. The Service Provider shall provide the following minimum number of housekeeping and allied services personnel based on the present needs of PDIC: (i) one (1) Project Supervisor; (ii) two (2) Team Leaders; (iii) thirty four (34) janitors; (iv) one (1) gardener; (v) seven (7) skilled workers, i.e., one (1) carpenter, two (2) electricians, two (2) A/C technicians, one (1) painter and one (1) plumber; and (vi) three (3) messengers, for a total of **forty eight (48) service personnel**.
2. The Service Provider shall submit the Work Schedule and Work Shift of its service personnel based on the following:

Service Personnel	Daily Work Shift	Regular Work Schedule (6days/week)		
		Monday - Friday		Sunday
Team Leaders, Janitors, Gardener, and Skilled Workers	AM Shift	0600H	1500H	0700H - 1600H
	PM Shift*	0800H	1700H	
Service Personnel	Daily Work Shift	Regular Work Schedule (5days/week)		
		Monday - Friday		Saturday/Sunday
Project Supervisor	AM Shift	0800H	1700H	-
Messengers	AM Shift	0800H	1700H	-

However, and as the need arises, the Service Provider shall provide additional service personnel, provided the approved budget for the contract is not exceeded, or reduce the number of personnel as may be deemed necessary, or as may be requested by the PDIC under the same rate, terms and conditions as stated herein.

3. Any change/s in the shift schedule, as may be deemed necessary or as may be requested, for the satisfactory performance of the housekeeping and allied services shall be formally communicated to the Service Provider.
4. In the event a service personnel applies for a scheduled or go on an unscheduled leave of absence, the Service Provider shall promptly dispatch/assign a reliever in his/her place, otherwise, a corresponding deduction shall be imposed on the billing statement for services not rendered.
5. The Service Provider shall maintain a pool of at least ten (10) janitors and shall likewise make available reliever/s for the project supervisor, team leader/s, janitors/janitress, skilled workers, and messengers, who can be deployed within 24 - 48 hours upon receipt of the request from PDIC under the same rate, terms and conditions as stated herein.

H. STANDARDS OF WORK

1. Workplaces, Conference Rooms, Lobbies, Corridors, Hallways, and Stairways

(Handwritten signatures and marks)

- a. Carpeted areas are vacuumed dry and clean and with no stain marks;
- b. Shall have well-polished floors, shiny and showing evidence of having been stripped of the old wax and applied with new wax, buffed, and polished, dust-free, and without any litter or clutter.
- c. Furniture, fixture, furnishings and office equipment are kept clean and dust-free and surfaces, specifically the metal surfaces, have been sanitized/wiped with disinfectant solution.
- d. Waste cans are emptied daily, washed, scrubbed to remove grime/dirt, and cleaned with detergent soap, air dried, provided with plastic liners, and sprayed with disinfectant solution;
- e. Floors and surfaces are properly cleaned, free of dirt and clutter, no stains and smudges, no cobwebs, window glass panes are clean and shiny, and floors at corridors, hallways, lobbies, and stairways are shiny and polished, and metal surfaces are sanitized/wiped with disinfectant solution.

2. Toilet facilities, fixtures, and pantry areas

All toilet facilities are well scrubbed, free from grime, dirt and yellowish substances, walls are free from stain, and tiles and bowls, and lavatories are odor-free and properly sanitized/sprayed with disinfectant solution hourly basis.

3. To ensure that the above standards of work are satisfactorily performed, the Service Provider shall endeavor to provide only well-trained service personnel, preferably with NC II certification on housekeeping or other related programs by TESDA or any of its accredited Manpower Skills Training Institutions, and are attested to be honest, competent, courteous, efficient, dependable, and well-groomed, and shall at all times comply with the safety and security regulations of PDIC. For this purpose, any and all cost/expenses that may be incurred to comply with abovementioned provision shall exclusively be vested with the Service Provider.

I. FINANCIAL REQUIREMENT

1. For uniformity in the determination of the applicable minimum wage, the PDIC falls under establishments with total assets of more than Php30Million.
2. The Service Provider shall include in its financial proposal a price quotation/billable monthly rate for the janitors and messengers pursuant to NCR W.O. No. 24 effective July 15, 2023, and the prevailing statutory rates (PAG IBIG, PHILHEALTH, SSS) and shall use as reference the DOLE Department Order No. 174 Series of 2017 dated March 16, 2017.

The applicable Minimum Wage Rate (MWR) to be used as reference in the preparation of the billable rates for the janitors and messengers shall be computed at P610.00 per day pursuant to NCR W.O. No. 24.

For the price quotation/billable monthly rate for the (i) Project Supervisor; (ii) Team Leader; (iii) Skilled Workers and (iv) Gardener, the basic rate to be used as reference shall be computed at P900.00 per day for the Project Supervisor and P700.00 per day for the Team Leader, Skilled Workers, and Gardener.

For uniformity, the above data shall be reflected in the attached Billable Rate Template for (i) one (1) Project Supervisor; (ii) two (2) Team Leaders; (iii) thirty four (34) janitors; (iv) one (1) gardener; (v) seven (7) skilled workers, i.e., one (1) carpenter, two (2) electricians, two (2) A/C technicians, one (1) painter and one (1) plumber; and (vi) three (3) messengers, for a total of **forty eight (48)** Housekeeping and Allied Services Personnel (**Annex C**).

3. The Bid Amount shall be deemed to embrace all costs and charges associated with carrying out all elements of the proposed housekeeping and allied services contract including but not limited to licenses, fees, statutory obligations, and all applicable taxes.

Further, the Bid Amount shall be based on the prevailing mandated Wage Order at the time of the bidding, in strict compliance to labor standards and the mandated contributions and remittances to SSS, PHILHEALTH, PAGIBIG FUND, and all other welfare benefits including other existing and applicable laws, rules and standards.

J. PERFORMANCE SECURITY

1. To guarantee the faithful performance of the obligations and services required in the terms of reference, the Service Provider shall post in favor of PDIC a Performance Security in the form of Cash or Manager's/Cashier's check in the amount equivalent to five (5%) of the total contract price, or, in the form of a Bank Draft/Guarantee issued by a reputable universal or commercial bank in the amount equivalent to five (5%) percent of the total contract price, or, in the form of a Surety Bond callable on demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security in the amount equivalent to thirty (30%) percent of the total contract price.
2. In case there is a need to deploy additional personnel in excess of the number provided for in the terms of reference, the Service Provider, without need of demand from PDIC, shall post additional performance security in any of the forms allowed in the immediately preceding paragraph within 24 - 48 hours from deployment of the additional housekeeping and allied services personnel.
3. In the event that the performance security posted by the Service Provider shall be deemed inadequate or otherwise unacceptable by PDIC, PDIC shall have the right to require the service provider to post a performance security in such form and amount as determined by PDIC and allowed under existing laws and regulations.

K. DISCLOSURE OF COMMON OWNERSHIP OR RELATED INTEREST

1. For good order, only one (1) service provider belonging to a group of companies, having common ownership, or, of related interest, shall be allowed to participate in the bidding.



2. The Service Provider shall fully disclose the name of its parent and/or sister-company who are similarly engaged in the business of providing housekeeping and allied services.

L. OTHER TERMS AND CONDITIONS

1. All bid prices for the ten (10) month- contract duration shall be fixed and shall not be adjusted during contract implementation, except for the following instances:
 - a. Mandated increase in the minimum daily wage pursuant to law or issuance of a new wage order after date of bidding;
 - b. Increase/adjustment in taxes and monthly contributions, etc.;
 - c. If during the term of the contract the PDIC has determined the need to reduce or increase the number of housekeeping and allied services personnel, the billable rate/s for the reduction or additional housekeeping and allied service personnel provided it will not exceed the approved budget for the contract (ABC) shall be based on the billable rate/s at the time of the bidding, unless otherwise adjusted due to mandated wage increases or adjustment in monthly contributions to SSS, PHILHEALTH, and PAGIBIG FUND.
2. The Service Provider shall make prompt payment to all its personnel such remuneration and benefits as indicated and set forth in accordance with the existing minimum wage rates, and shall make timely and immediate remittances of all contributions to SSS, PHILHEALTH, and PAGIBIG FUND, or such other related government agencies private entities where the housekeeping and allied service provider is bound to make the remittances for the benefit of its personnel assigned in PDIC.
3. To ensure the religious implementation of the above condition, the Service Provider shall submit a certificate of bank deposit (savings, time or demand type of deposit) upon receipt of the notice to proceed equivalent to one-half (1/2) of the total monthly billing based on its submitted financial proposal. Said deposit shall be used to pay the salaries including overtime of their personnel every payroll period and shall be renewed or replenished prior to subsequent billings. Evidence of renewal or replenishment of deposit such as deposit slips, etc., shall be attached to the subsequent billings as proof that it has complied with the requirement.
4. PDIC shall have the sole option to cancel and/or terminate the contract at any time for violation of any of the terms and conditions thereof and/or if, in its determination, the service that has been rendered is substandard and/or unsatisfactory.
5. The Service Provider shall maintain a satisfactory level of performance throughout the term of the contract based on the following criteria:
 - a. Quality of the Service Rendered;

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- b. Timeliness with regard to the on-time submission of accurate: (i) Bi-Monthly Billing for Regular Services Rendered; (ii) Bi-Monthly Billing for Overtime Services (OT) rendered for the Corporation; and (iii) Bi-Monthly Billing for Extra-Services rendered for the Corporation, which shall be within two (2) weeks after the service is rendered;
- c. Management and Suitability of Personnel (in reference to Section N and O);
- d. Submission of Regular Monthly Accomplishment Report every 7th day of the succeeding month; and
- e. Strict compliance to the DOH and DOLE Occupational and Safety Health Standards (OSHS) protocols, as may be applicable.

M. DELIVERABLES: MINIMUM QUANTITIES OF TOOLS AND EQUIPMENT TO BE USED IN DAILY OPERATIONS

The Service Provider shall make available, on its own account and at no additional cost to PDIC, the minimum quantities of cleaning items, materials, tools and equipment necessary in the conduct of its daily operations to ensure the satisfactory performance of the service. **(Annex D)** Any tool or equipment found defective or unserviceable shall be promptly replaced at no additional cost to PDIC.

N. DELIVERABLES: MINIMUM QUANTITIES OF MONTHLY CONSUMABLE SUPPLIES AND ITEMS

1. The Service Provider shall make available on a monthly basis, for the duration of the contract, the minimum quantities of consumable supplies and items required for the satisfactory performance of the service. Consumable supplies and items, as applicable, must be environment friendly **(Annex E)**.
2. The total estimated cost of the above minimum consumable supplies and items shall be divided by the total number of the janitors, gardener or equivalent to thirty five (35) personnel and shall be added to the monthly billable rate per janitor (in reference to "Annex C") while the supervisors, skilled workers, and messengers will include the basic tools and PPEs:
 - a. Supervisor, Team Leaders and messenger- face mask and hairnet
 - b. Skilled worker-face mask, safety helmet, gloves and safety shoes.
3. For monitoring and control, the Service Provider shall certify that the above minimum consumable supplies and items were delivered per month and used in the satisfactory performance of the service. The said certification shall be noted by the Unit Head of the General Services Department, and shall be attached to the bi-monthly billing together with the certification of remittance of the mandatory contributions to SSS, PAGIBIG FUND, and PHILHEALTH.
4. To mitigate and prevent the spread of infectious diseases, the PDIC Administrative Services Group (ASG) will include in its inventory three (3) units 16-liter knapsack

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high pressure sprayer and one (1) unit misting equipment including adequate supply of disinfectant solution to augment the service providers tools and equipment and supply of disinfectant solution if and when increased frequency of spraying of disinfectant is required.

O. OTHER CONSIDERATIONS

1. The Service Provider shall make available, on its own account, the appropriate uniforms to its personnel assigned in the PDIC Premises with the name of the company inscribed at the back, and complete identification cards, which shall be worn at all times while within the PDIC premises. Further, the Service Provider shall equip its service personnel with face mask, surgical gloves, hairnets, aprons, bottled hand sanitizers/alcohol, anti-bacterial soap, and PPEs, i.e. coveralls, during conduct of spraying of disinfectant.
2. The PDIC reserves the right to request for the immediate pull-out and replacement of the service partner/s who may be found incompetent, dishonest, and whose continued engagement is deemed prejudicial to the best interest of the Corporation.
3. The Service Provider shall act within two (2) working days from date of receipt of the request by PDIC for the pull-out and replacement of the concerned service personnel.

P. SAFETY AND SECURITY AND HEALTH PROTOCOLS

1. For security control and monitoring of movement, the Service Provider shall submit a list of its service personnel including their current I.D. photo to the Security Unit of the General Services Department.
2. The service personnel shall, after the end of their work shift, and before exiting the PDIC premises, shall present to the duty-shift security guard at the ground floor their bag or backpack or the like for security check and inspection;
3. The service personnel shall be briefed of the SOGI on Physical Security and SOGI on Housekeeping and Allied Services, including the "what to do before/during/after any emergency or disaster" including the guidelines on PDIC safety and health protocols.
4. The Service Provider shall submit a copy of the bio-data/work experience of the service personnel to be assigned to PDIC including latest/current valid copies of their Police/NBI Clearance/Certificate of Good Health/Fit-To-Work and Drug Test for the last six (6) months prior to deployment; and
5. More importantly and to reiterate, all service personnel shall undergo and observe the following Safety and Health protocols:
 - a. Face masks shall be worn at all times, except when eating or drinking;
 - b. Regularly wash hands with soap and water or use an alcohol-based rub, more so when requested to do errands, i.e. buy food or medicines, or when

preparing/handling/serving food during meetings. Avoid touching MEN (Mouth-Eyes-Nose) with unwashed hands.

- c. Practice good respiratory etiquette by covering mouth with a tissue when coughing or sneezing. Properly dispose used tissue immediately.
- d. Avoid close contact with people who are sick. Service personnel with colds, mild cough or low-grade fever (i.e. temperature > 37.5 C) shall stay home.
- e. Thermal scanning shall be conducted on all service personnel before being permitted entry into the building premises. Service personnel with body temperature registering at >37.5C, even after a 5-minute rest, will not be allowed entry into the building premises.
- f. Apply hand sanitizers on the hands/fingers before using the biometrics to log in/out;
- g. Report any service personnel who may fall ill/sick while at work for proper medical attention.

Q. HOUSEKEEPING and MAINTENANCE CHECKLIST, WASTE MANAGEMENT and SEGREGATION PROGRAM, and OCCUPATIONAL SAFETY and HEALTH PROGRAM

- 1. The Service Provider shall submit (a) Daily Housekeeping and Maintenance Checklist covering: (i) offices and premises; (ii) frontline service areas; (iii) pantry areas; and (iv) toilet facilities; (b) Waste Management and Segregation Program pursuant to Makati City Ordinance No. 2003-095; and (c) Occupational and Safety Health (OSH) Program pursuant to CSC-DOH-DOLE Joint Memorandum Circular (JMC) No. 1 s2020 issued on March 4, 2020 and effective March 19, 2020.

R. RENEWAL OF CONTRACT AND PERFORMANCE EVALUATION OF THE SERVICE PROVIDER

The contract may be renewed pursuant to the Guidelines on the Renewal of Regular and Recurring Services (as approved under GPPB Resolution No. 06-2022) which will depend, among others, on the result of the Cost-Benefit Analysis (CBA) and Performance Evaluation to be conducted by PDIC. The performance criteria is, as follows:

	Performance Criteria	Weight
1	Conformity To Technical Requirements	25
2	Timeliness in the delivery of Services	25
3	Behavior of Personnel (Courteous, Professional and Knowledgeable)	20
4	Response to Complaints	20
5	Compliance with set office policies for Housekeeping and Allied Services	10

"Annex C"

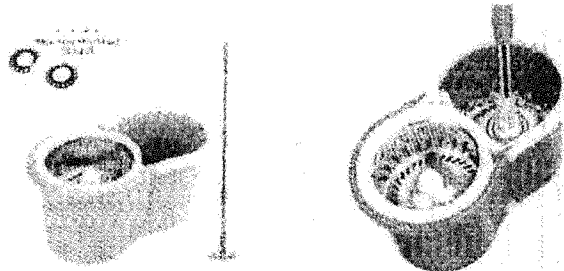
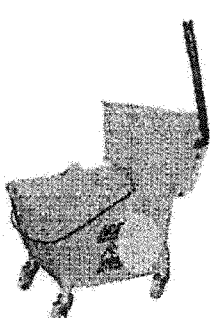

Table of Monthly Billable Rates of Housekeeping and Allied Services Personnel

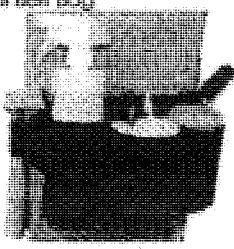
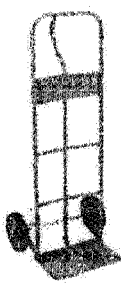
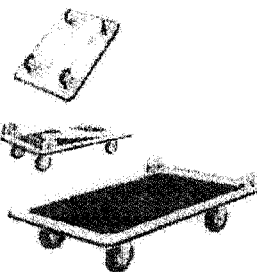
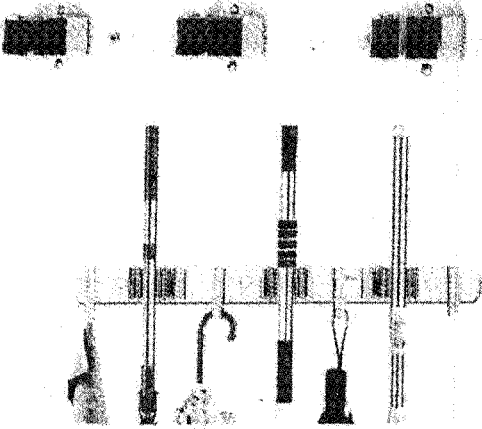
	Particulars	Project Supervisor	Team Leaders	Janitor	Gardener	Skilled Worker	Messenger
	Basic Wage	900.00	700.00	610.00	700.00	700.00	610.00
	No. of Days per Week	5	6	6	6	6	5
	No. of Days per Year	261	313	313	313	313	261
	CO1A	n/a					
	Minimum Wage rate	900.00	700.00	610.00	700.00	700.00	610.00
A	What Is Due Worker						
	Basic Pay						
	13 th Month Pay						
	5 days Service Incentive Leave						
	Uniform						
	ECOLA						
	Sub-Total A						
B	Amount Due Government						
	SSS Contribution						
	PHILHEALTH						
	ECC						
	PAGIBIG FUND						
	Sub-Total B						
C	Consumables						
	Sub-Total C	-	-	-	-	-	-
D	Total Contract Cost						
	Sub-Total D	(A+B+C)	(A+B+C)	(A+B+C)	(A+B+C)	(A+B+C)	(A+B+C)
E	Administrative Fee (10% to 20% of D)						
F	Basic Contract Rate Per Month	(D+E)	(D+E)	(D+E)	(D+E)	(D+E)	(D+E)
G	VAT (12% of F)						
H	Total Billable Rate per Personnel per Month (F*G)						
I	No. of Personnel	1	2	34	1	7	3
J	Total Contract Amount per Month (H*I)						
K	Total Contract Amount for Ten (10) Months (J*10)						
	GRAND TOTAL						

Notes:

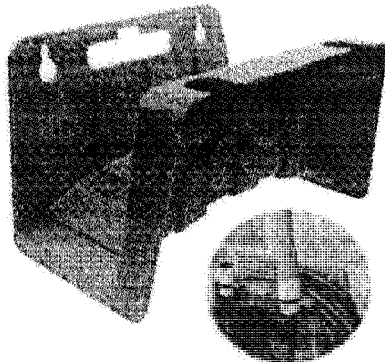
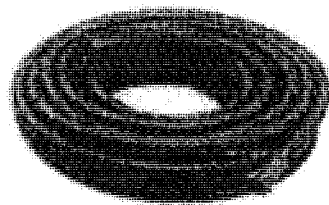
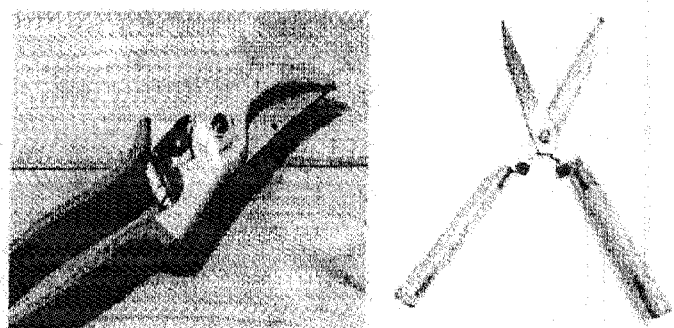
- i. The above template may be used as reference in the preparation of the Financial Proposal where Items "A to K" except Item "I" shall be filled-up by the Bidder/Service Provider.
- ii. The estimated cost for the "Consumables" per Item C above shall be based on the list of consumables per "Annex D".

Table of Minimum Quantities of Tools and Equipment

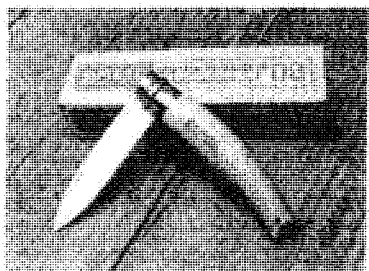
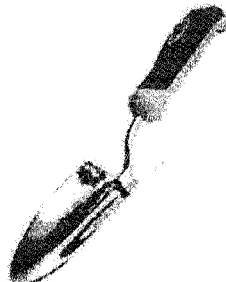
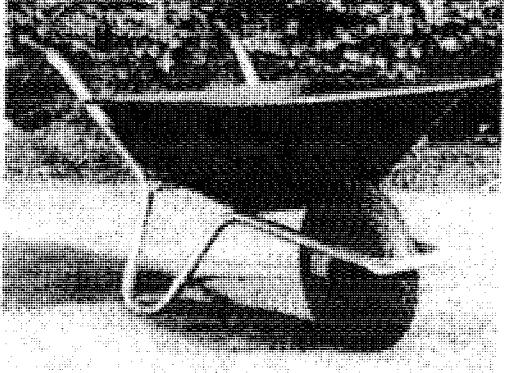
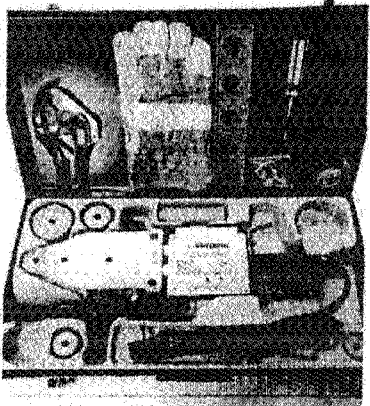
PARTICULARS		UNIT	QTY.
1	Aluminum Ladder 8'	units	4
2	Aluminum Ladder 6'	units	4
3	Microfiber Stainless Steel Spin Mop, Weight: 2.1-3kg, Material: Stainless Steel, Plastic; Bucket: 5L capacity; 	units	84
4	Wheeled Bucket Wringer - Combination Packs - No. 7580 EZMT Moping Combo Pack, 7570 Mop Bucket / 6127-01 Wringer. Yellow color; Material: Plastic 	units	42
5	PLDT Landline Plus	units	6
6	Desktop PC or Laptop with Printer (for documents processing)	set	1
7	Biometrics Machine for Attendance Monitoring	set	1
8	First Aid Kit includes: <ul style="list-style-type: none"> • Plaster • Bandages • Crepe Rolled Bandages • Disposable Sterile Gloves • Scissor • Alcohol • Sticky Tape • Thermometer • Painkillers (Paracetamol, Aspirin or Ibuprofen) 	box pcs pcs box pc bottle pc pc pcs	1 2 2 1 1 1 1 1 10
9	Floor Polisher, Heavy Duty, Low Speed 16", Voltage 220V; Aluminum Deck, Gear Release Handle 	units	16

10	Housekeeping Cleaning Tool Bell Bag 	pcs	36
11	Push Cart (2 rubber wheels, heavy duty) type: standard utility hand trolley Material: steel; Size: 520*660*115mm; Structure: platform; Load: 100-200kg; Wheel: two wheels 	units	4
12	U-Lift Hand Truck Trolley Folding Push Cart 300 kgs capacity (4 rubber oversized wheels, all-steel construction, wraparound rubber bumper, textured vinyl deck; Open dimensions: 910x610x850mm) 	units	8
13	Polyethylene Hose with heavy duty nozzle and adaptor (1/2" dia, 50 meters in length)	rolls	4
14	Cleaning Tools Organizer / Wall Hanger For Cleaning Tools Material: steel (plastic coated); Location: Common Toilet M/F 	pcs	84

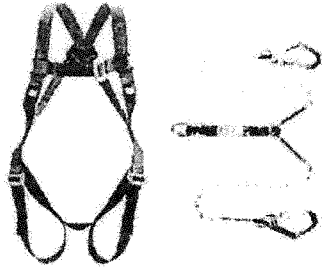

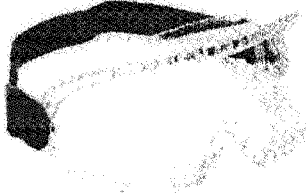
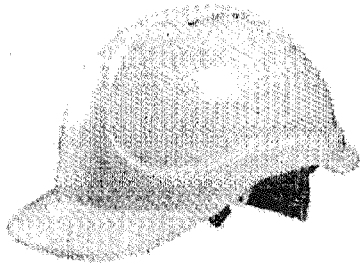
15	<p>Tools -- Common Tools</p> <ul style="list-style-type: none"> • Long Nose Pliers (8") • Linesman Pliers (8") • Screw Drivers, Flat (6.5x150mm) • Screw Drivers, Flat (5x100mm) • Screw Drivers, Philips (#1 x 100mm) • Screw Drivers, Philips (#2 x 150mm) • Meter Tape -- 5meters • Nail Hammer (13 oz Curved Claw Wood Handle) • Hand Saw (450 mm - 18" - Steel blade) 	<p>pc pc pc pc pc pc pc pc pc</p>	<p>2 2 2 2 2 2 2 2 2</p>
16	<p>Trash can with cover and foot pedal, Size: 1' ht. x 9.5" dia., Material: Plastic; Location: Workstations & Conference/Meeting Rooms</p>	<p>pcs</p>	<p>1,100</p>
17	<p>Trash can with cover and foot pedal, Size: 1.5'x9.5 dia., Material: Plastic (to be placed inside toilet cubicles and at executive toilets)</p>	<p>pcs</p>	<p>115</p>
18	<p>Trash can with cover and foot pedal, 50 liters capacity; Material: Plastic; Location: Pantries, Training Room & Common Toilets</p>	<p>pcs</p>	<p>77</p>
19	<p>Vacuum Cleaner, Wet/Dry Vacuum, 1.6gal capacity</p>	<p>unit</p>	<p>16</p>

20	Hose Hanger – hard plastic 	sets	4
21	Water/Garden Hose (15 mtrs.) 	pcs	2
Landscaping/Gardening Tools			
22	Secateurs/Grass cutter  Type 1 Type 2	pcs	2 per type

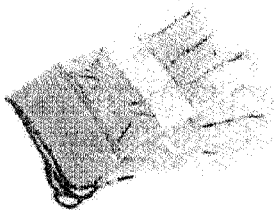

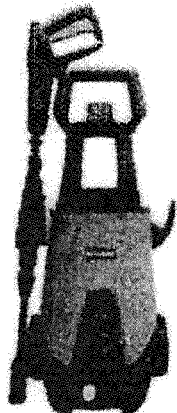
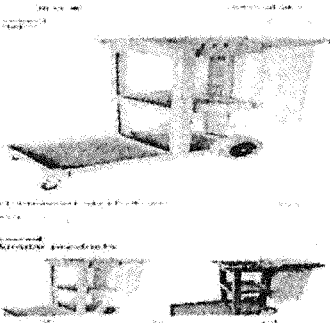
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23	Garden Knife 	pcs	2
24	Trowel 	pcs	2
25	Wheel Barrow 	pc	1
Tool/s for Repair of Polypropylene Random Copolymer (Pipes)			
26	PPR Welding Machine with pipe cutter 	1	set

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Safety Equipment/PPE			
27	Full Body Harness with double Lanyard	12	sets
			
28	Safety shoes (for skilled workers)	5	pairs
			
29	Safety Goggles	12	pcs
			
30	Safety Helmets with chin strap (heavy duty)	12	pcs
			

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31	Gloves (heavy duty) 	12	pairs
32	PVC/Gel Shoes (men & women-for housekeeping personnel) 	34 (verify allocation/ no. of male & female personnel)	pairs
33	Portable High-Pressure Washer with complete accessories (1400 watts-min.) 	4	units
34	Janitorial Caddy / Cart 	14	units

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Table of Minimum Quantities of Consumable Supplies and Items

a. Minimum Consumable Supplies and Items to be Supplied Monthly (Listed items, as applicable must be environment friendly)

	Particulars/Item Description	Unit	Quantity
1	Air Freshener (for toilets)	gallon	8
2	Wax – 5 liters per container	container	4
3	Stripping pad 16"	pcs	8
4	Microfiber Rags*	Kg	34
5	Deodorant Cake - 30 grams	dozen	16
6	Metal Polish – 150 ml	can	8
7	Microfiber Mop Head (for spin mop)	pcs	76
8	Mop Head (for bucket wringer)	pcs	16
9	Biodegradable Garbage Bag (small)	pcs	4,500
10	Biodegradable Garbage Bag (xxl)	pcs	3,224
11	Air Freshener – 320 ml; aerosol spray	Can	16
12	Glass cleaner	gallon	12
13	Insect spray – water based, liquid, 420 ml net content, aerosol spray	Can	16
14	Liquid Disinfectant – 5 liters per container	container	8
15	Liquid Handsoap 3.75 liters per container	container	76
16	Disinfectant Spray, aerosol in can - 391 ml (for executive offices)	Can	62
17	Furniture Polisher Spray, aerosol in can – 330 ml	Can	24
18	Powder Soap / Detergent	Kg	76
19	Cleaning Pads (for toilets and pantry)	Pcs	96
20	Steel Wool – 12 ring/ream	ream	25
21	Wax Stripper – 5 liters per container (for vinyl tile floor only)	container	3
22	Toilet Bowl Cleaner @ 5 liters per container	container	76
23	Liquid Fabric Conditioner (for carpeted flooring)	gallon	8
24	All Purpose Bleaching Solution	gallon	8
25	Hand Sanitizer	gallon	8
26	Toilet Declogger	gallon	6
27	Washable Facial Mask	pcs	576
28	Hairnet	pcs	34
29	Disposable Plastic Gloves , 100pcs per box Insecticide/Organic Pesticide	box	4
30	Neem Oil	liter	3
31	Organic Coconut Vinegar	gallon	3

b. Minimum Consumable Supplies and Items to be Supplied Quarterly (Listed items, as applicable must environment friendly)

	Particulars/Item Description	Unit	Quantity
1	Carpet Bonnet 16" (for carpet shampoo)	pcs	8
2	Ceiling Broom	pcs	4
3	Feather Duster	pcs	8
4	Hand Brush (for toilets)	pcs	76
5	Hand Gloves – Rubber	pair	34
6	Cotton Knitted Rubberized Palm Gloves	Pair	43
7	Polishing Pad / Polisher Brush 16"	pcs	8
8	Long Handled Push Brush 12"	pcs	76
9	Soft Broom (lambo)	pcs	12
10	Slick Broom (ting-ting)	pcs	12
11	Toilet Bowl Brush	pcs	76
12	Toilet Pump	pcs	76
13	Carpet Shampoo – 5 liters per container	container	16
14	Plastic Sprayer	pcs	34
15	Dust Pan	pcs	12
16	Apron, washable, blue color, fabric polyester	pcs	34

**Monthly Billable Rates of Janitorial and Allied Services Personnel
(Per Minimum Wage Order No. NCR No. 24)**

1. **1 Project Supervisor** - 5 days a week, Monday to Friday
Work Schedule: 0800H -1700H

<u>Particulars</u>	<u>Amount</u>	<u>Monthly Rate</u>
DAILY WAGE (DW)	_____	
A. AMOUNT DUE TO WORKER		
Basic Pay [BP=DW x 261/10]		_____
13 th Month Pay [BP/10]		_____
5 Days Service Incentive Leave [5*BW/10]		_____
ECOLA (Emergency Cost of Living Allowance)		_____
Sub-Total A		_____
B. AMOUNT DUE TO GOVERNMENT		
SSS Contribution		_____
PHILHEALTH Insurance Premium		_____
ECC		_____
PAG-IBIG FUND		_____
Sub-Total B		_____
C. CONSUMABLES		_____
D. TOTAL CONTRACT COST [A+B+C]		_____
E. ADMINISTRATIVE FEE [10%-20% OF D]		_____
F. BASIC CONTRACT RATE PER PROJECT SUPERVISOR PER MONTH [D+E]		_____
G. VALUE ADDED TAX (VAT) [12% OF F]		_____
H. TOTAL BILLABLE RATE PER PROJECT SUPERVISOR PER MONTH [F+G]		_____
I. NUMBER OF PROJECT SUPERVISOR		1
J. TOTAL CONTRACT AMOUNT PER MONTH		_____
TOTAL CONTRACT AMOUNT FOR TEN MONTHS		_____

26 February 2024

**Monthly Billable Rates of Janitorial and Allied Services Personnel
(Per Minimum Wage Order No. NCR No. 24)**

2. **2 Team Leaders** - 6 days a week, Sunday to Friday
Work Schedule: 0600H -1500H or 1000H-1900H

<u>Particulars</u>	<u>Amount</u>	<u>Monthly Rate</u>
DAILY WAGE (DW)	_____	
A. AMOUNT DUE TO WORKER		
Basic Pay [BP=DW x 313/10]		_____
13 th Month Pay [BP/10]		_____
5 Days Service Incentive Leave [5*BW/10]		_____
ECOLA (Emergency Cost of Living Allowance)		_____
Sub-Total A		_____
B. AMOUNT DUE TO GOVERNMENT		
SSS Contribution		_____
PHILHEALTH Insurance Premium		_____
ECC		_____
PAG-IBIG FUND		_____
Sub-Total B		_____
C. CONSUMABLES		_____
D. TOTAL CONTRACT COST [A+B+C]		_____
E. ADMINISTRATIVE FEE [10%-20% OF D]		_____
F. BASIC CONTRACT RATE PER TEAM LEADER PER MONTH [D+E]		_____
G. VALUE ADDED TAX (VAT) [12% OF F]		_____
H. TOTAL BILLABLE RATE PER TEAM LEADER PER MONTH [F+G]		_____
I. NUMBER OF TEAM LEADER		2
J. TOTAL CONTRACT AMOUNT PER MONTH		_____
TOTAL CONTRACT AMOUNT FOR TEN MONTHS		_____

26 February 2024

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**Monthly Billable Rates of Janitorial and Allied Services Personnel
(Per Minimum Wage Order No. NCR No. 24)**

3. **34 Janitors** - 6 days a week, Sunday to Friday
Work Schedule: 0600H -1500H or 1000H-1900H

<u>Particulars</u>	<u>Amount</u>	<u>Monthly Rate</u>
DAILY WAGE (DW)	_____	
A. AMOUNT DUE TO WORKER		
Basic Pay [BP=DW x 313/10]		_____
13 th Month Pay [BP/10]		_____
5 Days Service Incentive Leave [5*BW/10]		_____
ECOLA (Emergency Cost of Living Allowance)		_____
Sub-Total A		_____
B. AMOUNT DUE TO GOVERNMENT		
SSS Contribution		_____
PHILHEALTH Insurance Premium		_____
ECC		_____
PAG-IBIG FUND		_____
Sub-Total B		_____
C. CONSUMABLES		_____
D. TOTAL CONTRACT COST [A+B+C]		_____
E. ADMINISTRATIVE FEE [10%-20% OF D]		_____
F. BASIC CONTRACT RATE PER JANITOR PER MONTH [D+E]		_____
G. VALUE ADDED TAX (VAT) [12% OF F]		_____
H. TOTAL BILLABLE RATE PER JANITOR PER MONTH [F+G]		_____
I. NUMBER OF JANITOR		34
J. TOTAL CONTRACT AMOUNT PER MONTH		_____
TOTAL CONTRACT AMOUNT FOR TEN MONTHS		_____

26 February 2024





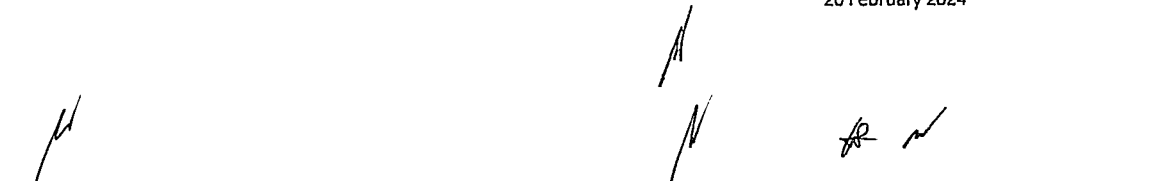


**Monthly Billable Rates of Janitorial and Allied Services Personnel
(Per Minimum Wage Order No. NCR No. 24)**

4. **1 Gardener** - 6 days a week, Sunday to Friday
Work Schedule: 0600H -1500H or 0700H-1600H

<u>Particulars</u>	<u>Amount</u>	<u>Monthly Rate</u>
DAILY WAGE (DW)	_____	
A. AMOUNT DUE TO WORKER		
Basic Pay [BP=DW x 313/10]		_____
13 th Month Pay [BP/10]		_____
5 Days Service Incentive Leave [5*BW/10]		_____
ECOLA (Emergency Cost of Living Allowance)		_____
Sub-Total A		_____
B. AMOUNT DUE TO GOVERNMENT		
SSS Contribution		_____
PHILHEALTH Insurance Premium		_____
ECC		_____
PAG-IBIG FUND		_____
Sub-Total B		_____
C. CONSUMABLES		_____
D. TOTAL CONTRACT COST [A+B+C]		_____
E. ADMINISTRATIVE FEE [10%-20% OF D]		_____
F. BASIC CONTRACT RATE PER GARDENER PER MONTH [D+E]		_____
G. VALUE ADDED TAX (VAT) [12% OF F]		_____
H. TOTAL BILLABLE RATE PER GARDENER PER MONTH [F+G]		_____
I. NUMBER OF GARDENER		1
J. TOTAL CONTRACT AMOUNT PER MONTH		_____
TOTAL CONTRACT AMOUNT FOR TEN MONTHS		

26 February 2024



**Monthly Billable Rates of Janitorial and Allied Services Personnel
(Per Minimum Wage Order No. NCR No. 24)**

5. **7 Skilled Workers** - 6 days a week, Sunday to Friday
Work Schedule: 0600H -1500H or 1000H-1900H

<u>Particulars</u>	<u>Amount</u>	<u>Monthly Rate</u>
DAILY WAGE (DW)	_____	
A. AMOUNT DUE TO WORKER		
Basic Pay [BP=DW x 313/10]		_____
13 th Month Pay [BP/10]		_____
5 Days Service Incentive Leave [5*BW/10]		_____
ECOLA (Emergency Cost of Living Allowance)		_____
Sub-Total A		_____
B. AMOUNT DUE TO GOVERNMENT		
SSS Contribution		_____
PHILHEALTH Insurance Premium		_____
ECC		_____
PAG-IBIG FUND		_____
Sub-Total B		_____
C. CONSUMABLES		_____
D. TOTAL CONTRACT COST [A+B+C]		_____
E. ADMINISTRATIVE FEE [10%-20% OF D]		_____
F. BASIC CONTRACT RATE PER SKILLED WORKER PER MONTH [D+E]		_____
G. VALUE ADDED TAX (VAT) [12% OF F]		_____
H. TOTAL BILLABLE RATE PER SKILLED WORKER PER MONTH [F+G]		_____
I. NUMBER OF SKILLED WORKER		7
J. TOTAL CONTRACT AMOUNT PER MONTH		_____
TOTAL CONTRACT AMOUNT FOR TEN MONTHS		

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[Handwritten signatures and initials]

**Monthly Billable Rates of Janitorial and Allied Services Personnel
(Per Minimum Wage Order No. NCR No. 24)**

6. **3 Messengers** - 5 days a week, Monday to Friday
Work Schedule: 0800H -1700H

<u>Particulars</u>	<u>Amount</u>	<u>Monthly Rate</u>
DAILY WAGE (DW)	_____	
A. AMOUNT DUE TO WORKER		
Basic Pay [BP=DW x 261/10]		_____
13 th Month Pay [BP/10]		_____
5 Days Service Incentive Leave [5*BW/10]		_____
ECOLA (Emergency Cost of Living Allowance)		_____
Sub-Total A		_____
B. AMOUNT DUE TO GOVERNMENT		
SSS Contribution		_____
PHILHEALTH Insurance Premium		_____
ECC		_____
PAG-IBIG FUND		_____
Sub-Total B		_____
C. CONSUMABLES		_____
D. TOTAL CONTRACT COST [A+B+C]		_____
E. ADMINISTRATIVE FEE [10%-20% OF D]		_____
F. BASIC CONTRACT RATE PER MESSENGER PER MONTH [D+E]		_____
G. VALUE ADDED TAX (VAT) [12% OF F]		_____
H. TOTAL BILLABLE RATE PER MESSENGER PER MONTH [F+G]		_____
I. NUMBER OF MESSENGER		3
J. TOTAL CONTRACT AMOUNT PER MONTH		_____
TOTAL CONTRACT AMOUNT FOR TEN MONTHS		

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Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

- 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) issued pursuant to GPPB Resolution No 15-2021; ✓

Technical Documents

- (b) 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. If the prospective bidder does not have any ongoing government and private contracts as required above, the prospective bidder has to make a similar declaration on the absence of any ongoing government and private contracts; **and** ✓
- (c) 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 (Copy attached). ✓

The two statements required shall indicate for each contract the following:

- (i) name of the contract;
 - (ii) date of the contract;
 - (iii) contract duration;
 - (iv) owner's name and address;
 - (v) kinds of Goods;
 - (vi) For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
 - (vii) For Statement of SLCC - amount of completed contracts date of delivery; and
 - (viii) end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; ✓
- or**
- (e) Original copy of Notarized Bid Securing Declaration (Copy attached); **and**
- (f) Conformity with the Technical Specifications, which may include, ✓

production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

- (g) Original duly signed Omnibus Sworn Statement (OSS) [Copy attached]; **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

- (h) 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

- (i) 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.

Each partner of the joint venture shall submit the required legal eligibility documents stated herein, including the required post qualification documents. The submission of the technical and financial eligibility documents by any of the joint venture partners constitute compliance: Provided, that the Partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and Audited Financial Statements.

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

- (j) [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.
- (k) 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 (Copy attached); **and**
- (b) Original of duly signed and accomplished Price Schedule[s] (Copy attached).
- (c) Monthly Billable Rates for one (1) year



Name of Bidder : _____
 Business Address: _____
 Telephone No.: _____

Statement of all 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.

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract and Value of Outstanding Contract	Date of Delivery

Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB, within the relevant period as provided in the BDS:

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Completed Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) or Sales Invoice issued for the contract, if completed, which shall be attached to the Statement.

Submitted by: _____
 Name & Signature of Authorized Representative
 Designation _____
 Date _____

[Handwritten marks and signatures on the right margin]

Bid Securing Declaration Form

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

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]*.

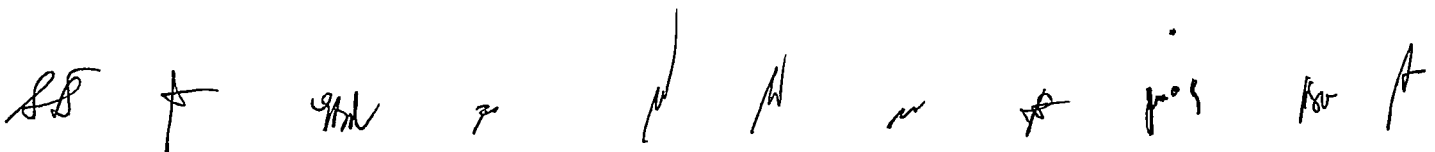
[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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



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.

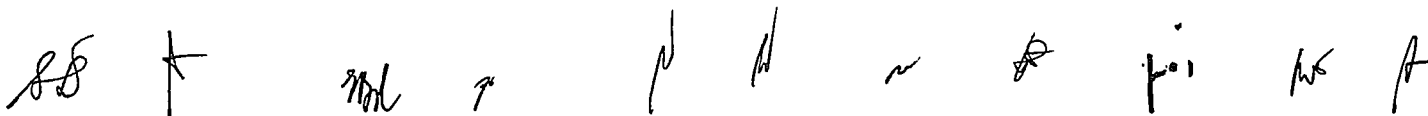
[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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



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

BID FORM

Date : _____
 Project Identification No. : _____

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.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
---------------------------	---------------------	-----------------------------------

(if none, state "None")]

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.

[Handwritten signatures and initials]

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: _____

[Handwritten signatures and initials]

Price Schedule for Goods Offered from Abroad
[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

SS *T* *ml* *r* *P* *M* *w* *St* *poi* *hw* *A*

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit <small>(col 5+6+7+8)</small>	Total Price delivered Final Destination <small>(col 9) x (col 4)</small>

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____



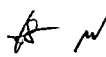
[Handwritten signatures and initials]

**Monthly Billable Rates of Janitorial and Allied Services Personnel
(Per Minimum Wage Order No. NCR No. 24)**

1. **1 Project Supervisor** - 5 days a week, Monday to Friday
Work Schedule: 0800H -1700H

<u>Particulars</u>	<u>Amount</u>	<u>Monthly Rate</u>
DAILY WAGE (DW)	_____	
A. AMOUNT DUE TO WORKER		
Basic Pay [BP=DW x 261/10]		_____
13 th Month Pay [BP/10]		_____
5 Days Service Incentive Leave [5*BW/10]		_____
ECOLA (Emergency Cost of Living Allowance)		_____
Sub-Total A		_____
B. AMOUNT DUE TO GOVERNMENT		
SSS Contribution		_____
PHILHEALTH Insurance Premium		_____
ECC		_____
PAG-IBIG FUND		_____
Sub-Total B		_____
C. CONSUMABLES		
D. TOTAL CONTRACT COST [A+B+C]		
E. ADMINISTRATIVE FEE [10%-20% OF D]		
F. BASIC CONTRACT RATE PER PROJECT SUPERVISOR PER MONTH [D+E]		
G. VALUE ADDED TAX (VAT) [12% OF F]		
H. TOTAL BILLABLE RATE PER PROJECT SUPERVISOR PER MONTH [F+G]		
I. NUMBER OF PROJECT SUPERVISOR		1
J. TOTAL CONTRACT AMOUNT PER MONTH		
TOTAL CONTRACT AMOUNT FOR TEN MONTHS		

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**Monthly Billable Rates of Janitorial and Allied Services Personnel
(Per Minimum Wage Order No. NCR No. 24)**

2. **2 Team Leaders** - 6 days a week, Sunday to Friday
Work Schedule: 0600H -1500H or 1000H-1900H

<u>Particulars</u>	<u>Amount</u>	<u>Monthly Rate</u>
DAILY WAGE (DW)	_____	
A. AMOUNT DUE TO WORKER		
Basic Pay [BP=DW x 313/10]		_____
13 th Month Pay [BP/10]		_____
5 Days Service Incentive Leave [5*BW/10]		_____
ECOLA (Emergency Cost of Living Allowance)		_____
Sub-Total A		_____
B. AMOUNT DUE TO GOVERNMENT		
SSS Contribution		_____
PHILHEALTH Insurance Premium		_____
ECC		_____
PAG-IBIG FUND		_____
Sub-Total B		_____
C. CONSUMABLES		_____
D. TOTAL CONTRACT COST [A+B+C]		_____
E. ADMINISTRATIVE FEE [10%-20% OF D]		_____
F. BASIC CONTRACT RATE PER TEAM LEADER PER MONTH [D+E]		_____
G. VALUE ADDED TAX (VAT) [12% OF F]		_____
H. TOTAL BILLABLE RATE PER TEAM LEADER PER MONTH [F+G]		_____
I. NUMBER OF TEAM LEADER		<u>2</u>
J. TOTAL CONTRACT AMOUNT PER MONTH		_____
TOTAL CONTRACT AMOUNT FOR TEN MONTHS		_____

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**Monthly Billable Rates of Janitorial and Allied Services Personnel
(Per Minimum Wage Order No. NCR No. 24)**

3. **34 Janitors** - 6 days a week, Sunday to Friday
Work Schedule: 0600H -1500H or 1000H-1900H

<u>Particulars</u>	<u>Amount</u>	<u>Monthly Rate</u>
DAILY WAGE (DW)	_____	
A. AMOUNT DUE TO WORKER		
Basic Pay [BP=DW x 313/10]		_____
13 th Month Pay [BP/10]		_____
5 Days Service Incentive Leave [5*BW/10]		_____
ECOLA (Emergency Cost of Living Allowance)		_____
Sub-Total A		_____
B. AMOUNT DUE TO GOVERNMENT		
SSS Contribution		_____
PHILHEALTH Insurance Premium		_____
ECC		_____
PAG-IBIG FUND		_____
Sub-Total B		_____
C. CONSUMABLES		_____
D. TOTAL CONTRACT COST [A+B+C]		_____
E. ADMINISTRATIVE FEE [10%-20% OF D]		_____
F. BASIC CONTRACT RATE PER JANITOR PER MONTH [D+E]		_____
G. VALUE ADDED TAX (VAT) [12% OF F]		_____
H. TOTAL BILLABLE RATE PER JANITOR PER MONTH [F+G]		_____
I. NUMBER OF JANITOR		34
J. TOTAL CONTRACT AMOUNT PER MONTH		_____
TOTAL CONTRACT AMOUNT FOR TEN MONTHS		_____

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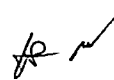
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**Monthly Billable Rates of Janitorial and Allied Services Personnel
(Per Minimum Wage Order No. NCR No. 24)**

4. **1 Gardener** - 6 days a week, Sunday to Friday
Work Schedule: 0600H -1500H or 0700H-1600H

<u>Particulars</u>	<u>Amount</u>	<u>Monthly Rate</u>
DAILY WAGE (DW)	_____	
A. AMOUNT DUE TO WORKER		
Basic Pay [BP=DW x 313/10]		_____
13 th Month Pay [BP/10]		_____
5 Days Service Incentive Leave [5*BW/10]		_____
ECOLA (Emergency Cost of Living Allowance)		_____
Sub-Total A		_____
B. AMOUNT DUE TO GOVERNMENT		
SSS Contribution		_____
PHILHEALTH Insurance Premium		_____
ECC		_____
PAG-IBIG FUND		_____
Sub-Total B		_____
C. CONSUMABLES		_____
D. TOTAL CONTRACT COST [A+B+C]		_____
E. ADMINISTRATIVE FEE [10%-20% OF D]		_____
F. BASIC CONTRACT RATE PER GARDENER PER MONTH [D+E]		_____
G. VALUE ADDED TAX (VAT) [12% OF F]		_____
H. TOTAL BILLABLE RATE PER GARDENER PER MONTH [F+G]		_____
I. NUMBER OF GARDENER		1
J. TOTAL CONTRACT AMOUNT PER MONTH		_____
TOTAL CONTRACT AMOUNT FOR TEN MONTHS		

26 February 2024









**Monthly Billable Rates of Janitorial and Allied Services Personnel
(Per Minimum Wage Order No. NCR No. 24)**

5. **7 Skilled Workers** - 6 days a week, Sunday to Friday
Work Schedule: 0600H -1500H or 1000H-1900H

<u>Particulars</u>	<u>Amount</u>	<u>Monthly Rate</u>
DAILY WAGE (DW)	_____	
A. AMOUNT DUE TO WORKER		
Basic Pay [BP=DW x 313/10]		_____
13 th Month Pay [BP/10]		_____
5 Days Service Incentive Leave [5*BW/10]		_____
ECOLA (Emergency Cost of Living Allowance)		_____
Sub-Total A		_____
B. AMOUNT DUE TO GOVERNMENT		
SSS Contribution		_____
PHILHEALTH Insurance Premium		_____
ECC		_____
PAG-IBIG FUND		_____
Sub-Total B		_____
C. CONSUMABLES		_____
D. TOTAL CONTRACT COST [A+B+C]		_____
E. ADMINISTRATIVE FEE [10%-20% OF D]		_____
F. BASIC CONTRACT RATE PER SKILLED WORKER PER MONTH [D+E]		_____
G. VALUE ADDED TAX (VAT) [12% OF F]		_____
H. TOTAL BILLABLE RATE PER SKILLED WORKER PER MONTH [F+G]		_____
I. NUMBER OF SKILLED WORKER		7
J. TOTAL CONTRACT AMOUNT PER MONTH		_____
TOTAL CONTRACT AMOUNT FOR TEN MONTHS		

26 February 2024

**Monthly Billable Rates of Janitorial and Allied Services Personnel
(Per Minimum Wage Order No. NCR No. 24)**

6. **3 Messengers** - 5 days a week, Monday to Friday
Work Schedule: 0800H -1700H

<u>Particulars</u>	<u>Amount</u>	<u>Monthly Rate</u>
DAILY WAGE (DW)	_____	
A. AMOUNT DUE TO WORKER		
Basic Pay [BP=DW x 261/10]		_____
13 th Month Pay [BP/10]		_____
5 Days Service Incentive Leave [5*BW/10]		_____
ECOLA (Emergency Cost of Living Allowance)		_____
Sub-Total A		_____
B. AMOUNT DUE TO GOVERNMENT		
SSS Contribution		_____
PHILHEALTH Insurance Premium		_____
ECC		_____
PAG-IBIG FUND		_____
Sub-Total B		_____
C. CONSUMABLES		_____
D. TOTAL CONTRACT COST [A+B+C]		_____
E. ADMINISTRATIVE FEE [10%-20% OF D]		_____
F. BASIC CONTRACT RATE PER MESSENGER PER MONTH [D+E]		_____
G. VALUE ADDED TAX (VAT) [12% OF F]		_____
H. TOTAL BILLABLE RATE PER MESSENGER PER MONTH [F+G]		_____
I. NUMBER OF MESSENGER		3
J. TOTAL CONTRACT AMOUNT PER MONTH		_____
TOTAL CONTRACT AMOUNT FOR TEN MONTHS		

26 February 2024

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