

# **PHILIPPINE BIDDING DOCUMENTS**

## **Procurement for Janitorial Services for Food and Drug Administration**

**ITB No. 2024-0037-FDA**

**Government of the Republic of the Philippines**

**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.
- 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.





## CENTRALIZED BIDS AND AWARDS COMMITTEE

FDA-CENBAC Ref. No. ITB No. 2024-0037-FDA

### INVITATION TO BID

#### Procurement for Janitorial Services for Food and Drug Administration

- The *Food and Drug Administration (FDA)*, through the **FDA-Special Account in the General Fund (SAGF)** aggregate in the amount of **Fifteen Million Three Hundred Forty-Two Thousand Four Hundred Thirty Pesos and 16/100 Centavos Only (Php15,342,430.16)** being the Approved Budget for the Contract (ABC) to payments under the contract for Procurement of Janitorial Services for Food and Drug Administration (FDA). Bids received in excess of the ABC shall be automatically rejected at bid opening

Item no.	Particulars	Quantity	ABC
1	Procurement of Janitorial and Maintenance Services for the Food and Drug Administration (FDA) for One (1) Year	Lot	Php11,901,237.11
2	Procurement of Janitorial Manpower Services with Cleaning Supplies, Materials and Equipment of FDA-Cebu Testing and Quality Assurance Laboratory (CTQAL), Visayas Cluster (VC) for a period of One (1) Year	Lot	Php1,972,793.76
3	Procurement of janitorial services for FDA-Davao Testing and Quality Assurance Laboratory (DTQAL) located at Tagum City for 12 Months	Lot	Php1,468,399.29
<b>TOTAL</b>			<b>Php15,342,430.16</b>

- The *Food and Drug Administration* now invites bids for the above Procurement Project. Delivery of the Goods is required by to be **not more than Fifteen (15) calendar days after receipt of Notice to Proceed (NTP) for item no.1 and not more than Thirty (30) calendar days after receipt NTP for item nos. 2 and 3**. Bidders should have completed, within **Three (3) Years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
- 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.

- a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **Food and Drug Administration** and inspect the Bidding Documents at the address given below during office hours, *8:00AM to 5:00PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **04 to 25 April 2024** from the given address and website(s) below *pursuant to the latest Guidelines issued by the GPPB, in the amount of Twenty-Five Thousand Pesos Only (Php25,000.00)*. The Food and Drug Administration shall allow the bidder to present its proof of payment for the fees
6. The **Food and Drug Administration** will hold a Pre-Bid Conference<sup>1</sup> on *12 April 2024 at 9:00AM* through video conferencing or webcasting *via Microsoft teams: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZDEyOGZkMmEtNDk3YS00YTVILTgwZTctMmNkYzIzYWVhMjU1%40thread.v2/0?context=%7b%22Tid%22%3a%229ff96714-1510-4651-af07-60d5630380ab%22%2c%22Oid%22%3a%225ff40fe4-2c55-4d25-9266-77af65fa914c%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDEyOGZkMmEtNDk3YS00YTVILTgwZTctMmNkYzIzYWVhMjU1%40thread.v2/0?context=%7b%22Tid%22%3a%229ff96714-1510-4651-af07-60d5630380ab%22%2c%22Oid%22%3a%225ff40fe4-2c55-4d25-9266-77af65fa914c%22%7d)*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission on or before 25 April 2024, 8:30AM** at the Food and Drug Administration BAC Secretariat Room, FDA Annex Bldg. Late bids shall not be accepted. **(Note: Scanned copy of bids shall be provided and enclosed within the bid envelope. Files shall be saved in a USB flash drive and password protected)**
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 *25 April 2024, 9:00AM* at the given address below Food and Drug Administration BAC Secretariat Room, FDA Annex Bldg. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Food and Drug Administration** 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:

**ATTY. ALBERTITO C. GARCIA**  
*Head CenBAC Secretariat*  
 Food and Drug Administration

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

BAC Secretariat Room, FDA Annex Bldg.  
Tel No. 8857-1900 Loc 8307  
*bacsec@fda.gov.ph*  
*www.fda.gov.ph*

12. You may visit the following websites:

For downloading of Bidding Documents: *https://www.fda.gov.ph*

*3 April 2024*

***ORIGINAL COPY SIGNED***  
***ENGR. ANA TRINIDAD F. RIVERA, MSc.***  
***FDA, CenBAC Chairperson***

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, *Food and Drug Administration* wishes to receive Bids for the ***Procurement of Janitorial Services for Food and Drug Administration (FDA)*** with identification number ***ITB No. 2024-0037-FDA***.

The Procurement Project (referred to herein as “Project”) is composed of *Three (3) items* the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for ***FY 2024*** in the amount of **Fifteen Million Three Hundred Forty-Two Thousand Four Hundred Thirty Pesos and 16/100 Centavos Only (Php15,342,430.16)**

2.2. The source of funding is:

a. FDA-Special Accounts in General Fund (SAGF)

## 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 or Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - 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.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through videoconferencing/webcasting: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZDEyOGZkMmEtNDk3Ys00YTVILTgwZTctMmNkYzIzYWVhMWU1%40thread.v2/0?context=%7b%22id%22%3a%229ff96714-1510-4651-af07-60d5630380ab%22%2c%22oid%22%3a%225ff40fe4-2c55-4d25-9266-77af65fa914c%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDEyOGZkMmEtNDk3Ys00YTVILTgwZTctMmNkYzIzYWVhMWU1%40thread.v2/0?context=%7b%22id%22%3a%229ff96714-1510-4651-af07-60d5630380ab%22%2c%22oid%22%3a%225ff40fe4-2c55-4d25-9266-77af65fa914c%22%7d) as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the

**IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *Three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

- ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

### **13. Bid and Payment Currencies**

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
- a. Philippine Peso.

### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *the period specified in the BDS which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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<sup>2</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.



## **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**

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

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:
- Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.
- 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**.

## ***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> <ul style="list-style-type: none"> <li>a. <i>similar contracts – contract shall involve goods or services of the same nature and complexity of as the subject matter of the project being procured</i></li> <li>b. completed within last three <b>(3) years?</b> prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<i>Subcontracting are not allowed</i>
12	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.
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> <ul style="list-style-type: none"> <li>a. The amount of not less than <b>Php306,848.60</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Php767,121.51</b> if bid security is in Surety Bond.</li> </ul>
19.3	<p><i>The project will be awarded by line item.</i></p> <p><b><i>Refer to Section VI – Schedule of Requirements and Section VII – Technical Specifications</i></b></p>
20.2	<i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i>
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i>

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project *{[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 VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

## **5. Warranty**

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***Section V. Special Conditions of Contract***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.



## Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>MANUEL G. GUEVARA Chief Administrative Officer</p> <p>JERLINDA N. MACASOCOL OIC-CTQAL</p> <p>JUN LEO T. DONALVO OIC-DTQAL</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <p style="margin-left: 40px;">a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</p>

	<ul style="list-style-type: none"> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ul>
	<ul style="list-style-type: none"> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> <li>f. <i>[Specify additional incidental service requirements, as needed.]</i></li> </ul> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>2. in the event of termination of production of the spare parts: <ul style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul> </li> </ol> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p>

	<p>Spare parts or components shall be supplied as promptly as possible, but in any case, within [<i>insert appropriate time period</i>] months of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
	<p><b>Regular and Recurring Services –</b>  <i>[In case of contracts for regular and recurring services, state:]</i> “The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.”</p>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p>
4	<p>The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i></p>

## *Section VI. Schedule of Requirements*

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Procurement of Janitorial and Maintenance Services for the Food and Drug Administration (FDA) for One (1) Year	Lot	Php11,901,237.11	Not more than (15) Calendar Days upon receipt of Notice to Proceed (NTP)
2	Procurement Of Janitorial Manpower Services with Cleaning Supplies, Materials and Equipment of FDA-Cebu Testing and Quality Assurance Laboratory (CTQAL), Visayas Cluster (VC) For A Period of One (1) Year	Lot	Php1,972,793.76	Not more than (30) Calendar Days upon receipt of Notice to Proceed (NTP)
3	Procurement Of Janitorial Services for FDA-Davao Testing and Quality Assurance Laboratory (DTQAL) Located At Tagum City For 12 Months	Lot	Php1,468,399.29	Not more than (30) Calendar Days upon receipt of Notice to Proceed (NTP)

**Delivery Addresses:**

FDA: Filinvest Corporate City, Alabang Muntinlupa City

CTQAL: North Road, Jagobiao, Mandaue City, Cebu

DTQAL: Energy Park, Apokon, Tagum City 8100, Davao Del Norte

I hereby certify that the Statement of Compliance to the foregoing Schedule of Requirements are true and correct, otherwise, if found false either during the bid evaluation or post qualification, the same shall give rise to automatic disqualification of our bid.

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

\_\_\_\_\_  
Date

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

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

### **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.

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.

# Technical Specifications

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



## **SUMMARY STATEMENT OF CONFORMITY TO THE END-USER TERMS OF REFERENCE**

**Bidder's Declaration to the End-User's Technical Specifications must state either "COMPLY" or "NOT COMPLY" against each of the individual parameters of each Specification stating the corresponding parameter of the item offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence.**

**Project Title: Procurement for Janitorial and Maintenance Services for Food and Drug Administration (FDA) for One (1) Year**

### **I. Background**

The Food and Drug Administration (FDA) is the government regulatory agency in the Philippines mandated to guarantee the safety, quality, purity and efficacy of products in order to protect and promote the right to health of the general public.

### **II. Rationale**

- A. Cost-effectiveness-Outsourcing janitorial services can often be more cost-effective than hiring in-house staff, as it eliminates expenses like payroll taxes, benefits, and training.
- B. Expertise and Efficiency-Janitorial service providers are experts in their field, equipped with the knowledge, skills, and equipment necessary to efficiently clean and maintain facilities.
- C. Consistency and Reliability-Professional janitorial services ensure consistent and reliable cleaning schedules, maintaining a clean and sanitary environment for occupants and visitors.
- D. Flexibility-Service providers can tailor their offerings to meet specific needs, whether it's daily, weekly, or monthly cleaning schedules, or additional services like carpet cleaning or floor waxing.
- E. Quality Assurance-Many janitorial service contracts include performance guarantees, ensuring high-quality cleaning standards and accountability.
- F. Risk Management-Outsourcing janitorial services can mitigate risks associated with employee turnover, liability, and compliance with health and safety regulations.

G. Focus on Core Activities-By delegating janitorial tasks to professionals, organizations can focus their time and resources on core business activities, enhancing productivity and efficiency.

Overall, the rationale for procuring janitorial services lies in the cost-effectiveness, expertise, reliability, and convenience they offer, allowing organizations to maintain a clean and safe environment while optimizing resources and focusing on strategic objectives.

As such, the AFS-General Services Division (GSD) which is mandated to maintain a clean workplace in the FDA shall outsource qualified Service Providers to attain the above-mentioned desired result.

### **III. OBJECTIVE**

To be able to procure janitorial and maintenance service provider from a reputable supplier to meet and augment the janitorial and maintenance services requirements of FDA-Central Office, subject to the terms and conditions stipulated in this Terms of Reference (TOR).

### **IV. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Funding Source is the Government of the Philippines (GOP) through the **FDA-Special Account in the General Fund (SAGF)** in the amount of **Eleven Million Nine Hundred One Thousand Two Hundred Thirty-Seven Pesos and Eleven Centavos (P 11,901,237.11)** only.

In compliance to Section 7 of the Republic Act (RA) 9184 and its Revised Implementing Rules and Regulations (RIRR), the budget for the contract is included in the 2024 Approved Annual Procurement Plan.

### **IV. PROPOSAL INSTRUCTIONS**

All proposals shall conform to the conditions set forth in Section 61 of the RA 9184 and its RIRR.

A. All bid prices for the duration of the Contract shall be fixed and shall not be adjusted during the contract implementation except for the following:

1. Increase in minimum daily wage pursuant to law or new wage order issued after date of bidding;
2. Increase in taxes;

3. If during the term of the contract, the FDA sees the need for an increase or decrease in the number of janitorial personnel, the resulting cost of said increase, provided that the ABC for the relevant year is not exceeded.
4. Any unexpected holidays declared which are not accounted for in the original contract and falling to a regular workday.
5. Any approved legislation providing automatic wage adjustment/increase.

All exception should be in accordance with existing budgeting, accounting and auditing rules.

#### **IV. PERIOD OF CONTRACT**

The Contract shall commence within 15 calendar days upon receipt of approved Notice to Proceed (NTP) and shall end after One (1) Year or Twelve (12) Months, subject to contract renewal and/or extension consequent to Appendix 37 of RA 9184 and its RIRR:-

Prior to contract renewal, a Cost-Benefit Analysis (CBA) and Performance Evaluation shall be under-taken by the Procuring Entity to prove the advantage of the renewal of contracts in accordance with the existing budgeting, accounting and auditing rules.

#### **V. TERMS OF PAYMENT**

Payment to Service Provider shall be made on a semi-monthly or monthly basis upon submission of claim for payment supported by:

- i. A certification by the concerned office that the services for which payment is being claimed have been rendered or delivered in accordance with the terms of the contract and have been duly accepted.
- ii. Certified true copy of payroll of Janitorial; and
- iii. A certification from the Service Provider that it has fully paid all wages of the Janitorial for the preceding month in accordance with the provisions of the Minimum Wage Law, the new Labor Code, and other pertinent laws and decrees.
- iv. A request for approval of funding for additional wage due to unexpected holidays that are not included in the original contract with an attached copy of the official holiday declaration (For any unexpected holiday declaration that falls on a regular workday).
- v. And other pertinent documents to be requested necessary in processing of the payment.

## **VI. MINIMUM STANDARDS FOR THE SERVICE CONTRACT**

### **A. Years of Experience**

- a. The Service Provider must have at least three (3) years of experience on similar contract.
- b. The Service Provider must submit certified copy of summarized list of similar contracts indicating the names of establishments and period of contract from 2021 to date.

### **B. Liquidity**

- a. The Service Provider must have a Net Financial Contracting Capacity (NFCC) to enter into a contract with FDA.
- b. The Service Provider must show/provide NFCC at least equal to the Approved Budget for the Contract (ABC) or Committed Line of Credit at least equal to 10% of ABC.

### **C. Organizational Set-Up**

- a. The Service Provider must be a duly licensed and registered service provider with the Department of Labor and Employment (DOLE).
- b. The Service Provider must be duly registered with the following:
  - i. Securities and Exchange Commission (SEC),
  - ii. Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA);
  - iii. Social Security System (SSS),
  - iv. Home Development Mutual Fund (PAGIBIG);
  - v. Philippine Health Insurance Corporation (PHILHEALTH); and
  - vi. Bureau of Internal Revenue (BIR).
- c. The Service Provider must present an organizational structure showing the availability of competent manpower to perform janitorial services to the CLIENT.
- d. Must have a Retirement Plan duly registered with the BIR and a Trust Fund.
- e. The Interested Bidder/Service Provider must be an ISO 9001-2015 (Quality Management System) Certified.

## **VII. Scope and Location of Work:**

The following are the Scope and Location of Work of the Service Provider:

- a. The Service Provider must perform two (2) work sets of packages for the CLIENT;
- b. Package One (1) of work shall include BUILDING MAINTENANCE and Package two (2) shall include other GROUND MAINTENANCE;
- c. Both packages involve personnel supervision and procurement of equipment and supplies;

- d. The Service Provider must provide all materials, supplies and equipment stated in its bid. Usage of materials shall be accounted for and shall be in accordance with the schedule;
- e. Must provide assistance during transfer of office furniture/equipment within the premises;

A. Assignment of Janitors in the indicated place of deployment

Location	No. of Janitor(s)	Statement of Compliance
Supervisor Housekeeping	1	
AFS (Office of the Director, Accounting, BMD, Cashier, and HRDD)	1	
CCHUHSRR	1	
CDRR	1	
CDRRHR (Annex A and B)	2	
CFRR	1	
CSL Drug Section = 1 Antibiotic/Micro = 1 Exp. Animal House = 1 Food/Cosmetic/Toxicology = 1	4	
FDAC	1	
GSD/Records/ICTMD (Filinvest New Bldg.)	1	
PPS/CDRR (PRSD) Annex B	1	
LSSC	1	
ODG	1	
ODDG-IM	1	
ODDG-FROO	1	
Annex Bldg A - Comfort Rooms, Conference Room, Sewage Treatment Plant (1male, and 1 female)	2	
Supervisor Maintenance	1	
Grounds*	3	
Painter*	1	
Welder*	1	
Carpenter*	1	
Mason*	1	
Landscaper*	1	
Electrician*	1	
Aircon Technician/Cleaner*	1	
Plumber*	1	
<b>Total Number of Personnel</b>	<b>32</b>	

**Note: \*can be assigned to do other tasks in exigency of service**

**Total No. of Personnel = 32**

**B. Recruitment and Selection Criteria Staffing Pattern/Company's Recruitment and Qualification**

**1. General Minimum Qualification**

- a. At least High School level/graduate for janitors;
- b. TESDA Certificate (or its equivalent) for maintenance staff
- c. At least College level for Supervisors;
- d. With good moral character, cleared by law enforcement or police agencies and without previous record of any conviction of a criminal offense involving moral turpitude
- e. Mentally & Physically Fit to work.
- f. Not less than Eighteen (18) years of age and not more than Forty-Five (45) years of age;
- g. Strictly non-smoker/vape and shall not smoke/vape during duty hours.
- h. Fully Vaccinated Against COVID 19.

2. Janitorial personnel including Relievers will be subject for screening, assessment and acceptance by the Chief, AFS-GSD or his duly authorized representative as well as the Administrative Officer or authorized representative of the offices where the Janitor or Reliever shall be assigned prior to deployment.

3. Each Janitor including Reliever(s) shall submit the following documents to the GSD prior to assessment:

- a. Medical Certificate;
- b. NBI Clearance;
- c. Copy of NSO issued birth certificate;
- d. Resume w/ 2x2 picture;
- e. Copy of PhilHealth number
- f. Copy of SSS membership card;
- g. Tax Identification Number Registration Certificate;
- h. Copy of the drug test result or Drug Test Center where the Janitors took drug testing. (within the last six [6] months from date of hiring)
- i. Copy of CoVid-19 Vaccination Card

4. Abide by the prescribed **Working Hours:**

General Conditions:

The deployed personnel shall work eight (8) hours, six (6) days a week from Monday to Saturday. However, the personnel may be requested to provide assistance

outside the regular working hours or during weekends or holidays upon the written approval from the GSD or Authorized representative.

- a. Shall render eight (8) hours duty from Monday to Saturday as follows:
  - 7:00 AM to 12:00 NN and 1:00 PM to 4:00 PM @ FDA Central Office
  - 8:00 AM to 12:00 NN and 1:00 PM to 5:00 PM @ FDA Central Office
- b. The **Service Provider** shall ensure provision of 50% relievers/replacement for absent personnel to ensure continuous services to **FDA**. However, it shall give a written notice three (3) days before their absence or in case of emergency at least two (2) hours before to the General Services Division (GSD) in coordination with the Center/Office concerned whenever personnel will be absent.
- c. The qualification of the reliever/ replacement must substantially meet the same requirements as the regular personnel. The reliever/replacement shall be provided with separate Daily Time Record (DTR).

5. **Janitors assigned in building offices shall perform the following Services:**

- Sweeping, dusting and polishing the floors on all rooms, corridors, lobbies, stairs and entrances up to areas specified by the FDA;
- Cleaning and wiping of all office tables, glass tops, furniture and fixtures, window ledges, counters doorknobs and glass partitions;
- Regular thrice daily cleaning and sanitizing of all comfort rooms, bath and kitchen sinks, and removal of spots or stains from floors and other surfaces (at 7:00am, 11:00am and 3:00PM);
- Fetching water and filling of containers in the comfort rooms when water is not available;
- Cleaning of driveways, parking spaces and the immediate surroundings of the building;
- Proper disposal of solid waste collected from various parts of the assigned area to the designated trash/ waste dumping area within the compound
- Upkeep of indoor/outdoor, potted plants and tress
- Dusting and removing of cobwebs from ceiling on all rooms
- Maintaining of ornamental plants and polishing of metal signs
- General cleaning of draperies and blinds
- Clean and de-clog storm drains, gutters and canals
- Cleaning and polishing of inner surfaces of all window glasses, sun baffles, walls, counter, light diffusers, picture frames and wall hanging
- Wash, scrub, wash strip, re-wax and polish floor
- Handling/hauling of office furniture/equipment within the premises
- Regular Inspection/Cleaning/Disinfection Repair of FDA facilities:
  - o Regular cleaning and checking of all FDA air conditioners and air

vents

- o Regular checking of electrical connections (electrical load checking)
- o Regular cleaning of FDA toilets and water facilities
- o Regular inspection of FDA buildings and facilities
- o Weekly disinfection of office premises
- Report to the GSD defective fixtures, electrical installations, water leaks, broken fixtures and equipment that needs repair
- Carrying, transporting or moving of office furniture, equipment, supplies, within the premises that may be assigned from time to time
- Sweeping and cleaning rubbish and leaves
- Emptying of trash cans, clearing/collection and dumping at designated dumping sites
- Cutting and pulling of wild plants and grasses
- Trimming of ornamental plants
- Planting of ornamental plants that the FDA may provide, outside of the plants to be provided by the service provider as indicated in this terms of reference.
- May perform other official support tasks that may be assigned by the Center Office representative and/or GSD

***The janitor shall prioritize the performance of his/her official duties and should be confined to his/her area of assignment free from doing personal errands (e.g. Bill payments, carrying bags et. al.) which is highly discouraged.***

C. The Service Provider shall provide the following Supplies Tools and Equipment for the use of janitors’ in the performance of their tasks:

1. Monthly Supplies:

Quantity	Unit	Particulars	Statement of Compliance
20	Kilos	Rags	
25	Kilos	Powder Soap ***	
100	Pcs	Deodorant cakes ***	
8	ML	glass cleaner ***	
40	Pcs	Scouring Pads	
400	pcs	Plastic Garbage Bags XL (black or transparent)	
12	Liters	Muriatic Acid ***	
7	gals	Liquid Hand Soaps ***	
880	rolls	Tissue Papers	
3	1 liter/bottle	Multi - purpose cleaner ***	
5	330mL/tube	Furniture Polish ***	



10	170gram/tube	Disinfectant Aerosol Spray	
10	gallons	Disinfectant Spray ***	
5	320mL/tube	Air Freshener ***	
5	Bottles	Dishwashing Liquid ***	
1	liter	2T – oil for Grass Cutters	
20	Pairs	Gloves	
50	pcs	Plastic Garbage Bag Small Black	
50	pcs	Plastic Garbage Bag Small Yellow	
50	pcs	Plastic Garbage Bag Small Green	
5	Gals	Bleach ***	
10	Liters	Gasoline (for grass cutter)	
3	Liters	Fabric Softener ***	
4	Liters	Liquid wax (red) ***	
20	Liters	Liquid wax (white) ***	
12	pcs	Steel wool	
8	Gallon	Hand sanitizers ***	
2	Cans	Metal Polish ***	

**Note: \*\*\* must have an FDA – LTO/Notification (cosmetic)**

2. Quarterly Supplies:

Quantity	Unit	Particular	Statement of Compliance
30	pcs	Soft broom	
25	pcs	Broomstick	
20	pcs	Dust pans	
25	pcs	Mop handles	
50	pcs	Mop heads	
15	pcs	Toilet Brush	
8	pcs	push brush	
3	pcs	ceiling broom	
10	pcs	Plastic pail	
3	gals	Sodium Hypochlorite Solution	

3. To be provided **free of charge** by the Service Provider, as follows;

Quantity	Unit	Particulars	Statement of Compliance
6	Pcs	Spray Guns	
5	Pcs	Glass Wipers	
14	Pcs	Dispensers for Liquid Soap	
2	Units	Wheelbarrow (Heavy Duty)	
2	Pcs	Garden Hose (50m length)	
7	Pcs	Rakes	
3	Pcs	Shovels (Round mouth shovel, heavy duty)	
3	Pcs	Trowels (Heavy duty with rubber handle)	
2	Pcs	Ladders (Multi-Purpose Aluminum Ladder, 4x4 and 5x4)	
4	Units	Floor polisher with pad	
1	Units	Vacuum cleaner (Portable)	
12	Sets	Garbage Bin Sets (Biodegradable and Non-Biodegradable) Standard Size	
80	Pcs	Outdoor Ornamental Plants*	
80	Pcs	Indoor Ornamental Plants*	
6	Pcs	Disinfecting Mats (Soft TPU plastic tray, prevents tripping w/ mold in place anti slip strips, heavy duty disinfecting PVC coil mat w/ unique corner clips to help keep mat in place w/ fluid retaining side dam to avoid overflow size (20"x40"))	
6	Pcs	Foot Operated Sanitizer Dispenser	
6	Pcs	Alcohol Pump dispenser 1000mL	

**Note**

***\* The actual choices of plants by quantity shall be determined by end-user during implementation of the contract in accordance with the cost offered.***

4. Maintenance tools:

Quantity	Unit	Particulars with Specifications	Statement of Compliance
1	Pc	Pressure Washer -(1.5 HP Electric Motor, 220V 60hz, Belt type, Heavy duty with piston pump, with 10m discharge hose, 2m suction hose, stick gun, return hose, and base frame)	
1	Pc	Vacuum Pump ¼ HP <ul style="list-style-type: none"> <li>• Rotating Speed 1720 rpm</li> <li>• Power 1/4 hp</li> <li>• Oil Capacity 220 mL</li> </ul>	
1	Pc	Manifold Gauge (Non Inverter) <ul style="list-style-type: none"> <li>▪ Number of Valves: 2</li> <li>▪ Refrigerant Compatibility: R22, R-404A, R-410A</li> <li>▪ Number of Hoses: 3</li> <li>▪ Hose Length: 60in                             <ul style="list-style-type: none"> <li>○ Gauges high to side red: 800psi</li> <li>○ Gauges low to side blue: 500psi</li> </ul> </li> </ul>	
1	Pc	Clamp Meter Tester <ul style="list-style-type: none"> <li>• Resistance 199.9Ω</li> <li>• Bandwidth 50~ 400Hz</li> <li>• Display 1999</li> <li>• Clamp diameter 25mm</li> </ul>	

1	Pc	<p>Multi tester Digital</p> <ul style="list-style-type: none"> <li>• DC voltage: 200m / 2/20/200/1000 V</li> <li>• AC voltage: 200 m / 2/20/200 / 750V <input type="checkbox"/> DC current: 20μ / 200 μ / 2m / 200m / 10A</li> <li>• AC current: 20μ / 200μ / 2 m / 200 m / 2 / 10A</li> <li>• Resistance: 200 / 2K / 20K / 200K / 2M / 20M / 200MΩ</li> <li>• Capacity: 2η / 20η / 200η / 2μ / 20μF</li> <li>• Frequency: 20kHz to 2000kHz</li> <li>• Loading cycles: 0.1% to 99.9%</li> <li>• Temperature: 0 ° to 1000 ° C</li> <li>• Logical level: High &gt; 2,0 V; Low</li> <li>• Circuit control: yes</li> <li>• Diodes control: yes <input type="checkbox"/></li> </ul> <p>Weight: 495 g (including battery)</p> <ul style="list-style-type: none"> <li>• Battery: 1x9V</li> <li>• Dimensions: 97 x 200 x 47mm</li> </ul>	
1	Pc	<p>Electric Planer</p> <ul style="list-style-type: none"> <li>• Power input 750w</li> <li>• Planing depth 1.6mm</li> <li>Rebating depth 12mm</li> </ul>	
1	Pc	<p>Portable Blower</p> <p>Specifications:</p> <p>Continuous Rating output: 600W</p> <p>Max Air Volume: 4.1 m<sup>3</sup>/min</p> <p>Max Air Velocity: 91m/s</p> <p>Air Pressure: 5.7Kpa</p> <p>No load Speed: 16,000RPM</p> <p>Vibration Level: Operation w/o load: 2.5m/s<sup>2</sup></p> <p>Vibration K Factor: Operation w/o Load: 1.5m/s<sup>2</sup></p> <p>Sound Pressure Level: 83 Decibels (A)</p> <p>Sound Power Level: 94 Decibels(A)</p>	

		Noise K Factor: 3dB(A) Dimensions (LxWxH): 479x185x178 Net weight: 1.9-2.2Kg Power Supply Cord: 2.5m	
1	Pc	Portable Welding Machine <ul style="list-style-type: none"> <li>• Power Voltage (V): 220 V.</li> <li>• Rated Input Capacity (kVA): 3.8 kVA.</li> <li>• Input Voltage Frequency (Hz): 60 Hz.</li> <li>• No-Load Voltage: 65 V.</li> <li>• Output Current Range (A): 10 – 200 A.</li> </ul>	
1	Pc	Wood router <ul style="list-style-type: none"> <li>• No load speed (RPM) 9,000 – 22,000</li> <li>• Plunge capacity: 0 – 70mm (0 – 2 – ¾”)</li> </ul>	
1	Pc	Portable High Pressure Washer <ul style="list-style-type: none"> <li>• Power 1200</li> <li>• Input Voltage 220V</li> <li>• Pressure 100Pa</li> </ul>	
1	Pc	Gas operated grass cutter <ul style="list-style-type: none"> <li>○ Power source: petrol/gas</li> <li>○ Fuel tank capacity: 1200mL</li> </ul>	
1	Pc	Angle Grinder <ul style="list-style-type: none"> <li>○ High performance 840-watt motor</li> <li>○ Dust proof bearings, small circumference, barrel grip to easy handling, continuous rating output, wheel diameter</li> </ul>	

- D. The Service Provider shall provide Janitors with clean uniforms with company identification card (ID card), which should be worn at all times. The uniform of Janitors assigned to ground maintenance shall be different from those assigned in the building maintenance for distinction. Non-compliance shall be grounds for the reduction in payment equivalent to one (1) day pay per janitorial for violation;
- E. Ensure that Janitors for deployment are properly screened and declared physically and mentally fit to work and shall not be under the influence of any liquor or other intoxicating substances or prohibited drugs before he or she is allowed to report to his or her assigned posts. Any Janitor found to be under the influence of alcohol or other intoxicating substances or prohibited drugs shall be immediately relieved from his / her post and subjected to disciplinary action;
- F. Furnish a copy of the written notice to the office concerned whenever a Janitor is to be removed or replaced subject to the approval of the AFS – GSD.
- G. Provide relievers/replacements in case of absences by any assigned Janitor to ensure continuous and uninterrupted service. Relievers shall be screened and have to undergo orientation from the General Services Division prior to assignment; If the regular janitor is replaced by a reliever for a day by reason of tardiness the janitor concerned is not allowed to roam around nor stand by at the FDA premises;
- H. Allow Janitors assigned to restricted office areas where highly accountable assets and documents are kept, to perform their duties under the supervision of officials designated by the FDA;
- I. Assume full responsibility for any claim for any compensation on injuries from accidents in connection with the performance of Janitor's Duties assigned to the project sites and shall make FDA free from any legal suit in connection therewith under the terms and conditions of this contract. Exception to this is when the FDA officially assigns work that is not within the scope of this Contract, hence, the FDA shall assume responsibility
- J. Assume full responsibility for any damage or loss of government and/ or personal belongings, properties resulted from the negligence and/or direct conduct of theft by the Janitor/s and the AFS shall be the final arbiter
- K. Faithfully comply with all laws, rules and regulations pertaining to the employment of labor, including but not limited to the Labor Code of the

Philippines as amended, the Social Security System Laws, Employer’s Liability Act, Workmen’s Compensation Act and Phil Health Act

- L. Agrees to bind itself to save and hold the FDA free from any and all liabilities arising for the execution of the Contract Agreement;

**VII. MONITORING SUPERVISION**

- A. To ensure that the agreement/contract is followed, the GSD will assign personnel to monitor and supervise the deployed janitor and maintenance personnel. The GSD will also conduct a monthly performance evaluation of the janitors and maintenance personnel thru their Supervisors and the Representative(s) of the Center/Service where the janitor/janitress is assigned to evaluate the quality of their services.
  
- B. The two Supervisors; one for housekeeping and one for maintenance, shall be responsible for overseeing the daily operation, coordination, supervision and assignment of housekeeping and ground janitors respectively. They shall monitor, supervise, and administer the routine and daily tasks of janitorial services. They shall serve as conduit or intermediary of the Service Provider and the Food and Drug Administration through the AFS-GSD.

**Schedule of Common Tasks of Janitorial Personnel**

<b>Tasks</b>	<b>Frequency</b>	<b>Statement of Compliance</b>
Sweeping Dusting of Office Spaces	Once Daily or as needed	
Cleaning and Sanitation of Comfort Rooms	Thrice Daily (7:00AM, 11:00am and 3:00PM)	
Monitoring of the Sewerage Treatment Plan	Twice Daily (11:00AM and 3:00PM)	
Sweeping of FDA grounds, driveways, parking areas	Once Daily	
Emptying of Trash Cans	Twice Daily (11:00AM and 3:00PM)	
Cutting and pulling of wild plants and grass	Once Weekly	
Upkeep of Plants	Once Daily or as needed	
General Cleaning	Once every months	

- C. The Procuring Entity/GSD will monitor that the janitor/maintenance personnel will submit a performance evaluation each month to enable the FDA to properly assess his/her satisfactory performance. The **Service Provider** will provide its own Bundy clock for monitoring the janitor's/maintenance personnel's attendance.

## VIII. CONTRACT MANAGEMENT AND IMPLEMENTATION

- A. There should be **NO EMPLOYER-EMPLOYEE** relationship between janitors and the FDA.

- B. Execution of Contract and Performance Evaluation of the Service Provider

The performance and execution of janitorial works and support services shall be under the Chief of the AFS-GSD. Before commencement and assumption of work at the beginning of the contract implementation, an orientation relative to the office regulation, work processes, scope of responsibility, work protocol, and coordination, reporting process, work assignments, schedule and other matters pertaining to work ethics and standard required by the FDA shall be conducted by the AFS-GSD.

1. The GSD in cooperation with the Authorized Representative of each office shall conduct a performance assessment or evaluation of the Service Provider monthly based on the following:
  - a. Service Provider's cleaning accomplishment and quality standards based on the submitted general and specific cleaning guidelines, housekeeping plan and methodologies.
  - b. Compliance to periodic and pre-scheduled preventive maintenance accomplishments.
  - c. Compliance to the Procuring Entity's waste segregation and work safety program and standards.
  - d. Tools, equipment, and supply utilization management.
  - e. Work ethics, personal management and compliance to existing labor laws and practice.
  - f. Monitoring of consumables
2. The assessment or evaluation methods to be employed shall be based on service level monitoring, certification and visual inspection.
3. The Service Provider shall maintain a satisfactory level of performance throughout the term of the contract based on the



following set of performance criteria. The Service Provider must obtain at least 80% score, the minimum score for satisfactory rating.

a. Performance Criteria and Weight:

No.	Criteria	Weight
1	Quality of Service /Cleaning Standard	40
2	Scheduling and Time Management	10
3	Safety Awareness of Personnel	20
4	Compliance to Contract Requirements	20
5	Work Ethics and Personnel Management	10
	Total	100%

VIII. Evaluation checklist should be enhanced to include specific duties and responsibilities (e.g., garbage disposal, daily routine cleaning checking of consumables, et. al.)

b. Examples of Performance Measures

- i. Satisfactory performance of the Service Provider to the conduct and execution of daily housekeeping routine services on each building;
- ii. Satisfactory performance of the Service Provider relative to the conduct and execution of monthly routine housekeeping services for each building;
- iii. Satisfactory performance of the Service Provider relative to the conduct and execution of quarterly routine housekeeping services for each building;
- iv. Gardens are well kept, watered, fertilized and plants are distinctively robust;
- v. Grounds are clean with grasses trimmed to acceptable heights and proportion;
- vi. Collection of garbage from every office/room before end of working day is accomplished;
- vii. Daily collection and disposal of garbage from buildings/offices is in accordance with the waste disposal management/scheme of the FDA;
- viii. Supplies are provided in time, and on agreed quantity and specifications, and distributed accordingly;
- ix. Submission of a complete and updated list of janitors' personal data sheet every month or upon demand;
- x. Immediate provision of acceptable relievers and replacements when necessary;
- xi. Appropriate Notice to the AFS-GSD is given when relievers/replacement are deployed;

- xii. No verified complaint of nonpayment or underpayments of janitor's benefits, salaries or wages;
  - xiii. Submission of regular schedule for areas to be cleared;
  - xiv. Monthly submission of complete and accurate accomplishment reports to the AFS-GSD;
  - xv. Submission of complete and accurate written report before the closing of next business day of incidents involving the Service Provider janitorial staff;
  - xvi. Appropriate and immediate submission of reports on any lost or found items to respective AOs and supervisors;
  - xvii. Janitors are presentable, groomed well-dressed hygienic and clean;
  - xviii. Janitors working with complete tools, proper preventive gears and supplies;
  - xix. No reported theft and misconduct where the Service Provider janitor is involved;
  - xx. All required incident reports prepared, accurately done and forwarded on time;
  - xxi. Supervisor properly inspect and monitor the janitors work, workplace and performance;
  - xxii. Suspension and/or replacement of janitors found under the influence of liquor or other intoxicating substance or prohibited drugs.
4. Based on the assessment, the FDA may pre-terminate the contract for failure of the Service Provider to perform its obligation thereon following the procedure prescribed in GPPB Resolution No. 018-2004 dated December 22, 2004, Annex "A" and succeeding relevant amendments;
  5. The Procuring Entity (FDA) through AFS-General Services Division has the right to effect changes in assignment/deployment (Rotational) of the Janitor's at any time and in the exigency of work requires during the contract period through a written notice to the Service Provider. The Service Provider shall be given three (3) to five (5) working days to comply with the changes in the deployment.
  6. The **Service Provider** may ventilate in writing the problems/difficulties that they encounter in the performance of their duties and/or responsibilities and give their suggestions, recommendations or solutions for the **FDA's** appropriate action;

7. The **Service Provider** reserves the right to pre-terminate the contract if the **FDA** is not complying with the terms and conditions of the contract/agreement. In such a case, the **FDA** shall give a written notice to the service provider at least thirty (30) calendar days prior to its pre-termination.
8. And, whenever required by the Director General or the GSD or if deemed necessary by the Supervisor, the Service Provider shall investigate any problems and untoward incidents within the FDA premises, including the commission of any crime, and submit a report to the Director General through the GSD.
9. All taxes payable to the government shall be borne by the **Service Provider**.

## **IX. REQUIREMENT FOR BIDDING**

A. Ocular inspection report of the FDA premises conducted and certified by the General Services Division, Administrative and Finance Service.

B. Acceptable Janitorial Services Proposal indicating at least the following:

### 1. Housekeeping Plan

- a. General cleaning instructions (high points and sequence)
- b. Floor (sweeping, washing, mopping, scrubbing, & waxing, polishing)
- c. Ceiling
- d. Walls
- e. Doors/entrances
- f. Windows
- g. Toilets/restrooms/bathrooms including distribution of consumables with daily consumption reports
- h. Staff rooms/conference rooms
- i. Furniture
- j. Air conditioners
- k. Draperies and blinds
- l. Lighting fixtures and wall decors
- m. Kitchen/pantry
- n. Building garbage management, etc.

### 2. Grounds & Garden Maintenance Plan

- a. Grounds sweeping
  - b. Garden maintenance
  - c. Building walls
  - d. Parking areas
  - e. Roof/Gutters/downspouts/storm drains/catch basins  
Signages, etc.
3. Preventive Maintenance Plan
- a. Building inspection
  - b. Roof/gutters/downspouts
  - c. Ground (street repairs)
  - d. Plumbing including CR
  - e. Minor building repair/maintenance including electrical
  - f. Minor equipment repair/maintenance (e.g.: air conditioners)
4. Janitorial supplies management system (ordering, inventory, issuance, etc.)
5. Contract Monitoring and Reporting System Including Supervision/Monitoring Charts
6. Waste Management /Garbage Collection and Disposal Scheme/Measures
7. Safety Measures/Programs

Personnel Administration including Staffing and Rotation Plan, Relievers/Replacement Scheme, Orientation and Training Plans C. The following are the computation of the monthly labor cost.

<b>COST DISTRIBUTION FOR ONE (1) YEAR - JANITORIAL SERVICE</b>				
<b>Item No.</b>	<b>Description</b>	<b>Office/Grounds/Lobby</b>	<b>Skilled</b>	<b>Supervisor</b>
	<b>No. of Days per/Year</b>			
	<b>Daily Wage (Wage Order No. NCR-24 and following the procurement of DOH - CO)</b>			
	Average pay (DW X no. of days per year/ 12 mos)			
	13th Month pay (Average pay / 12 mos)			

	Five days incentives pay (DW X 5 days/ 12 mos)			
<b>A.</b>	<b>Total Amount Directly to Janitorial Personnel</b>			
	SSS Premium			
	PhilHealth Contribution adjusted rate (5%)			
	ECC			
	Pag-ibig			
<b>B.</b>	<b>Total Amount Due to Government</b>			
<b>C.</b>	<b>Total Amount Due to Janitorial Personnel and Government</b>			
	(A + B)			
<b>D.</b>	<b>Total Amount of Supplies***</b>			
<b>E.</b>	Administrative Fee of not less than ten percent (10%) Department Order No.174-17, Series of 2017 (C x 0.2)			
<b>F.</b>	Total (C + D + E)			
<b>G</b>	12% VAT = (F X 12%)			
<b>H</b>	TOTAL MINIMUM CONTRACT RATE (C + D + E + G)			
	<b>Number of Janitorial Personnel</b>			
	<b>Sub-Total per Month</b>			
	<b>Sub-Total per Year</b>			
	<b>TOTAL CONTRACT FOR 32 Janitorial Personnel FOR 12 MONTHS</b>			

### **Price Schedules for Goods (Services) Offered**

**COMPUTATION:** The following is the PRICE SCHEDULE or template to be used for comparing the BID PRICE of each bidder including computation of the monthly labor cost. The lowest complying and responsive total bid shall be declared as the winning bidder:

**NOTE: BID PRICE will be base on a 1 month computation of Labor Cost, Administrative Cost and Value Added Tax. Multiply by the no of months/project duration. The total of which will be added by the price of the Equipment (ON A ONE TIME DELIVERY SUPPLIES AND EQUIPMENT/ANNUAL) as shown on the table below:**

A. LABOR COST		
Composed of daily wages of ___ Janitors for a Month, includes 13 <sup>th</sup> month, foive days incentives and indirect labor cost such as SSS Premium, Philhealth contributions, EXX and PAGIBIG fun. (as per end user computation)		
B. ADMINISTRATIVE COST/OVERHEAD EXPENSES (Estimated percentage of the Labor Cost)	___% x Labor Cost	
C. VALUE ADDED TAC (12% OF A + B)		
D. Supplies, Materials for a Month		
TOTAL (A+B+C+D) Cost for a Month		
*Multiply by no. of months (duration project)		
E. Equipment (One time/annual delivery)		
TOTAL COST		

**Note: The Computation of ABC is based on a 1 month computation of Labor Cost, Administrative Cost/Overhead, Value added Tax and supplies and material multiply by 12months (1 year) plus the cost of Equipment (one time delivery/annual).**

All bid prices for the duration of the contract shall be fixed and shall not be adjusted during the implementation except for the following:

1. Increase in minimum daily wage pursuant to law of new wage order issued after date of bidding;
2. Increase in taxes.

I hereby certify that the Statement of Compliance to the foregoing Technical Specifications are true and correct, otherwise, if found false either during the bid evaluation or post qualification, the same shall give rise to automatic disqualification of our bid.

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

\_\_\_\_\_  
Date

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

ITEM NO. 2

**PROJECT TITLE: PROCUREMENT OF JANITORIAL MANPOWER SERVICES WITH CLEANING SUPPLIES, MATERIALS AND EQUIPMENT OF FDA-CEBU TESTING AND QUALITY ASSURANCE LABORATORY (CTQAL), VISAYAS CLUSTER (VC) FOR A PERIOD OF ONE (1) YEAR**

**OBJECTIVE**

The FDA-Cebu Testing and Quality Assurance Laboratory, Visayas Cluster (CTQAL, VC) needs to maintain a clean and healthy working environment for all its officials and employees. As a result, acquisition of a reputable provider of 1.) Efficient janitorial services and 2.) Trained janitorial personnel is desirable to provide adequate and reliable maintenance services to FDA-CTQAL, VC. An efficient and effective service provider shall ensure orderliness and sanitation including buildings, facilities and grounds. The overall satisfactory output supports FDA-CTQAL, VC's day-to-day operational capacity. The Service Agency/Provider should be registered under the DOLE Department Order No. 174, Series of 2017, and license to engaged in (the business) of cleaning, janitorial services, sanitation, and related services.

The TERMS OF REFERENCE TO JANITORIAL SERVICES (hereinafter the "TERMS OF REFERENCE") set forth the terms and conditions applicable between the **SERVICE PROVIDER and CLIENT**. The **SERVICE PROVIDER** will provide janitorial, cleaning and maintenance services for the premises used and occupied by "**THE CLIENT**" hereafter called **CEBU TESTING AND QUALITY ASSURANCE LABORATORY (CTQAL), VISAYAS CLUSTER (VC)**.

**BUDGET**

The engagement of the SERVICE PROVIDER shall be for the period of twelve (12) months, with an approved budget amounting to **One Million Nine Hundred Seventy-Two Thousand Seven Hundred Ninety-Three Pesos and 76/100 (1,972,793.76)**

**TECHNICAL SPECIFICATION**

**I. PLACE OF ASSIGNMENT**

The SERVICE PROVIDER shall designate a supervisor and assign personnel in the following premises:

<b>Location</b>	<b>No. of Janitors</b>	<b>Statement of Compliance</b>
Pantry/Staff Lounge (Ground Flr.) Men's & Women's Toilet (Ground Flr.) REU/Office of the Director-VC (Ground Flr.) Lobby/Receiving Area Stairs/Corridors Indoor Garden	1	

Men's, Women's & Disabled Toilet (Lobby) Lobby/Receiving Area/Corridors/Stairs Cashier's Room Receiving/Releasing Unit/Admin. Office File Room/Sample Storage Room Library/Conference Room Corridors (outside indoor garden) Electrical/Mechanical Room Step-Down Transformer Room/Utility Room Cosmetic Analysis Room	1	
2 <sup>nd</sup> Floor Laboratory Supervisor's Office Food Analysis Room/ Hot Room/ Instrument Room I/Staff Room/Balcony/Corridor/Wash Room I/ Documentation Room (Mechanical Room)/Indoor Garden I/ Monitoring of Distillation I	1	
2 <sup>nd</sup> Floor Instrument Room II Drug Analysis Room/Corridor/Wash Room II Indoor Garden II/Electrical/Utility Room Pantry/Staff Lounge Male Toilet/Monitoring of Distillation II	1	
2 <sup>nd</sup> Floor Microbiological Analysis Room Corridor/Stairs (Outside/Pebbles) Continuous Porch (Outside/Pebbles) Service Balcony 2 <sup>nd</sup> Floor Air Conditioning Units (Assist in Cleaning every month)	1	
Ground Works Chemical Reagent Storage Building Generator House Garbage Collection Facility STP (Surroundings) Pump House/Road Ways	2	

There shall be a Rotation of Assignment in every Quarter and the Office concerned will evaluate their performance.

## II. QUALIFICATIONS OF THE SERVICE PROVIDER

Particulars	Statement of Compliance
A. Years of Experience <ul style="list-style-type: none"> <li>The SERVICE PROVIDER must have at least three (3) years of experience on similar contract.</li> <li>The SERVICE PROVIDER must submit certified copy of summarized list of similar contracts indicating the names of establishments and period of contract from 2020 to date.</li> </ul>	



<p><b>B. Liquidity</b></p> <ul style="list-style-type: none"> <li>• The SERVICE PROVIDER must have a net financial contracting capacity to enter into a contract with the Food and Drug Administration (FDA)-CTQAL-Visayas Cluster.</li> <li>• The SERVICE PROVIDER must show Net financial contracting capacity at least equal to the Approved Budget for the Contract (ABC) or Committed Line of Credit at least equal to 10% of ABC.</li> </ul>	
<p><b>C. Organizational Set-Up</b></p> <ul style="list-style-type: none"> <li>• The SERVICE PROVIDER must be a duly licensed and registered service provider with the Department of Labor and Employment.</li> <li>• The SERVICE PROVIDER must be duly registered with Securities and Exchange Commission, Department of Trade and Industry, or Cooperative Development Authority.</li> <li>• The SERVICE PROVIDER must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (PAGIBIG) and Philippine Health Insurance Corporation (PHILHEALTH).</li> <li>• The SERVICE PROVIDER must be duly registered with the Bureau of Internal Revenue.</li> <li>• The SERVICE PROVIDER must present an organizational structure showing the availability of competent manpower to perform janitorial services to the CLIENT.</li> </ul>	

### III. WORK SCHEDULE

<b>Particulars</b>	<b>Statement of Compliance</b>
<p><b>A. Official Time</b></p> <p>a. The SERVICE PROVIDER must provide a janitorial force consisting of seven (7) janitorial personnel, one (1) of which will be designated as the Janitorial Supervisor, who shall work from Monday to Saturday</p> <p>b. Janitors must follow an eight (8) hours duty from Monday to Saturday in shifting schedule as follows:  7:00 AM to 12:00 NN and 1:00 PM to 4:00 PM (Monday to Friday)  8:00 AM to 12:00 NN and 1:00 PM to 5:00 PM (Monday to Friday)  6:00 AM to 11:00 AM and 12:00 NN to 3:00 PM (Saturdays)</p>	
<p><b>B.</b> The SERVICE PROVIDER must provide a reliever/replacement for absent personnel to ensure the continuity of its services to the CLIENT at designated premises.</p>	

C. The SERVICE PROVIDER must provide written notice three (3) days before their absence or in case of emergency at least two (2) hours before, to the Division/Office concerned whenever CLIENT- accredited janitor will be relieved/replaced.	
D. Sleeping and other violative acts while on duty are not allowed. The SERVICE PROVIDER must impose disciplinary action to its janitorial personnel caught while on his/her duty.	

#### **IV. WORKWEAR**

- A. The SERVICE PROVIDER must provide proper uniforms or workwear and instruct janitorial personnel to wear the same while inside the premises on official time.
- B. The SERVICE PROVIDER must provide safety work clothing (or equivalent personal protective suit) while performing critical tasks with identified risk(s) to health and safety of personnel.

#### **V. QUALIFICATIONS OF JANITORIAL PERSONNEL**

- A. The SERVICE PROVIDER’s personnel must undergo a prior screening by their Office and acceptance by CLIENT’s Administrative Division Chief or Office Director. The Janitorial Personnel must have the following qualifications:
  - a. Filipino Citizen (shown through the Birth Certificate);
  - b. High school graduate evidenced by a High School Diploma/Graduate for Janitors or Certification of highest educational attainment for college undergraduate;
  - c. At least College level for Supervisor;
  - d. Of legal age;
  - e. Must be physically fit to work. Medical certificate /clearance from a government physician, as well as drug test results must be submitted;
  - f. Must be of good moral character, reputation courteous, alert and without any criminal or police record. Police and National Bureau of Investigation (NBI) clearances must be submitted.
- B. The selection pattern shall commence by submitting documentation as follows:
  - a. Medical certificates – Mentally and physically fit including satisfactory drug test result;
  - b. Police and NBI clearances;
  - c. Personal Data Sheet/Resume with 1 x 1 picture;
  - d. Social Security Number (SSS) and photocopy of SSS membership card;
  - e. Residence Certificate;
  - f. Employment certificates (to those with experiences);
  - g. 2 x 2 picture.
- C. Duties and responsibilities of the assigned Janitorial Supervisor shall include but not limited to the following:
  - Make rounds to check his/her subordinates, provides special cleaning instructions and/or assignment, and ascertain compliance with directives;
  - Conducts inspection to check cleanliness and orderliness of the premises, and informs his/her subordinate of corrections necessary;

- Determines materials, supplies needed and timely informs the Property and Supply Section of the requirement;
  - Trains subordinates on proper cleaning methods, use of equipment, safety practice and work regulations.
- D. Duties and responsibilities of the assigned Janitorial personnel shall include but not limited to the following:
- Maintains the cleanliness and orderliness of the building and premises. This includes protection of properties from damage or destruction in connection with the janitorial activities rendered, preservation of confidentiality of CLIENT records, and proper collection and disposal of garbage;
  - Miscellaneous services to be performed whenever required i.e., logistical assistance during meetings and conferences; hauling of laboratory consumables, office furniture, fixtures and equipment; and other necessary errand works within and outside the CLIENT premises, as requested by CLIENTS's officials and personnel;
- E. One (1) janitorial personnel should be skilled in electrical works and one (1) in painting, masonry and plumbing for maintenance of the CLIENT's Office Building.

## VI. SCOPE OF SERVICES

- f. The SERVICE PROVIDER must perform two (2) work sets of packages for the CLIENT;
  - g. Package One (1) of work shall include BUILDING MAINTENANCE and Package two (2) shall include other GROUND MAINTENANCE;
  - h. Both packages involve personnel supervision and procurement of equipment and supplies;
  - i. The SERVICE PROVIDER must provide all materials, supplies and equipment stated in its bid. Usage of materials shall be accounted for and shall be in accordance with the schedule;
  - j. Must provide assistance during transfer of office furniture/equipment within the premises;
  - k. Must provide assistance on performing messengerial work and extra hour services during special occasions at FDA-VC/CTQAL.
- A. **Daily Routine for BUILDING MAINTENANCE (PACKAGE 1)** of janitorial personnel to the CLIENT shall include the following:
- a. Sweeping, dusting and polishing the floors of all rooms, corridors, lobbies stairs and entrance to areas specified by the Client;
  - b. Cleaning and wiping of all office tables, laboratory tables, glass tops, furniture and fixtures, window ledges, counters, doorknobs and glass partitions;
  - c. Cleaning and sanitizing of comfort rooms, bath and kitchen sinks and counters and removal of stains from floors and other surfaces;
  - d. Assist in disinfecting of specialized working area and all applicable equipment/instruments of the Laboratory following the Standard Procedure of the laboratory;
  - e. Washing/cleaning of all laboratory glasswares and other laboratory resources;
  - f. Fetching water and filling of containers in the comfort rooms during water service interruptions;
  - g. Cleaning of driveways, parking spaces and surroundings of the building;

- h. Assist in the proper disposal of solid waste collected from various parts of the assigned area to the designated trash/waste dumping area within the compound;
  - i. Upkeep of indoor potted plants.
- B. Weekly Routine for BUILDING MAINTENANCE (PACKAGE 1)** of janitorial personnel to the CLIENT shall include the following:
- a. Spot scrubbing, dirt stain removal and cleaning of rugs;
  - b. Thorough cleaning, washing and scrubbing of all comfort rooms;
  - c. Cleaning and polishing of inner surface of all window glasses, sun baffles, walls, counters, light diffusers, picture frames and wall hanging;
  - d. Wash, scrub, vacuum cleaning, wash strip, re-wax and polish floors;
  - e. Dusting and removal of cobwebs of all rooms.
- C. Monthly Routine for BUILDING MAINTENANCE (PACKAGE 1)** of janitorial personnel to the CLIENT shall include the following:
- a. General polishing of outer surfaces of glass windows & doors;
  - b. Cleaning of ornamental plants and polishing of metal signs;
  - c. Cleaning of draperies and blinds;
  - d. Cleaning of gutters;
  - e. Thorough and general cleaning of all areas;
  - f. Thorough shampooing of all rugs/carpets;
- D. Miscellaneous Routine for BUILDING MAINTENANCE (PACKAGE 1)** of janitorial personnel to the CLIENT shall include the following:
- a. Carrying, transporting to or moving of office furniture-equipment, supplies within the premises that may be assigned from time to time;
  - b. Report to the Administrative Division-Visayas Cluster the water leaks or any defective plumbing fixtures, electrical installations and broken or damaged furniture and fixtures that need immediate repair;
  - c. Messengerial work limited to delivery of documents provided that the supervisor/employee concerned shall be held responsible for the aforementioned task.
- E. Daily Routine for GROUND MAINTENANCE (PACKAGE 2)** of janitorial personnel to the CLIENT shall include the following:
- a. Sweeping and cleaning of rubbish and leaves;
  - b. Emptying of trash cans, clearing/collection of refuse and dumping thereof at the designated dumping site;
  - c. Upkeep of ornamental plants, trees and other foliage.
- F. WEEKLY Routine for GROUND MAINTENANCE (PACKAGE 2)** of janitorial personnel to the CLIENT shall include the following:
- a. Cutting and pulling of wild plants and grasses;
  - b. Trimming of ornamental plants;
  - c. Planting of ornamental plants that the Client may provide.
- G. Monthly Routine for GROUND MAINTENANCE (PACKAGE 2)** of janitorial personnel shall include potholes filling with materials that the CLIENT provides.
- H. Quarterly Routine for GROUND MAINTENANCE (PACKAGE 2)** of janitorial personnel to the CLIENT shall include the following:
- a. Cleaning of gutters to prevent water stagnation;
  - b. Putting fertilizers or spraying on plants with pesticides to be provided by the CLIENT.

## VII. SUPPLIES, MATERIALS AND EQUIPMENT

The SERVICE PROVIDER must provide the following type and quantity of tools, supplies, materials and equipment, which must be of guaranteed high quality to ensure maximum cleaning results:

### A. BUILDING AND MAINTENANCE REQUIREMENT (PACKAGE 1) – To be provided MONTHLY

ITEMS	QUANTITY/UNIT	Statement of Compliance
1. Rags	100 pcs.	
2. Liquid Wax	1 gal. (bi-annually)	
3. Cleanser	1 kg.	
4. Powder Soap	6 kgs.	
5. Deodorizer	30 pcs.	
6. Glass Cleaner	1 gal.	
7. Toilet Bowl Cleaner	4 gals.	
8. Scouring pad	10 pcs.	
9. Garbage Bags-XL-20 pcs-black 40 pcs-green; 40 pcs-yellow	100 pcs.	
10. Garbage Bags (M)-30 pcs-black; 40 pcs-green; 30 pcs-yellow	100 pcs.	
11. Metal Polish	1 big can	
12. Toilet Papers	50 rolls	
13. Liquid Soap	2 gals.	
14. Liquid Soap Dispenser	2 pcs./semi-annually	
15. Ethyl Alcohol 70% (Disinfectant)	3 gals.	
16. Ethyl Alcohol Spray Dispenser (at least 500 ml)	12 pcs.	
17. Dishwashing Liquid	1 gal.	
18. Bleaching Solution (Zonrox)	1 gal.	
19. Disinfectant Spray (400 g)	4 pcs.	

**Note:** Garbage Bags of different colors, if possible, for Garbage Segregation.

### B. BUILDING AND MAINTENANCE REQUIREMENT (PACKAGE 1) – To be replenished QUARTERLY (or as needed)

ITEMS	QUANTITY/UNIT	Statement of Compliance
1. Soft Broom	4 pcs.	
2. Stick Broom	4 pcs.	
3. Dust Pan	3 pcs. or as needed	

4. Mop Handle	7 pcs or as needed	
5. Mop Head	8 pcs.	
6. Toilet Brush	2 pcs.	
7. Push Brush	4 pcs.	
8. Ceiling Broom	2 pcs.	
9. Pail (4 Gal. capacity)	4 pcs.	
10. Rubber Gloves	7 pcs.	
11. Mask	7 pcs.	
12. Rubber boots	3 pairs or as needed	
13. Plastic Trash bins (heavy duty), 10 L capacity	2 pcs.	

**C. BUILDING AND MAINTENANCE REQUIREMENT (PACKAGE 1) – To be provided FREE OF CHARGE**

ITEMS	QUANTITY/UNIT	Statement of Compliance
1. Spray Gun	7 pcs.	
2. Glass Wiper	4 pcs.	
3. Absorbent Big Rugs	12 pcs.	
4. Big Tissue Holders	6 pcs.	
5. Floor Polisher	2 units	
6. Vacuum Cleaner	2 units	

**D. GROUND MAINTENANCE REQUIREMENT (PACKAGE 2) – SERVICE PROVIDER shall at least provide the following:**

Items	Quantity/Unit	Statement of Compliance
1. Wheelbarrow	2 units	
2. Garden Hose	2 pcs. (100m. in length)	
3. Rake	2 pcs.	
4. Shovel	3 pcs.	
5. Trowel	3 pcs.	
6. Ladder	1 unit	
7. Floor Polisher (Heavy Duty)	2 units	
8. Grass Cutter	1 unit *Gasoline will be provided by the Supplier.	
9. Vacuum Cleaner	2 units	

Note: The Service Provider must hold the FDA-CTQAL, VC free from any liability arising from loss or damage of such materials and equipment. Appropriate internal control on inventory management shall be implemented by the Service Provider and shall be audited by FDA-CTQAL, VC authorized representative/s.

## VIII. CONTRACT MANAGEMENT AND IMPLEMENTATION

- a. Furnishing of Bond-The Service provider shall furnish to the CTQAL, VC with a valid and sufficient Performance Bond in accordance with the rules set forth under Government Procurement Reform Act (R.A No. 9184) and its 2016 Implementing Rules and Regulations (IRR)
- b. Wage and Mandated Benefit Increase-Should there be any wage or mandated benefit (i.e., SSS, PAG-IBIG and PHILHEALTH) increase in favor of the assigned janitorial personnel subsequent to the execution of the Contract pursuant to a Law, Executive Order, Decree or Wage Order, the Service Provider must inform the FDA-CTQAL, VC in writing of the wage increase to allow the latter to undertake the appropriate measures to address the same before its implementation, subject to the accounting and auditing rules and regulations and upon showing actual payment made to their employees
- c. All bid prices for the duration of the contract shall be fixed and shall not be adjusted during the implementation except for the following:
  1. Increase in minimum daily wage pursuant to law or new wage order issued after date of bidding;
  2. Increase in taxes; and
  3. If during the term of the contract, the FDA sees the need for an increase or decrease in the number of janitorial and maintenance personnel, the resulting cost of said increase, provided that the ABC for the relevant year is not exceeded.
  4. Any unexpected holidays declared which are not accounted for in the original contract and falling to a regular workday.
  5. All exceptions should be in accordance with existing budgeting, accounting and auditing rules.
- d. Employer-Employee Relationship – It is expressly understood that no employee-employer relationship exists between the parties of their employees, representatives and agents. The CTQAL, VC shall not be responsible for any claims for general injury, including death sustained by the janitorial personnel or any third person arising out of or in the course of the performance of the functions of the janitors pursuant to this contract
- e. Liability for Losses and Damages - The Service Provider shall be responsible for any loss or damage that may be incurred by its janitorial personnel. The CTQAL, VC may suspend or withhold whatever contract payments may be due the Service Provider should they fail to pay such losses or damages within fifteen (15) days from the date of notice, or until such loss or damage shall have been duly paid, restituted or repaired by the Service Provider, or go after the Performance Bond set forth in this Contract Agreement. Likewise, the CTQAL, VC has the option to demand payment for the replacement value of the lost properties, or its replacement by another at least substantially in the same condition as the former
- f. Compliance with the FDA Rules and Regulations - The Service Provider shall maintain effective discipline and full control and supervision over the janitorial personnel assigned under this Contract Agreement, as well as the manner of performance of their duties. However, the Service Provider binds itself to cause the implementation and enforcement of any and all rules, regulations or directives that FDA-CTQAL, VC may issue concerning the conduct of said janitorial personnel



- g. The SERVICE PROVIDER must maintain a Very Satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria. The Service Provider must obtain at least 80% score, the minimum score for satisfactory rating.
- h. The performance criteria to be applied shall include the following:

No.	Criteria	Weight
1	Quality of Service /Cleaning Standard	40
2	Scheduling and Time Management	10
3	Safety Awareness of Personnel	20
4	Compliance to Contract Requirements	20
5	Work Ethics and Personnel Management	10
	Total	100%

- i. Should any portion of this agreement be declared void such portion shall not affect the other provisions of the contract.

**IX. PERIOD OF CONTRACT**

- A. The Contract of Service shall be for a period of one (1) year. However, the total combined period covering the original contract, renewal contract/s and contract extension/s if applicable, shall not exceed three (3) years (Pursuant to the updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 Appendix 37 “Guidelines on Renewal of Regular and Recurring Services”)
- B. Extension of Contract is subject to the provisions of R.A. No. 9184 and its 2016 IRR. The extended term shall automatically terminate upon effectivity of a new contract.

**X. TERMS OF PAYMENT**

Payment shall be made on a monthly basis for twelve (12) months subject to submission of billing statement and other supporting documents by the Service Provider. Services shall only be billed based on the actual services received by CLIENT, hence, may be computed by a fraction of a month.

Item No.	Description	Office/Grounds/Laboratory	Statement of Compliance
	<b>No. of Days per/Year</b>		
	<b>Daily Wage (As per DOLE Wage Order)</b>		
	Average pay (per Janitor) (DW x No. of days per year/ 12 mos)		
	13th Month pay (Average pay / 12 mos)		
	Five days incentives pay (DW X 5 days/ 12 mos)		



	Uniform Allowance		
<b>A.1</b>	<b>Total Amount Directly to Janitorial Personnel</b>		
	SSS Premium		
	PhilHealth		
	ECC		
	Pag-ibig		
<b>A.2</b>	<b>Total Amount Due to Government</b>		
	<i>Total Amount Due to Janitorial Personnel and Government (A.1 + A.2)</i>		
	No. of Janitors		
<b>A</b>	Labor Cost Per Month		
<b>B</b>	Administrative Fee – per DOLE DO No. 174-17 (Labor Cost x 20%)		
<b>C</b>	Value Added Tax ( A + B ) x 12%		
	Total ( A + B + C )		
	Total ( A + B + C ) * 12 months		
	<b>TOTAL CONTRACT FOR 6 Janitorial Personnel FOR 12 MONTHS</b>		

### Price Schedules for Goods (Services) Offered

**COMPUTATION:** The following is the PRICE SCHEDULE or template to be used for comparing the BID PRICE of each bidder including computation of the monthly labor cost. The lowest complying and responsive total bid shall be declared as the winning bidder:

**NOTE: BID PRICE will be base on a 1 month computation of Labor Cost, Administrative Cost and Value Added Tax. Multiply by the no of months/project duration. The total of which will be added by the price of the Equipment (ON A ONE TIME DELIVERY SUPPLIES AND EQUIPMENT/ANNUAL) as shown on the table below:**

F. LABOR COST		
Composed of daily wages of ___ Janitors for a Month, includes 13 <sup>th</sup> month, foive days incentives and indirect labor cost such as SSS Premium, Philhealth contributions, ECC and PAGIBIG fun. (as per end user computation)		
G. ADMINISTRATIVE COST/OVERHEAD EXPENSES (Estimated percentage of the Labor Cost)	___% x Labor Cost	
H. VALUE ADDED TAC (12% OF A + B)		
I. Supplies, Materials for a Month		
TOTAL (A+B+C+D) Cost for a Month		
*Multiply by no. of months (duration project)		
J. Equipment (One time/annual delivery)		
TOTAL COST		

**Note: The Computation of ABC is based on a 1 month computation of Labor Cost, Administrative Cost/Overhead, Value added Tax and supplies and material multiply by 12months (1 year) plus the cost of Equipment (one time delivery/annual).**

All bid prices for the duration of the contract shall be fixed and shall not be adjusted during the implementation except for the following:

3. Increase in minimum daily wage pursuant to law of new wage order issued after date of bidding;
4. Increase in taxes.

I hereby certify that the Statement of Compliance to the foregoing Technical Specifications are true and correct, otherwise, if found false either during the bid evaluation or post qualification, the same shall give rise to automatic disqualification of our bid.

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

\_\_\_\_\_  
Date

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

ITEM NO. 3

**PROJECT TITLE: PROCUREMENT OF JANITORIAL SERVICES FOR DAVAO TESTING AND QUALITY ASSURANCE LABORATORY (DTQAL) LOCATED AT TAGUM CITY FOR 12 MONTHS**

**I. OBJECTIVE**

The Davao Testing and Quality Assurance Laboratory needs to maintain a clean and healthy working environment for all its officials and employees. As a result, acquisition of a reputable provider of, 1.) Efficient janitorial services and 2.) Trained janitorial personnel is desirable to provide adequate and reliable maintenance services to FDA-DTQAL. An efficient and effective service provider shall ensure orderliness and sanitation including buildings, facilities and grounds. The overall satisfactory output supports FDA-DTQAL day-to-day operational capacity. The Service Agency/Provider should be registered under the DOLE Department Order No. 174, Series of 2017, and license to engaged in (the business) of cleaning, janitorial services, sanitation, and related services.

The TERMS OF REFERENCE TO JANITORIAL SERVICES (hereinafter the “TERMS OF REFERENCE”) set forth the terms and conditions applicable between the **SERVICE PROVIDER and CLIENT**. The **SERVICE PROVIDER** will provide janitorial, cleaning and maintenance services for the premises used and occupied by “**THE CLIENT**” hereafter called **DAVAO TESTING AND QUALITY ASSURANCE LABORATORY (DTQAL)**.

**II. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The engagement of the SERVICE PROVIDER shall be for the period of twelve (12) months, with an approved budget amounting to **One Million Four Hundred Sixty-Eight Thousand Three Hundred Ninety-Nine Pesos and 29/100 (P 1,468,399.29)**.

**III. COST DISTRIBUTION**

<b>Item No.</b>	<b>Description</b>	<b>Office/Grounds/Laboratory</b>	<b>Statement of Compliance</b>
	<b>No. of Days per/Year</b>		
	<b>Daily Wage (As per DOLE Wage Order)</b>		
	Average pay (per Janitor) (DW x No. of days per year/ 12 mos)		
	13th Month pay (Average pay / 12 mos)		
	Five days incentives pay (DW X 5 days/ 12 mos)		
	Uniform Allowance		

<b>A.1</b>	<b>Total Amount Directly to Janitorial Personnel</b>		
	SSS Premium		
	PhilHealth		
	ECC		
	Pag-ibig		
<b>A.2</b>	<b>Total Amount Due to Government</b>		
	<i>Total Amount Due to Janitorial Personnel and Government (A.1 + A.2)</i>		
	No. of Janitors		
<b>A</b>	Labor Cost Per Month		
<b>B</b>	Administrative Fee – per DOLE DO No. 174-17 (Labor Cost x 20%)		
<b>C</b>	Value Added Tax ( A + B ) x 12%		
	Total ( A + B + C )		
	Total ( A + B + C ) * 12 months		
	<b>TOTAL CONTRACT FOR 6 Janitorial Personnel FOR 12 MONTHS</b>		

#### IV. TECHNICAL SPECIFICATION

##### A. PLACE OF ASSIGNMENT

The SERVICE PROVIDER shall designate a supervisor and assign personnel in the following premises:

<b>Location</b>	<b>No. of Janitors</b>	<b>Statement of Compliance</b>
Pantry/Staff Lounge Men's & Women's Toilet (Lobby) Receiving/Releasing Unit/Admin. Office Office of the Laboratory Head Cosmetic Analysis Room, Corridors Corridors (outside indoor garden) Lobby/Receiving Area/Corridors/Stairs Cashier's Room, Library/Conference Room	1	
Food Analysis Room/ Hot Room/ Instrument Room I/ ICP-OES Equipment Room	1	

Food Staff Room/Balcony/Corridor/Wash Room I/ Indoor Garden I/ Staff Lounge 1 Corridors (outside indoor garden) Men's & Women's Toilet (Laboratory)		
Instrument Room II/Instrument Room III Drug Analysis Room/Corridor/Wash Room II Indoor Garden II/Electrical/Utility Room Pharma Pantry/Staff Lounge Antibiotic Staff Room/ Analytical Room Biohazard Room Chemical Storage Room	1	
Microbiological Clean Room Media Preparation Room 1 and 2 Staff Room/Staff Lounge Corridor (Outside/Pebbles) Electrical Room/Pump House Waste Storage Room	1	
Ground Works Chemical Reagent Storage Building Generator House Garbage Collection Facility STP (Surroundings) Pump House/Road Ways	2	

In addition, the Janitor shall be evaluated monthly by the office of their assignment.

**B. QUALIFICATIONS OF THE SERVICE PROVIDER**

<b>Particulars/Specifications</b>	<b>Statement of Compliance</b>
1. Years of Experience c. The SERVICE PROVIDER must have at least three (3) years of experience on similar contract. d. The SERVICE PROVIDER must submit certified copy of summarized list of similar contracts indicating the names of establishments and period of contract from 2021 to date.	
2. Liquidity c. The SERVICE PROVIDER must have a net financial contracting capacity to enter into a contract with DTQAL. d. The SERVICE PROVIDER must show Net financial contracting	

<p>capacity at least equal to the Approved Budget for the Contract (ABC) or Committed Line of Credit at least equal to 10% of ABC.</p>	
<p>3. Organizational Set-Up</p> <ol style="list-style-type: none"> <li>a. The SERVICE PROVIDER must be a duly licensed and registered service provider with the Department of Labor and Employment.</li> <li>b. The SERVICE PROVIDER must be duly registered with Securities and Exchange Commission, Department of Trade and Industry, or Cooperative Development Authority.</li> <li>c. The SERVICE PROVIDER must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (PAGIBIG) and Philippine Health Insurance Corporation (PHILHEALTH).</li> <li>d. The SERVICE PROVIDER must be duly registered with the Bureau of Internal Revenue.</li> <li>e. The SERVICE PROVIDER must present an organizational structure showing the availability of competent manpower to perform janitorial services to the CLIENT.</li> </ol>	

**C. WORK SCHEDULE**

<b>Particulars/Specifications</b>	<b>Statement of Compliance</b>
<p>1. Official Time</p> <ol style="list-style-type: none"> <li>c. The SERVICE PROVIDER must provide a janitorial force consisting of six (6) janitorial personnel, one (1) of which will be designated as the Janitorial Supervisor, who shall work from Monday to Friday</li> <li>d. Janitors must follow an eight (8) hours duty from Monday to Friday in shifting schedule as follows:</li> </ol>	

7:00 AM to 12:00 NN and 1:00 PM to 4:00 PM (Monday to Friday)	
2.The SERVICE PROVIDER must provide a reliever/replacement for absent personnel to ensure the continuity of its services to the CLIENT at designated premises.	
The SERVICE PROVIDER must provide written notice three (3) days before their absence or in case of emergency at least two (2) hours before, to the DTQAL whenever CLIENT- accredited janitor will be relieved/replaced.	
3.Sleeping and other violative acts while on duty are not allowed. The SERVICE PROVIDER must impose disciplinary action to its janitorial personnel caught while on his/her duty.	

#### D. WORKWEAR

Particulars/Specifications	Statement of Compliance
1.The SERVICE PROVIDER must provide proper uniforms or workwear and instruct janitorial personnel to wear the same while inside the premises on official time.	
2.The SERVICE PROVIDER must provide safety work clothing (or equivalent personal protective suit) while performing critical tasks with identified risk(s) to health and safety of personnel.	

#### E. QUALIFICATIONS OF JANITORIAL PERSONNEL

Particulars/Specifications	Statement of Compliance
1.The SERVICE PROVIDER's personnel must undergo a prior screening by their Office and acceptance by CLIENT's Laboratory Head. The Janitorial Personnel must have the following qualifications:	

<ul style="list-style-type: none"> <li>g. Filipino Citizen (shown through the Birth Certificate);</li> <li>h. High school graduate evidenced by a High School Diploma/Graduate for Janitors or Certification of highest educational attainment for college undergraduate;</li> <li>i. Of legal age;</li> <li>j. Must be physically fit to work. Medical certificate /clearance from a government physician, as well as drug test results must be submitted;</li> <li>k. Must be of good moral character, reputation courteous, alert and without any criminal or police record. Police and National Bureau of Investigation (NBI) clearances must be submitted.</li> </ul>	
<p>2.The selection pattern shall commence by submitting documentation as follows:</p> <ul style="list-style-type: none"> <li>h. Medical certificates – Mentally and physically fit including satisfactory drug test result;</li> <li>i. Police and NBI clearances;</li> <li>j. Personal Data Sheet/Resume with 1 x 1 picture;</li> <li>k. Social Security Number (SSS) and photocopy of SSS membership card;</li> <li>l. Residence Certificate;</li> <li>m. Employment certificates (to those with experiences);</li> <li>n. 2 x 2 picture.</li> </ul>	
<p>3.Duties and responsibilities of the assigned Janitorial Supervisor shall include but not limited to the following:</p> <ul style="list-style-type: none"> <li>a. Make rounds to check his/her subordinates, provides special cleaning instructions and/or assignment, and ascertain compliance with directives;</li> <li>b. Conducts inspection to check cleanliness and orderliness of the premises, and informs his/her subordinate of corrections necessary;</li> <li>c. Determines materials, supplies needed and timely informs the Property and Supply Section of the requirement;</li> </ul>	



<p>d. Trains subordinates on proper cleaning methods, use of equipment, safety practice and work regulations.</p>	
<p>4. Duties and responsibilities of the assigned Janitorial personnel shall include but not limited to the following:</p> <ul style="list-style-type: none"> <li>a. Maintains the cleanliness and orderliness of the building and premises. This includes protection of properties from damage or destruction in connection with the janitorial activities rendered, preservation of confidentiality of CLIENT records, and proper collection and disposal of garbage;</li> <li>b. Miscellaneous services to be performed whenever required i.e., logistical assistance during meetings and conferences; hauling of laboratory consumables, office furniture, fixtures and equipment; and other necessary errand works within and outside the CLIENT premises, as requested by CLIENTS's officials and personnel;</li> <li>c. One (1) janitorial personnel should be skilled in electrical works and one (1) in painting, masonry and plumbing for maintenance of the CLIENT's Office Building.</li> </ul>	

**F. SCOPE OF SERVICES**

<b>Particular/Specification</b>	<b>Statement of Compliance</b>
<p>1. The SERVICE PROVIDER must perform two (2) work sets of packages for the CLIENT;</p> <ul style="list-style-type: none"> <li>l. Package One (1) of work shall include BUILDING MAINTENANCE and Package two (2) shall include other GROUND MAINTENANCE;</li> <li>m. Both packages involve personnel supervision;</li> </ul>	

<ul style="list-style-type: none"> <li>n. Must provide assistance during transfer of office furniture/equipment within the premises;</li> <li>o. Must provide assistance on performing messengerial work and extra hour services during special occasions at FDA-DTQAL.</li> </ul>	
<p>2.Daily Routine for BUILDING MAINTENANCE (PACKAGE 1) of janitorial personnel to the CLIENT shall include the following:</p> <ul style="list-style-type: none"> <li>j. Sweeping, dusting and polishing the floors of all rooms, corridors, lobbies stairs and entrance to areas specified by the Client;</li> <li>k. Cleaning and wiping of all office tables, laboratory tables, glass tops, furniture and fixtures, window ledges, counters, doorknobs and glass partitions;</li> <li>l. Cleaning and sanitizing of comfort rooms, bath and kitchen sinks and counters and removal of stains from floors and other surfaces;</li> <li>m. Assist in disinfecting of specialized working area and all applicable equipment/instruments of the Laboratory following the Standard Procedure of the laboratory;</li> <li>n. Washing/cleaning of all laboratory glasswares and other laboratory resources;</li> <li>o. Fetching water and filling of containers in the comfort rooms during water service interruptions;</li> <li>p. Cleaning of driveways, parking spaces and surroundings of the building;</li> <li>q. Assist in the proper disposal of solid waste collected from various parts of the assigned area to the designated trash/waste dumping area within the compound;</li> <li>r. Upkeep of indoor potted plants.</li> </ul>	
<p>3.Daily Routine for BUILDING MAINTENANCE (PACKAGE 1) of janitorial personnel to the CLIENT shall include the following:</p>	

<ul style="list-style-type: none"> <li>a. Sweeping, dusting and polishing the floors of all rooms, corridors, lobbies stairs and entrance to areas specified by the Client;</li> <li>b. Cleaning and wiping of all office tables, laboratory tables, glass tops, furniture and fixtures, window ledges, counters, doorknobs and glass partitions;</li> <li>c. Cleaning and sanitizing of comfort rooms, bath and kitchen sinks and counters and removal of stains from floors and other surfaces;</li> <li>d. Assist in disinfecting of specialized working area and all applicable equipment/instruments of the Laboratory following the Standard Procedure of the laboratory;</li> <li>e. Washing/cleaning of all laboratory glasswares and other laboratory resources;</li> <li>f. Fetching water and filling of containers in the comfort rooms during water service interruptions;</li> <li>g. Cleaning of driveways, parking spaces and surroundings of the building;</li> <li>h. Assist in the proper disposal of solid waste collected from various parts of the assigned area to the designated trash/waste dumping area within the compound;</li> <li>i. Upkeep of indoor potted plants.</li> </ul>	
<p>4.Weekly Routine for BUILDING MAINTENANCE (PACKAGE 1) of janitorial personnel to the CLIENT shall include the following:</p> <ul style="list-style-type: none"> <li>f. Spot scrubbing, dirt stain removal and cleaning of rugs;</li> <li>g. Thorough cleaning, washing and scrubbing of all comfort rooms;</li> <li>h. Cleaning and polishing of inner surface of all window glasses, sun baffles, walls, counters, light diffusers, picture frames and wall hanging;</li> <li>i. Wash, scrub, vacuum cleaning, wash strip, re-wax and polish floors;</li> </ul>	

<p>j. Dusting and removal of cobwebs of all rooms.</p>	
<p>5.Monthly Routine for BUILDING MAINTENANCE (PACKAGE 1) of janitorial personnel to the CLIENT shall include the following:</p> <ul style="list-style-type: none"> <li>g. General polishing of outer surfaces of glass windows &amp; doors;</li> <li>h. Cleaning of ornamental plants and polishing of metal signs;</li> <li>i. Cleaning of draperies and blinds;</li> <li>j. Cleaning of gutters;</li> <li>k. Thorough and general cleaning of all areas;</li> <li>l. Thorough shampooing of all rugs/carpets;</li> </ul>	
<p>6.Miscellaneous Routine for BUILDING MAINTENANCE (PACKAGE 1) of janitorial personnel to the CLIENT shall include the following:</p> <ul style="list-style-type: none"> <li>d. Carrying, transporting to or moving of office furniture-equipment, supplies within the premises that may be assigned from time to time;</li> <li>e. Report to the Laboratory Head of DTQAL the water leaks or any defective plumbing fixtures, electrical installations and broken or damaged furniture and fixtures that need immediate repair;</li> <li>f. Messengerial work limited to delivery of documents provided that the supervisor/employee concerned shall be held responsible for the aforementioned task.</li> </ul>	
<p>7.Daily Routine for GROUND MAINTENANCE (PACKAGE 2) of janitorial personnel to the CLIENT shall include the following:</p> <ul style="list-style-type: none"> <li>d. Sweeping and cleaning of rubbish and leaves;</li> <li>e. Emptying of trash cans, clearing/collection of refuse and dumping thereof at the designated dumping site;</li> <li>f. Upkeep of ornamental plants, trees and other foliage.</li> </ul>	

<p>8.WEEKLY Routine for GROUND MAINTENANCE (PACKAGE 2) of janitorial personnel to the CLIENT shall include the following:</p> <ul style="list-style-type: none"> <li>d. Cutting and pulling of wild plants and grasses;</li> <li>e. Trimming of ornamental plants;</li> <li>f. Planting of ornamental plants that the Client may provide.</li> </ul>	
<p>9.Monthly Routine for GROUND MAINTENANCE (PACKAGE 2) of janitorial personnel shall include potholes filling with materials that the CLIENT provides.</p>	
<p>10.Quarterly Routine for GROUND MAINTENANCE (PACKAGE 2) of janitorial personnel to the CLIENT shall include the following:</p> <ul style="list-style-type: none"> <li>c. Cleaning of gutters to prevent water stagnation;</li> <li>d. Putting fertilizers or spraying on plants with pesticides to be provided by the CLIENT.</li> </ul>	

**I. CONTRACT MANAGEMENT AND IMPLEMENTATION**

- j. Furnishing of Bond-The Service provider shall furnish to the DTQAL with a valid and sufficient Performance Bond in accordance with the rules set forth under Government Procurement Reform Act (R.A No. 9184) and its 2016 Implementing Rules and Regulations (IRR)
- k. Wage and Mandated Benefit Increase-Should there be any wage or mandated benefit (i.e., SSS, PAG-IBIG and PHILHEALTH) increase in favor of the assigned janitorial personnel subsequent to the execution of the Contract pursuant to a Law, Executive Order, Decree or Wage Order, the Service Provider must inform the DTQAL in writing of the wage increase to allow the latter to undertake the appropriate measures to address the same before its implementation, subject to the accounting and auditing rules and regulations and upon showing actual payment made to their employees
- l. Employer-Employee Relationship – It is expressly understood that no employee-employer relationship exists between the parties of their employees, representatives and agents. The DTQAL shall not be responsible for any claims for general injury, including death sustained by the janitorial personnel or any third person arising out of or in the course of the performance of the functions of the janitors pursuant to this contract
- m. Liability for Losses and Damages - The Service Provider shall be responsible for any loss or damage that may be incurred by its janitorial personnel. The DTQAL may

suspend or withhold whatever contract payments may be due the Service Provider should they fail to pay such losses or damages within fifteen (15) days from the date of notice, or until such loss or damage shall have been duly paid, restituted or repaired by the Service Provider, or go after the Performance Bond set forth in this Contract Agreement. Likewise, the DTQAL has the option to demand payment for the replacement value of the lost properties, or its replacement by another at least substantially in the same condition as the former

- n. Compliance with the FDA Rules and Regulations - The Service Provider shall maintain effective discipline and full control and supervision over the janitorial personnel assigned under this Contract Agreement, as well as the manner of performance of their duties. However, the Service Provider binds itself to cause the implementation and enforcement of any and all rules, regulations or directives that DTQAL may issue concerning the conduct of said janitorial personnel
- o. The SERVICE PROVIDER must maintain a Very Satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria The Service Provider must obtain at least 80% score, the minimum score for satisfactory rating.
- p. The performance criteria to be applied shall include the following:

No.	Criteria	Weight
1	Quality of Service /Cleaning Standard	40
2	Scheduling and Time Management	10
3	Safety Awareness of Personnel	20
4	Compliance to Contract Requirements	20
5	Work Ethics and Personnel Management	10
	Total	100%

- q. Should any portion of this agreement be declared void such portion shall not affect the other provisions of the contract.
- r. Evaluation checklist should be enhanced to include specific duties and responsibilities (e.g. garbage disposal, daily routine, cleaning, checking of consumables, et. al.)
- s. Examples of Performance Measures
  - i. Satisfactory performance of the Service Provider to the conduct and execution of daily housekeeping routine services on each building;
  - ii. Satisfactory performance of the Service Provider relative to the conduct and execution of monthly routine housekeeping services for each building;
  - iii. Satisfactory performance of the Service Provider relative to the conduct and execution of quarterly routine housekeeping services for each building;
  - iv. Gardens are well kept, watered, fertilized and plants are distinctively robust;
  - vi. Grounds are clean and grasses are trimmed to acceptable heights and proportion;
  - vii. Collection of garbage from every office/room before end of working day is accomplished;

- viii. Daily collection and disposal of garbage from buildings/offices should be in accordance with the waste disposal management/scheme of the DTQAL;
  - ix. Submission of a complete and updated list of janitors' personal data sheet every month or upon demand;
  - x. Immediate provision of acceptable relievers and replacements when necessary;
  - xi. Appropriate Notice to the DTQAL is given whenever relievers/replacement are deployed;
  - xii. No verified complaint of non or underpayments of janitor's benefits, salaries or wages;
  - xiii. Submission of regular schedule for areas to be cleared;
  - xiv. Monthly submission of complete and accurate accomplishment reports to the DTQAL;
  - xv. Submission of complete and accurate written report before the close of next business day of incidents involving the Service Provider janitorial staff;
  - xvi. Appropriate and immediate submission of reports on any lost or found items to respective AOs and supervisors;
  - xvii. Janitors are presentable, groomed, well-dressed hygienic and clean;
  - xviii. Janitors working with complete tools, proper preventive gears and supplies;
  - xix. No reported theft and misconduct where the Service Provider janitor is involved;
  - xx. All required incident reports prepared, accurately done and forwarded on time;
  - xxi. Supervisor properly inspecting and monitor the janitors' work, workplace and performance;
  - xxii. Suspension and/or replacement of janitors found under the influence of liquor or other intoxicating substance or prohibited drugs.
- j. Based on the assessment, the FDA may pre terminate the contract for failure of the Service Provider to perform its obligation thereon following the procedure prescribed in 53 Annex I on the Guidelines on Termination of Contract of the 2016 RIRR of RA 9184 and succeeding relevant amendments thereof;
  - k. The FDA DTQAL has the right to effect changes in assignment/deployment of the janitors at any time during the contract period through a written notice to the Service Provider. It is agreed further that the number of janitors may be increased or decreased at the discretion of the FDA-DTQAL depending upon the need and in the exigency of the service subject to the existing Accounting and Auditing Rules and Regulations;
  - l. The Service Provider may express in writing the problems/ difficulties that may arise in the performance of their work and provide suggestions and recommendations through the DTQAL for FDA's management review and approval;
  - m. The FDA reserves the right to pre-terminate the contract if the Service Provider is not complying with the terms and conditions of the contract/agreement. In such a case, FDA shall notify the Service Provider at least thirty (30) calendar days prior to the effectivity of the pre-termination;

n. All taxes payable to the government shall be borne by the Service Provider.

**I. PERIOD OF CONTRACT**

- C. The Contract of Service shall be for a period of one (1) year. However, the total combined period covering the original contract, renewal contract/s and contract extension/s if applicable, shall not exceed three (3) years (Pursuant to the updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 Appendix 37 “Guidelines on Renewal of Regular and Recurring Services”
- D. Extension of Contract is subject to the provisions of R.A. No. 9184 and its 2016 IRR. The extended term shall automatically terminate upon effectivity of a new contract.

**J. TERMS OF PAYMENT**

<b>Particular/Specification</b>	<b>Statement of Compliance</b>
<p>Payment to Service Provider shall be made on a semi-monthly or monthly basis upon submission of claim for payment supported by:</p> <ul style="list-style-type: none"> <li>A. A certification by the concerned office that the services for which payment is being claimed have been rendered or delivered in accordance with the terms of the contract and have been duly accepted.</li> <li>B. Certified true copy of payroll of Janitorial Personnel; and</li> <li>C. A certification from the Service Provider that it has fully paid all wages of the Janitorial personnel for the preceding month in accordance with the provisions of the Minimum Wage Law, the new Labor Code, and other pertinent laws and decrees.</li> </ul>	

**Price Schedules for Goods (Services) Offered**

**COMPUTATION:** The following is the PRICE SCHEDULE or template to be used for comparing the BID PRICE of each bidder including computation of the monthly labor cost. The lowest complying and responsive total bid shall be declared as the winning bidder:

**NOTE: BID PRICE will be base on a 1 month computation of Labor Cost, Administrative Cost and Value Added Tax. Multiply by the no of months/project duration. The total ofwhich will be added by the price of the Equipment (ON A ONE TIME DELIVERY SUPPLIES AND EQUIPMENT/ANNUAL) as shown on the table below:**



K. LABOR COST		
Composed of daily wages of ___ Janitors for a Month, includes 13 <sup>th</sup> month, foive days incentives and indirect labor cost such as SSS Premium, Philhealth contributions, ECC and PAGIBIG fun. (as per end user computation)		
L. ADMINISTRATIVE COST/OVERHEAD EXPENSES (Estimated percentage of the Labor Cost	___% x Labor Cost	
M. VALUE ADDED TAC (12% OF A + B)		
N. Supplies, Materials for a Month		
TOTAL (A+B+C+D) Cost for a Month		
*Multiply by no. of months (duration project)		
O. Equipment (One time/annual delivery)		
TOTAL COST		

**Note: The Computation of ABC is based on a 1 month computation of Labor Cost, Administrative Cost/Overhead, Value added Tax and supplies and material multiply by 12months (1 year) plus the cost of Equipment (one time delivery/annual).**

All bid prices for the duration of the contract shall be fixed and shall not be adjusted during the implementation except for the following:

5. Increase in minimum daily wage pursuant to law of new wage order issued after date of bidding;
6. Increase in taxes.

I hereby certify that the Statement of Compliance to the foregoing Technical Specifications are true and correct, otherwise, if found false either during the bid evaluation or post qualification, the same shall give rise to automatic disqualification of our bid.

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

\_\_\_\_\_  
Date

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

## ***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) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (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; **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**  
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (g) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (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.

**II. FINANCIAL COMPONENT ENVELOPE**

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

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

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

## CENTRALIZED BIDS AND AWARDS COMMITTEE

<b>ITB No.</b>		<b>Date /Time of Opening and Evaluation of Bids:</b>	
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<b>Project Title:</b>
<b>Approved Budget for the Contract:</b>
<b>Name of Bidder:</b>
<b>Address:</b>

### CHECKLIST OF DOCUMENTS FOR THE OPENING AND BID EVALUATION OF BIDDING DOCUMENTS

(Note: Write if **PASSED** or **FAILED** on the left space provided.)

#### **I. PRELIMINARY EXAMINATION OF BIDS:**

##### **A. Two Envelope System**

<b>REMARKS (Passed/Failed)</b>	
	1. Original Bid Copy
	2. Copy 1 & 2
	3. USB flash drive

##### **B. Marking of Bids**

<b>REMARKS (Passed/Failed)</b>	
	1. Arranged
	2. Numbered/Tabbed
	3. Original Copies of the Bid Document must be duly signed by prospective bidder or authorized representative using blue ink pen

#### **I. TECHNICAL COMPONENTS - (ENVELOPE ONE)**

<b>Passed/Failed Remarks</b>	<b>Eligibility Documents (Class "A" Documents)</b>	
	<b>Page No.</b>	<b>LEGAL DOCUMENTS</b>
	<b>1</b>	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with section 8.5.2 of the RIRR of RA 9184; or

	1.1	<p>(b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, and</p> <p>(c) Valid Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;</p> <p>And</p> <p>(d) Valid Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)</p>
<b>TECHNICAL DOCUMENTS</b>		
	2.	Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
	3.	Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and
	4.	Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration; and
	5.	Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
	6.	Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
<b>FINANCIAL DOCUMENTS</b>		
	7.	The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions or <b>filed through Electronic Filing and Payment System (EPFS) with corresponding reference number or acknowledgement from the BIR</b> , for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and
	8.	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.

	Eligibility Documents (Class “B” Documents)	
	<b>9.</b>	If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or Duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENTS - (ENVELOPE TWO)**

	Financial Proposal Submission Form, to include the following	
	<b>1.</b>	Duly accomplished and signed Bid Form; Bid Amount in Figures and in Words: _____ _____ _____
	<b>2.</b>	Duly accomplished and signed Price Schedule(s)
Other documentary requirements under RA No. 9184 (as applicable)		
	<b>1.</b>	[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.
	<b>2.</b>	Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**III. OVER-ALL REMARKS**

	<b>PASSED</b>	<b>FAILED</b>
<b>TECHNICAL COMPONENTS</b>		
<b>FINANCIAL COMPONENTS</b>		

**OTHERS (e.g. ground/s for failed bid):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Contract Agreement [PROJECT TITLE]

THIS AGREEMENT made on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between:

The **FOOD and DRUG ADMINISTRATION**, a National Government Agency organized and existing by virtue of Republic Act No. 3720, as amended, with address at Food and Drug Administration Main, Civic Drive, Filinvest City, Alabang, Muntinlupa City, represented by its (OFFICER-IN-CHARGE,) DIRECTOR GENERAL, (INSERT NAME OF DIRECTOR GENERAL) (hereinafter called the “FDA”;

- and -

(COMPLETE NAME OF SUPPLIER), a corporation duly organized and existing under Philippine laws, with principal office address at (INSERT COMPLETE PRINCIPAL OFFICE ADDRESS), represented herein by (INSERT THE NAME, RANK, AND DESIGNATION OF THE AUTHORIZED REPRESENTATIVE), hereinafter called “the SUPPLIER/SERVICE PROVIDER/ACRONYM OF SUPPLIER”)

The FDA and the (SUPPLIER/SERVICE PROVIDER/SUPPLIER ACRONYM) may each be referred to as a “Party”, and collectively as “Parties.”

*WITNESSETH That:*

WHEREAS, the FDA invited Bids for the certain goods and ancillary services (the “Bid”), particularly (INSERT TITLE OF THE PROCUREMENT PROJECT) (the “Services/Goods”) under ITB No. (Please insert the ITB Reference) and has accepted a Bid by the (SUPPLIER/SERVICE PROVIDER/SUPPLIER ACRONYM) for the supply of those goods and services the (Brief Description of the Project) in the sum of (INSERT BID PRICE IN WORDS) ONLY (Php INSERT CONTRACT PRICE IN FIGURES) (hereinafter called “the Contract Price”).

*(Insert whereas clauses as needed)*

**NOW THEREFORE**, for and in consideration of the abovementioned premises, the FDA and the (SUPPLIER/SERVICE PROVIDER/SUPPLIER ACRONYM) hereby agrees as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:



- I. 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
  
- II. 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;

III. Performance Security;

IV. Notice of Award of Contract; and the Bidder's conforme thereto; and

V. 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 for the sum of *[total contract price in words and figures]*, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
  
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.
  
5. This Agreement contains all the terms and conditions agreed upon by the parties with reference to the subject matter contained in this Agreement. No other agreement, oral or otherwise, shall be deemed to exist or to bind either of the parties to this Agreement.  
No Amendment to this Agreement may be made except by a written instrument signed by both parties, executed in the same formalities as this Agreement.
  
6. This Agreement may be renewed upon mutual agreement of the parties by giving written notice to the other party at least thirty(30)/sixty (60) (Choose one only) days prior the extinguishment of this contract.
  
7. This Agreement is governed by, and construed in accordance with, the laws of the Republic of the Philippines. Any dispute between the PARTIES arising out of, or relating to this agreement, its interpretation or performance hereunder, the parties shall exert their best efforts to resolve the dispute amicably through negotiation.

If such dispute cannot be settled amicably, the parties shall resort to Alternative Dispute Resolution (ADR) through arbitration.

Should the resort to arbitration fail, the parties agree that all suits shall be filed in the appropriate courts of Makati City or Muntinlupa City only, to the exclusion of all other courts.

8. Should the Service Provider fail to satisfactorily deliver goods under the contract in accordance with the terms of this Agreement, inclusive of duly granted time extensions, if any, the Service Provider shall be liable for damages for the delay and shall pay the FDA liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the FDA.

The FDA need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to the Service Provider, or collected from any securities or warranties posted by the Service Provider, whichever is convenient to the FDA.

In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the FDA may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid, in accordance with existing applicable laws, rules and regulations.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

### **Acknowledgment**

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

## Omnibus Sworn Statement

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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 following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure 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.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

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Series of \_\_\_\_\_

\* This form will not apply for WB funded projects.

## Performance Securing Declaration (Revised)

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

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

### PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents] To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

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

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

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

**[Jurat]**

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

## Bid 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.

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: \_\_\_\_\_



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

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**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  (col 5+6+7+8)	Total Price delivered Final Destination  (col 9) x (col 4)

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

Legal Capacity: \_\_\_\_\_

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

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

## **Bid Securing Declaration Form**

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

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

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

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

I/We, the undersigned, declare that:

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

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

*[Insert NAME OF BIDDER'S AUTHORIZED  
REPRESENTATIVE]*

*[Insert Signatory's Legal Capacity]*

Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice

(A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

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Series of \_\_\_\_\_

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

**SWORN STATEMENT**

I, *[Name of Affiant]*, the Authorized Representative, of *[Name of Company]*, with an office address at *[Address of the Company]*, after having been duly sworn in accordance with law, do hereby depose and state that:

I, on behalf of our company, is participating in the Public Bidding of the Food and Drug Administration (FDA) for the procurement of \_\_\_\_\_ under IB No. \_\_\_\_\_;

I, hereby pledge to observe and respect the Code of Conduct of the DOH such as but not limited to the rule of “Conflict of Interest’ and “No Gift-Giving Policy”;

I, confirm that our company does not have any current engagement and/or partnership, joint sponsorship or any other activity with the tobacco industry;

In the event that our company violated the afore-mentioned rules or found to have a misrepresentation against this pledge, it shall be a ground for an automatic disqualification of our bid without prejudice to the institution of an administrative, civil or criminal action;

That I am executing this affidavit to attest to the truthfulness of the foregoing and to comply with the post-qualification requirement for the procurement of \_\_\_\_\_ under IB No. \_\_\_\_\_.

In witness whereof, I have hereunto affixed my signature this \_\_\_\_\_ day of 20\_\_\_\_ at the \_\_\_\_\_.

\_\_\_\_\_  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines, affiant was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of identification card used]*, with his/her photograph and signature appearing thereon, issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**  
Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*  
IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_  
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Series of \_\_\_\_\_

## Bank Guarantee Form for Advance Payment

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To: *[name and address of PROCURING ENTITY]*  
*[name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause **Error! Reference source not found.** of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

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*[name of bank or financial institution]*

---

*[address]*

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*[date]*

## COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY (NFCC)

**ABC to be bid:** \_\_\_\_\_

Summary of the Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year.

		Year 20__
1	Total Assets	
2	Current Assets	
3	Total Liabilities	
4	Current Liabilities	
5	Net Worth (1-3)	
6	Net Working Capital	

The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

*NFCC = [(Current Assets minus Current Liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under on-going contracts, including awarded contracts yet to be started coinciding with the contract to be bid.*

Where:

K = 15

**NFCC = PhP** \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name  
*[date of signing]*

In the capacity of  
Duly authorized to sign bid for and on behalf of

*:[title or other appropriate designation]*  
*:[Name of Company]*  
*[Complete office address]*  
*[Contact No.]*  
*[Fax No.]*  
*[Official Email Address]*

**REPUBLIC OF THE PHILIPPINES )**  
**CITY OF \_\_\_\_\_ ) S.S.**  
**X-----X**

**SECRETARY’S CERTIFICATE**

I, \_\_\_\_\_, a duly elected and qualified Corporate Secretary of \_\_\_\_\_, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office and place of business at [complete office address], **DO HEREBY CERTIFY**, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the Regular/Special meeting of the Board of Directors of the said Corporation duly convened and held on [dd mm yy] at which meeting a quorum was present and acted throughout, the following resolution was unanimously approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

**(Resolution No. \_\_\_\_\_)**

**RESOLVED**, that \_\_\_\_\_ be, as it hereby is, authorized to participate in the bidding of the [Name of the Project and reference number] by the **FOOD AND DRUG ADMINISTRATION (FDA)**; and that if awarded the project shall enter into a contract with the **FDA**; and in connection therewith hereby appoint \_\_\_\_\_, acting as duly authorized and designated representatives of \_\_\_\_\_, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent \_\_\_\_\_ in the bidding as fully and effectively as the \_\_\_\_\_ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

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

\_\_\_\_\_  
[Corporate Secretary]

**SUBSCRIBED AND SWORN** to before me this \_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [*month*] [*year*].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, [*date issued*], [*place issued*]

IBP No. \_\_, [*date issued*], [*place issued*]

Doc. No. \_\_\_\_

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Series of \_\_\_\_.





**Statement identifying the Bidder's Single Largest Completed Contract similar to the contract to be bid**

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

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u> / <u>Private</u>						

**Note:** This statement shall be supported with any of the following documents:

1. Purchase Order and/or Contract of Agreement;
2. Certificate of Completion or End-user's Acceptance;
3. Official Receipt/s issued for the contract

\_\_\_\_\_  
 Signature over Printed Name  
*[date of signing]*

In the capacity of:  
 Duly authorized to sign bid for and on behalf of:

*[title or other appropriate designation]*  
*[Name of Company]*  
*[Complete office address]*  
*[Contact No.]*  
*[Fax No.]*  
*[Official Email Address]*

