



**PEOPLE'S TELEVISION**  
P A R A S A B A Y A N

People's Television Network, Inc  
Broadcast Complex, Visayas Avenue, Diliman, Quezon City 1100  
Telephone No. 455-1326/455-4386/www.ptv.ph

# **Government of the Republic of the Philippines**

## **PHILIPPINE BIDDING DOCUMENTS** (Procurement of Goods)

### **Rebid of the Provision of Janitorial Services for the People's Television Network, Inc. (PTNI) Main Office**

**ITB No. 2020-0030**

**Sixth Edition**  
**December 2020**

# Table of Contents

<b>Glossary of Acronyms, Terms, and Abbreviations .....</b>	<b>4</b>
<b>Section I. Invitation to Bid.....</b>	<b>7</b>
<b>Section II. Instructions to Bidders.....</b>	<b>11</b>
1. Scope of Bid .....	12
2. Funding Information.....	12
3. Bidding Requirements .....	12
4. Corrupt, Fraudulent, Collusive, and Coercive Practices .....	13
5. Eligible Bidders.....	13
6. Origin of Goods .....	14
7. Subcontracts .....	14
8. Pre-Bid Conference .....	15
9. Clarification and Amendment of Bidding Documents .....	15
10. Documents comprising the Bid: Eligibility and Technical Components .....	15
11. Documents comprising the Bid: Financial Component .....	16
12. Bid Prices .....	16
13. Bid and Payment Currencies .....	17
14. Bid Security .....	17
15. Sealing and Marking of Bids .....	18
16. Deadline for Submission of Bids .....	18
17. Opening and Preliminary Examination of Bids .....	18
18. Domestic Preference .....	19
19. Detailed Evaluation and Comparison of Bids .....	19
20. Post-Qualification .....	20
21. Signing of the Contract .....	20
<b>Section III. Bid Data Sheet .....</b>	<b>22</b>
<b>Section IV. General Conditions of Contract .....</b>	<b>24</b>
1. Scope of Contract .....	25
2. Advance Payment and Terms of Payment .....	25
3. Performance Security .....	25
4. Inspection and Tests .....	26
5. Warranty .....	26
6. Liability of the Supplier .....	26
<b>Section V. Special Conditions of Contract .....</b>	<b>27</b>
<b>Section VI. Schedule of Requirements .....</b>	<b>32</b>
<b>Section VII. Technical Specifications .....</b>	<b>34</b>
<b>Section VIII. Checklist of Technical and Financial Documents .....</b>	<b>38</b>

# *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***



**PEOPLE'S TELEVISION  
PARA SA BAYAN**

People's Television Network, Inc  
Broadcast Complex, Visayas Avenue, Diliman, Quezon City 1100  
Telephone No. 455-1326/455-4386/www.ptv.ph

## INVITATION TO BID FOR

### ***Rebid of the Provision of Janitorial Services for the People's Television Network, Inc. (PTNI) Main Office***

#### ***ITB No. 2020-0030***

1. The ***People's Television Network, Inc. (PTNI)***, through the ***Corporate Budget 2020*** intends to apply the sum of ***Four Million Eight Hundred Thirty-Four Thousand Nine Hundred Twenty-One and 20/100 pesos (Php 4, 834,921.20)*** being the ABC to payments under the contract for ***Rebid of the Provision of Janitorial Services for the People's Television Network, Inc. (PTNI) Main Office, ITB No. 2020-0030***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The ***People's Television Network, Inc. (PTNI)*** now invites bids for the above Procurement Project. Delivery of the Goods is required by ***Fifteen (15) calendar days from the receipt of Notice to Proceed***. Bidders should have completed, within ***three (3) years*** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.

4. Prospective Bidders may obtain further information from ***People's Television Network, Inc. (PTNI)*** and inspect the Bidding Documents at the address given below during ***9:00am to 5:00pm***.
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***30 December 2020*** from the given address and website(s) below ***and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (Php 5,000.00)***. The Procuring Entity shall allow the bidder to present its proof of payment for the fees presented in person, by facsimile, or through electronic means.

6. The *People's Television Network, Inc. (PTNI)* will hold a Pre-Bid Conference on **6 January 2021, 10:00 am** through video conferencing or webcasting via **Zoom**, which shall be open to prospective bidders.

**Meeting ID: 850 4318 8819**  
**Passcode: 2020-0030**

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **18 January 2021, 10:00 am**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **18 January 2021, 10:00 am** at the given address below **Bids and Awards Committee (BAC) Secretariat/Project Management Office (PMO), 3rd Floor, PTNI Broadcast Complex, Visayas Avenue, Diliman, Quezon City** and/or via **Zoom**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

**Meeting ID: 839 0038 5660**  
**Passcode: 2020-0030**

10. The *People's Television Network, Inc. (PTNI)* 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. Other Necessary information deemed relevant by the Procuring Entity

<p style="text-align: center;"><b>PTNI's Health and Safety Protocols in Procurement</b></p>
<p>To avoid transmission of covid-19, the Bids and Awards Committee will observe strict health protocols at all times and as we shift to the new normal work guidelines, we will adapt new measures on procurement activities of the network.</p>
<p><b>Purchasing of Bid Documents</b></p> <ol style="list-style-type: none"><li>1. The cashier is available every Monday and Tuesday only.</li><li>2. Personal payments and transaction will be done at the entrance gate only, bidders are encouraged to purchase through PTNI's Bank Account (Land Bank of the Philippines). <b>Account Name:</b> PTNI  <b>Account Number:</b> 3212100497</li></ol>



### **Pre-Bid Conference**

1. Pre-bid Conference will be done through videoconferencing.
2. All interested bidders must send through email at ***bacsecretariat@ptni.gov.ph***, a letter of intent with the name of the company representative and his/her contact detail (mobile/telephone number and email address) to participate in the conference.
3. All interested bidders must send their clarifications and queries through email at ***bacsecretariat@ptni.gov.ph*** which will be answered through bid bulletin to be posted in PhilGEPS and Procuring Entity's Website.

### **Opening and Submission of Bids**

1. PTNI will still require physical submission of bid tenders.
2. The bidder must submit its bid on time with proper label or sealing.
3. Bidder may have one (1) representative to attend physically during the Bid Opening whose shall enforce the following precautionary measures among themselves
  - Observe physical distancing
  - Submit a Barangay Health Emergency Response Team (BHERT) Certificate
  - Wear face mask (at least 3-ply surgical mask, preferably N95 mask) and face shield at all times
  - Submit duly accomplished ***Health Declaration Forms and COVID-19 Negative Rapid Antigen Test (AgT) or RT-PCR Test Results*** 48-72 hours before the date of Opening of Bids. Bidders may also participate virtually and watch the activity through video conferencing via Zoom.

12. For further information, please refer to:

***BAC Secretariat***  
***People's Television Network, Inc. (PTNI)***  
*3rd Floor, PTNI Broadcast Complex,*  
*Visayas Avenue, Diliman, Quezon City*  
*bacsecretariat@ptni.gov.ph*  
*0956-738-4512/0961-693-8333*  
[ptni.gov.ph](http://ptni.gov.ph)

13. You may visit the following websites:  
Bidding Documents and Bid Bulletins: [ptni.gov.ph/procurement/](http://ptni.gov.ph/procurement/)

Procurement forms: <https://www.gppb.gov.ph/downloadables.php>

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**ATTY. JASON SHAHEER H. SALENDAB**  
*Chairperson, Bids and Awards Committee*

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

## **1. Scope of Bid**

The Procuring Entity, *People's Television Network, Inc. (PTNI)* wishes to receive Bids for the *Rebid of the Provision of Janitorial Services for the People's Television Network, Inc. (PTNI) Main Office* with identification number *ITB No. 2020-0030*.

## **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for **2020** in the amount of *Four Million Eight Hundred Thirty-Four Thousand Nine Hundred Twenty-One and 20/100 pesos (Php 4, 834,921.20)*.

2.2. The source of funding is:

*GOCC and GFIs, the proposed Corporate Operating Budget.*

## **3. Bidding Requirements**

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## **4. Corrupt, Fraudulent, Collusive, and Coercive Practices**

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## **5. Eligible Bidders**

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

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

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
    - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
    - iii. When the Goods sought to be procured are not available from local suppliers; or
    - iv. When there is a need to prevent situations that defeat competition or restrain trade.
  - a. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

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

## **7. Subcontracts**

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.
- 7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants,

or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address ***Bids and Awards Committee (BAC) Secretariat/Project Management Office (PMO), 3rd Floor, PTNI Broadcast Complex, Visayas Avenue, Diliman, Quezon City and/or through videoconferencing Zoom*** 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 e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

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

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

## **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *[indicate date]*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

Each Bidder shall submit one copy of the first and second components of its Bid.

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

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

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

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

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

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

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

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

## **18. Domestic Preference**

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



## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:  
  
**Option 1** – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## 20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## 21. Signing of the Contract

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

### ***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p><b>a. Provision of Janitorial Services.</b></p> <p>b. completed within <b>Three (3) years</b> prior to the deadline for the submission and receipt of bids.</p>
7.1	<i>Subcontracting is not allowed.</i>
12	The price of the Goods shall be quoted DDP <b>Quezon City</b> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <b>two percent (2%) of ABC</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.</p>
19.3	<i>Not Applicable</i>
20.2	<i>Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)</i>
21.2	<p><i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i></p> <ul style="list-style-type: none"> <li>● Certification under oath of list of contracts completed for the past five (5) years;</li> <li>● Audited Financial Statement for CY 2018 and 2019 duly stamped received by BIR;</li> <li>● Submit certification under oath of an updated copy of Company Profile, list of key officials, incorporators or stockholders;</li> <li>● Submit an undertaking on the ownership of the equipment;</li> <li>● certification under oath of its janitorial service complement personnel deployed to clients for CY 2018 and 2019;</li> <li>● certificate of employment and recommendation from contractor;</li> </ul>

	<ul style="list-style-type: none"><li>● certification under oath of the benefits/additional benefits entitled for Janitors and Supervisors to be deployed to PTNI;</li><li>● a sworn statement that it is complying with the Labor Laws and Other Social Legislation as mandated by Section 25.2 Implementing Rules and Regulations of R.A. No. 9148;</li><li>● certifications from the proper government agencies that is it religiously paying the Social Security System, Pag-Ibig Fund, and Philhealth Insurance contributions as mandated by the law, as well as income taxes (if applicable) of the employee to be assigned at the PTNI issued 30 days before the opening of bids;</li><li>● oath that janitors and supervisors are paid not less than the minimum wage as provided by the law;</li><li>● Duly trained and skilled to function as janitorial personnel, as evidenced by sworn statement of contractor.</li></ul>
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## ***Section IV. General Conditions of Contract***

## 1. **Scope of Contract**

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

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

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

## 2. **Advance Payment and Terms of Payment**

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

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

## 3. **Performance Security**

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

## 4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

## **5. Warranty**

- 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***



## 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 <b>Quezon City, Philippines</b>. 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 <b>Quezon City, Philippines</b>. 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 <b>Mr. Homer Banda – General Services</b></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> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> </ol>

	<ul style="list-style-type: none"> <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> </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> <ul style="list-style-type: none"> <li>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>b. 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> </ul> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p>

	<p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>“Not Applicable”</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>“Not Applicable”</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</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>

	<p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>“The terms of payment shall be as follows:</p> <p>Partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations.</p>
4	<p>The inspections and tests that will be conducted are:</p> <ul style="list-style-type: none"> <li>● <b>Supplies and Equipment</b></li> </ul>

## *Section VI. Schedule of Requirements*

## Schedule of Requirements

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

Item No.	Description/ Particulars	Quantity	Delivery
1	Janitors/ Janitress - 14	15 pax	Fifteen (15) Calendar Days from the Notice to Proceed
	Working Supervisor - 1		

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

## TECHNICAL SPECIFICATIONS

The Bidders must state here either “Comply” “in the column “Statement of Compliance “against each of the individual parameters of each “Description /Specification:

Item NO.	Description/Specification	Statement of Compliance
1.	<b>Qualification of Contractors</b>	
	<b>a.</b> Must be a duly licensed and registered Service Contractor issued by Department of Labor and Employment	
	<b>b.</b> Must be duly registered with the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA).	
	<b>c.</b> Must present a Client Satisfaction Rating/Certification from at least three (3) government agencies or private agencies with whom the contractor has past or ongoing contract. The certification should be issued 30 days before the opening of bids.	
	<b>d.</b> Must be based in NCR and its border provinces such as Bulacan, Rizal, Cavite, and Laguna	
2.	<b>Stability of the Company</b>	
	<b>a. Years of Experience</b> - Has been in the business for five (5) years - Has provided janitorial services either for government and private institutions for the past five (5) years - Must submit certification under oath of list of contracts completed for the past five (5) years	
	<b>b. Liquidity of the Contractor</b> -Submit Audited Financial Statement for CY 2018 and 2019 duly stamped received by BIR -Computation: Current Assets Over Current Liabilities  The ratio should be at least 3:1 based on 2018 and 2019 Audited Financial Report	
	<b>c. Organizational Set-up</b>	



	Submit certification under oath of an updated copy of Company Profile, list of key officials, incorporators or stockholders	
3	<b>Resources</b>	
	<b>a. Number of Kind of Cleaning Equipment</b> Submit an undertaking on the ownership of the equipment	
	<b>b.</b> Submit an undertaking on the adequacy of supplies	
	<b>c.</b> Number of Janitors/Supervisors <b>d.</b> Submit certification under oath of its janitorial service complement personnel deployed to clients for CY 2018 and 2019	
	<b>e. Submit certification that the personnel to be employed to PTNI is in accordance to the qualifications required:</b>  <b>Janitors:</b> <ul style="list-style-type: none"> <li>- With at least one (1) yr. janitorial/housekeeping experience and has acquired skills in the operation of various janitorial/housekeeping supplies, tools and equipment as evidenced by certificate of employment and recommendation from contractor</li> <li>- Must be physically fit and be able to assist in hauling of office furniture, equipment, supplies and materials</li> <li>- Must be able to read and write</li> <li>- At least elementary graduate</li> </ul> <b>Supervisor:</b> <ul style="list-style-type: none"> <li>- With at least three (3) yrs. janitorial/housekeeping experience and has acquired skills in the operation of various janitorial/housekeeping supplies, tools and equipment as evidenced by certificate of employment and recommendation from contractor</li> <li>- With at least one (1) year of relevant supervisory experience as evidenced by certificate of employment and recommendation from contractor</li> </ul>	

	<ul style="list-style-type: none"> <li>- Must be physically fit and be able to assist in hauling of office furniture, equipment, supplies and materials</li> <li>- Preferably completed vocational course or 2 years in college.</li> </ul>	
4	<b>Housekeeping Plan</b>	
	<p><b>a.</b> Scope of work should be both exterior and interior parts of the building</p> <ul style="list-style-type: none"> <li>- PTNI Main Building (Ground Floor –Roofdeck)</li> <li>- Adjacent Studio including pathways</li> <li>- Driveway and Ground Parking Area</li> <li>- Engineering Building</li> <li>- COA Room</li> <li>- Concrete pavement/rooftop/fire exits/gutter</li> </ul>	
	<p><b>b.</b> Submit proposed housekeeping plan</p>	
5	<b>Other factors</b>	
	<p><b>a.</b> Recruitment and Selection Criteria Submit company policy n recruitment/selection criteria of supervisors and janitors</p>	
	<p><b>b.</b> Accessibility Submit sketch/map of office going to PTNI</p>	
	<p><b>c.</b> Benefits entitled to Janitors/Supervisors Submit certification under oath of the benefits/additional benefits entitled for Janitors and Supervisors to be deployed to PTNI</p>	
	<p><b>d.</b> The contractor shall provide the required Identification Card, required uniforms, personal protective gears to all janitorial services personnel and see to it that it is been used when performing activities/tasks.</p>	
	<p><b>e.</b> PTNI has the right to conduct background investigation to its janitorial personnel</p>	
6	<b>Compliance with Labor Laws and other Related Laws of Contractor</b>	
	<p><b>a.</b> Submit a sworn statement that it is complying with the Labor Laws and Other Social Legislation as mandated by Section 25.2 Implementing Rules and</p>	

	Regulations of R.A. No. 9148	
	<p>b. Submit latest certifications from the proper government agencies that is it religiously paying the Social Security System, Pag-Ibig Fund, and Philhealth Insurance contributions as mandated by the law, as well as income taxes (if applicable) of the employee to be assigned at the PTNI issued 30 days before the opening of bids.</p>	
	<p>c. Submit under oath that janitors and supervisors are paid not less than the minimum wage as provided by the law.</p>	
7	<b>Janitorial Manpower</b>	
	<p>a. The Contractor shall provide 14 Janitors personnel and 1 supervisor who are:</p> <ul style="list-style-type: none"> <li>- Of good moral character and without criminal or police records, as evidenced by Police Clearance, NBI Clearance</li> <li>- Physically and mentally fit, as evidenced by medical certificate, drug test, COVID-19 free certificate*;</li> <li>- Duly trained and skilled to function as janitorial personnel, as evidenced by sworn statement of contractor</li> </ul> <p>*COVID-19 free certificate is only required to submit 3 days after the issuance of Notice of Award to the winning bidder</p>	
	<p>b. Subject to the qualification requires by the contractor, the contractor shall absorb the existing janitorial personnel of PTNI.</p>	
	<p>c. The contractor shall assign a Roving Supervisor, at no additional cost to PTNI, aside from the Janitorial Personnel, to monitor the performance of the janitors and handle the consolidation of daily time records.</p>	
	<p>d. The contractor shall provide the required janitorial services in accordance with the scope of service/world, standard, methodology, approved janitorial plan and shall perform the following:</p> <p>d.1. Maintain the cleanliness and orderliness of the office premises as stated in the duties and responsibilities of janitors and supervisor (“Annex</p>	

	<p><b>A”)</b> of janitors and supervisor and housekeeping plan submitted by contractor, taking into account the following:</p> <ul style="list-style-type: none"> <li>d.1.1. Protection of PTNI properties from damage or destruction in connection with the janitorial activities rendered;</li> <li>d.1.2. Preservation of confidentiality of PTNI records;</li> <li>d.1.3. Proper collection and disposal of garbage in accordance with RA 9003</li> <li>d.1.4 Proper permission from employee when removing, adjusting of papers, files and electronic equipment while cleaning</li> <li>d.2. Miscellaneous Services to be performed whenever required (i.e., logistical assistance during meetings, special events and conferences, hauling of office furniture, fixtures and equipment and other errand work within the premises</li> </ul>	
	<p>e. The contractor shall abide all the responsibilities stated in (“<b>Annex B</b>”)</p>	
	<p>f. The contractor shall abide with the deployment of personnel with a work hour of eight (8) hours a day, seven (7) days a week from Monday to Sunday in two (2) shifts with the following deployment:</p> <ul style="list-style-type: none"> <li>-Monday to Friday (1 Supervisor and 14 Janitors)</li> <li>-Saturday (1 Supervisor and 10 Janitors)</li> <li>-Sunday (4 Janitors for two (2) shifts to collect garbage and minimal cleaning).</li> </ul> <p>However, the Personnel may be requested to provide assistance outside the regular working hours or during weekends or holiday, upon the written approval of the Head of General Services unit.</p>	
	<p>g. The contractor shall provide janitorial services in a daily, weekly, monthly or as necessary as stated in the Schedule of Program of Activities stated in (“<b>Annex C</b>”).</p>	
	<p>h. The contractor shall ensure to submit the following during the contract implementation to the Head of General Services:</p> <ul style="list-style-type: none"> <li>- Weekly Work Activity Plan –to be submitted every Monday</li> </ul>	

	<ul style="list-style-type: none"> <li>- Work Program for General Cleaning and other related janitorial services- to be submitted every Friday</li> <li>- Accomplishment Report of the General Cleaning Work – to be submitted on Monday</li> <li>- Monthly Inventory Report of Janitorial tool, equipment and supplies – to be submitted every first week of the succeeding month</li> <li>- Weekly submission of Satisfactory Performance Report – to be submitted every Monday</li> </ul>	
	<p>i. The contractor shall provide, at a minimum, the cleaning supplies, tools and equipment stated in (“<b>Annex D</b>”) which are in high and good quality and safe both to animals and human as certified by any governing agencies.</p>	
	<p>j. The contractor shall be responsible for the cost of replacement, repair and maintenance of all tools, devices and equipment require for the services</p>	
	<p>k. The contractor shall be responsible for the cost of replacement or repair of PTNI’s furniture, fixture and equipment deliberately or negligence of service personnel after evaluation and investigation of both parties.</p>	

## ***“Annex A”***

### **DUTIES AND RESPONSIBILITIES OF JANITORS AND SUPERVISOR**

#### **I. Supervisor**

1. Supervises and monitors personnel in the performance of them designated areas as to cleanliness, sanitation and safety;
2. Conduct inspection to check cleanliness and orderliness of the premises and inform his/her subordinates of corrections if necessary;
3. Schedules work assignment, set priorities and directs the work of janitorial personnel in coordination with the Head of General Services;
4. Ensures submission of the following to the Head of General Services
  - Weekly Work Activity Plan –to be submitted every Monday
  - Work Program for General Cleaning and other related janitorial services- to be submitted every Friday
  - Accomplishment Report of the General Cleaning Work – to be submitted on Monday
  - Monthly Inventory Report of Janitorial tool, equipment and supplies – to be submitted every first week of the succeeding month

All data indicated in the required forms are subject for the approval of PTNI.

1. Evaluates and certifies janitorial personnel performance through the review of completed work assignments and techniques
2. Ensures the implementation of labor relations and condition especially of health and safety of janitorial personnel are observed and maintained;
3. Ensures that all janitorial personnel are in proper uniform and in personal protective gear at all times;
4. Trains janitorial personnel on proper cleaning, methods, use of

equipment, safety practices and work regulations;

5. Conduct investigation and submit report on complaints;
6. Perform other services necessary or desirable for the cleanliness, sanitation, maintenance and safety of the office premises of PTNI officers, employees, and visitors.

## **II. JANITOR PERSONNEL**

1. Cleans of all horizontal and vertical surfaces such as floors, ramp walls, window ledges, window panel, blinds, doors, ceiling etc;
2. Sweeps, mops, sanitizes (dry and wet) of horizontal surfaces;
3. Sweeps, mops, sanitizes (dry and wet) of stairway, hallways lobbies and corridors;
4. Cleans, wipes, disinfects, dusts-off and/or polishes furniture, office tables, glass tops, fixtures, equipment, appliances, diffusers, window ledges, counters, glass partitions, and doors/doorknobs;
5. Cleans, sanitizes and disinfects all comfort rooms, toilet bowls, urinals, commodes, kitchen, wash rooms and wash basins with detergents/cleanser/disinfection solutions;
6. Replenishes tissue paper, liquid soaps in comfort rooms and ensures its continuous supplies at all times;
7. Empties, collects and cleans trash receptacles and waste containers and disposal of trash to Materials Recovery Facility area and ensures compliance with RA 9003 when dumping garbage and waste;
8. Keeps stairways and entrances from obstructions;
9. Waters indoor and outdoor plants, damp-wiping of artificial plants and flowers;
10. Wipes windowsills, window panes, glass mirrors, door and door frames;
11. Cleans, removes spots of carpeted room using vacuum cleaner;
12. Washes dishes, glasses, utensils, table cloths, seat cover and office fabric as necessary especially during meetings and special events;

13. Informs Building Administrator and/or the Head of General Services, of any building defects such as busted bulbs, leaking faucets/cracked wall plaster, unsafe conditions and/or any unusual activity within the building and its surroundings
14. Assists in movement of furniture, equipment, supplies and materials as may be necessary and only upon the instruction of the Head of General Services unit;
15. Performs other services necessary or desirable for the maintenance of office premises, safety of PTNI employees and visitors



## ***“Annex B”***

### ***CONTRACTOR’S RESPONSIBILITIES***

1. Contractors shall make available relievers and/or replacements at all times to ensure continuous and uninterrupted services;
2. The contractor shall pay its personnel not less than the minimum wage other benefits mandated by the Law. The Contractor shall comply with the laws governing labor standards and employee’s compensation.
3. The contractor’s personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules and practices;
4. The contractor shall provide the personnel with appropriate uniforms, protective gear, if necessary, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times;
5. The contractor shall ensure that safety shall be the first priority in the performance of its function, and avoid the creation of safety hazards both in the condition of the work performed and while doing the work;
6. The contractor shall bear the cost of repair and maintenance of all tools, devices and equipment required by PTNI;
7. The contractor and its service personnel including supervisor deployed at PTNI shall agree abide with its performance and security requirements in general and in the divisions/office where they are assigned at all times; and comply promptly with the directives, instructions and existing rules and regulations of PTNI. For this purpose, all service personnel shall attend an orientation or briefing to be conducted by Administrative office before they are allowed to work at PTNI;
8. The employees of the contractor are not employees of PTNI neither is there an employer-employee relationship between PTNI and the Contractor, Consequently. PTNI shall deal exclusively and directly with the contractor or its duly authorized representative in all matters regarding the contract;

9. The contractor shall immediately upon receipt of request and verification replace, any service personnel who may be found and considered undesirable and incompetent by the end-user. The Contractor, however, shall abide by the procedural and substantial requirements of the Labor Code of the Philippines.
10. The Contractors shall provide the required janitorial services in accordance with the scope of service/work, standards, methodology, approved janitorial plan and manpower complement and deployment;
11. The contractor shall submit to the Head of General Services not later than 4:00 p each day the Daily Toilet Cleaning Checklist signed by the Contractor's authorized personnel and end-user's respective supervisors;
12. The contractor may ventilate their problems or difficulties encountered during the period of the contract as well as give suggestions or recommendations to improve relationship with PTNI;
13. The Contractor shall faithfully comply with all laws, rules and regulations pertaining to the employment of labor, existing or which hereafter may be enacted including but not limited to the Minimum Wage Law, Labor Code of the Philippines, Social Security Law, Employees Compensation and State Insurance Fund, Philippines Health Insurance Fund, and Home Development Mutual Fund;
14. All obligations under the provisions of the SSS, Employees Compensation and other related pertinent status presently in force and effect shall be paid and updated;
15. The contractor shall assume full responsibility on any claim for any compensation on injuries from accidents of the service personnel it assigned to PTNI in connection with the performance of their duties and shall free the PTNI for any legal suit or liabilities in connection therewith.

## ***“Annex C”***

### **SCHEDULE OF PROGRAM OF ACTIVITIES**

#### **DAILY ROUTINE SERVICES (INDOOR)**

- Cleaning of all horizontal and vertical surfaces such as floors, ramp walls, windows, window ledges, window panels, vertical blinds, railing doors, ceiling, etc.;
- Sweeping, mopping and sanitizing (dry and wet) of horizontal surfaces;
- Sweeping, mopping, sanitizing (dry and wet) of stairways, hallways lobbies and corridors;
- Cleaning, wiping, disinfecting, dusting-off and/or polishing of furniture, office tables, glass tops, fixture, equipment, appliances, diffusers, window ledges, counters, glass partitions and doors/doorknobs;
- Cleaning, sanitizing and disinfecting of all comfort rooms, toilet bowls, urinals, commodes, kitchens, wash rooms and wash basins with detergents/cleanser and removal of spots or stains from floors and other surfaces;
- Emptying, collecting and cleaning of trash receptacles and waste containers and disposal of trash to the trash storage areas;
- Keeping the stairway and entrances from obstructions;
- Watering of indoor plants and stems of fresh flowers, damp-wiping of artificial plants and flowers, ridding its pots and planters' boxes;
- Wiping of windowsills, window panes, glass mirrors, aluminum/stainless and steel frames and doors;
- Wiping of tables, chairs, steels and wooden cabinets, electric fans, telephone

instruments and other equipment;

- Thorough cleaning of all glass panels, glass doors, glass window and glass walls by means of the approved glass cleaners; and
- Thorough cleaning of stairs, and fire exits.

### ***DAILY ROUTINE SERVICES (GROUNDS/GARDEN)***

- Sweeping of driveways, rooftop, concrete pavements, premises of building and parking areas;
- Sweeping and cleaning rubbish and leaves in the surroundings;
- Emptying and cleaning waste/trash cans in the premises;
- Pulling of weeds;
- Watering of plants; and
- Hose washing and sweeping with hard broom all cement grounds.

### ***DAILY SERVICES (OFFICES)***

- Sweeping, mopping, spot scrubbing, waxing and polishing of all floors, shall be serviced continuously during hours of public use to guarantee cleanliness;
- Cleaning, sanitizing and disinfecting of all comfort rooms, wash rooms with the use of high-quality resources, wash basins, urinal and toilet bowls with the most efficient disinfectant;
- Dusting and cleaning of all glass tops, inside and outside windows and doors, window ledges, air vent partitions, furniture and fixtures which requires specialized maintenance;
- Disposal of trash, rubbish and garbage from the confines of the buildings to receptacles provided for the purpose;
- Reporting of all breakage, electrical malfunctions and other deficiencies that require the attention of the administration;

- Sweeping soft carpets and tiles, polishing of tiles and marble floors, mopping and wet wiping of entrance floors, degreasing and disinfecting of surfaces when necessary;
- Spot cleaning, care and maintenance of cleaning machines and other cleaning equipment, cleaning of supply room and removal of cobwebs and
- Regular cleaning of walls, mirrors by janitors/janitress assigned in a particular area and making sure that all doormats are clean and dry.

### ***WEEKLY ROUTINE SERVICES***

- Washing, scrubbing, waxing and polishing of all floors;
- Washing of the inside glass windows;
- Thorough cleaning, waxing and polishing of trash receptacles;
- Wash all garbage cans with soap and water;
- Wash light diffusers, front and back of the glass doors and windows;
- Clean thoroughly all venetian blinds and refrigerators, if any;
- General cleaning of walls and stripping of floor of offices, hallways and stairways;
- Thorough cleaning, dusting and damp-wiping of vertical surfaces such as walls, partitions, windows, doors and glass walls;
- Thorough sanitizing and disinfecting of all comfort rooms, wash rooms with the use of high-quality resources, wash basins, urinal and toilet bowls with the most efficient disinfectant;
- Thorough dusting-off and cleaning of office furniture and equipment;
- Cleaning and polishing of internal and external part of windows and panels, chandeliers and other lighting fixtures and brass signage;
- Washing and drying of rubber matting;
- General cleaning of (washing with detergents) of trash cans/bins;

- Trimming ornamental plants/grasses; and
- Applying insecticides and cutting dry leaves.

### ***MONTHLY ROUTINE SERVICES***

- Cleaning and dusting of open top areas of lockers, cleaning vertical surfaces of furniture, scrubbing of walls and tracheas of open ceiling, stripping, sealing and furnishings of floors;
- Thorough cleaning, sanitizing, scrubbing and disinfecting of comfort rooms, toilet fixtures, lavatories and wash rooms with the use of high-quality resources and equipment;
- Dusting and removing of cobwebs from ceiling of the premises;
- Cleaning of ornamental plants and polishing of metal signs;
- General cleaning of draperies and blinds;
- Disinfecting and sanitizing of all comfort rooms;
- Performing functions during meetings and other special activities/occasions such as but not limited to cleaning the conference rooms, serving snacks and washing of items/materials used during meetings;
- Carrying, transporting or moving of office furniture, equipment and supplies within the PTNI premises;
- Fetching water and filling of containers when water is not available;
- Reporting of any damage to pipe plumbing water and toilet facilities, electrical installation, damaged furniture and fixture which needs immediate repair;
- Putting of rat baits and removing dead rats in areas where traces of infestations are seen; and
- Shampooing of carpets as required and as maybe directed by the office head concerned.

**OTHER JANITORIAL ACTIVITIES** and related services that maybe assigned from time to time by the PTNI officials and employees upon approval from the Head of General Services unit .

***“Annex D”***

**CLEANING SUPPLIES, TOOLS ANDEQUIPMENT**

Equipment/tools	Qty.
Heavy Duty Floor Polisher 16” or 18” with accessories	3
Wet and Dry Vacuum	3
Mop Squeezer w/ Bucket	5
Caution Sign with Accessories	9
Aluminum Ladder 8 ft.	1
Heavy Duty Extension Cord	3
Guard House 5/8” x 50	1
Expandable Pole	1
Pressure Washer and Hose	1
Extension Wire	3
High Pressure Portable Washer	1
Garbage Hauler	3
Push Cart/ Utility Cart (Heavy Duty)	12
Marble Buffing Equipment (Reg. Size)	2

The Contractor must ensure that its complement shall always be equipped with the following tools:

Tools	Description	Qty.
Toilet Bowl Pump	Standard Size	6
Toilet Bowl Brush	Plastic Handle – Standard Size	10
Steel Brush	Standard Size	10
Soft Broom	Standard Size	12
Stick Broom	Standard Size	10
Ceiling Broom	Standard Size	3
Mop Handle	Aluminum Handle	12
Mop Head	Nylon Thread	22
Dustpan	Plastic- Standard Size	12

Push Brush	Standard Size	3
Spray Bottle	500ml	12
Pail	10 liters	12
Plastic Dipper		30
Glass Squeegee	Large w/handle	12
Spatula	Metal w/rubber handle	12
Feather Duster	Standard Size	12
Hand Sanitizer Dispenser		27

Consumables and Supplies	Description	Qty.
Sponge	Combination of Scrubbing pad and foam – regular size	
Round Cloth Rags	Regular Size- in Kilograms	5
Flannel Rags	Rectangular – 12"x18"	15
All Purpose Cleaner	1 Gallon	3
Powder Soap	1 Kilo Bag	30
Bleaching Solution/Disinfectant	1 Gallon Bottle	3
Furniture Polish	1 Gallon Bottle	8
Fabric Conditioner		3
Complete Wax	1 Gallon Bottle	3
Dishwashing Liquid	1 Gallon Bottle	8
Hand Gloves	Heavy Duty	27
Garbage Bags	Transparent (Small)	3750
Garbage Bags	Extra Large	400
Tissue for Comfort Rooms	White Color, Unscented. 2-ply	400
Toilet Bowl Cleaner		3
Glass Cleaner Liquid	Liquid, 1 Gallon Bottle	3
Deodorant Cake		45
Metal Polish	can	1
Disinfectant	1 Gallon Bottle	8
Hand Pad	Green Rectangular Scrubbing Pad	30
Polishing Pad	White 16" diameter round	10
Scrubbing Pad	Green 16"	2
Liquid Hand Soap	1 Gallon Bottle	8
Air Freshener	Can	30
Doormat	Rectangular shape standard size 20" x 12"	30
Insecticide	Regular Size (Spray Can)	15
Hand Sanitizer/ soap	200 mL Bottles	100
Steel Wool	Boxes	5



All class A legal documents, undertakings and certifications require that are certified copies submitted during the opening of bids shall be required to submit the original copies for authentication upon receipt of the BAC Resolution of Single Calculated Bid as required for post qualification of the Technical Working Group (TWG), failure to submit original copies after five (5) days upon the receipt will automatically disqualify the bids. No extension shall be allowed.

Instead of clearances, bidders may submit certified true copy of SSS, Philhealth and Pagibg's certificate of remittances with corresponding official receipt for the past 12 months from the opening of bids.

***Section VIII. Checklist of Technical and  
Financial Documents***

# Checklist of Technical and Financial Documents

(All Procurement forms is downloadable at GPPB Website  
<https://www.gppb.gov.ph/downloadables.php>)

## I. TECHNICAL COMPONENT ENVELOPE

### Class "A" Documents

#### Legal Documents

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

#### Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to

sign the OSS and do acts to represent the Bidder.

Financial Documents

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

**Class "B" Documents**

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

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

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

- (o) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

