

REPUBLIC OF THE PHILIPPINES  
**PRESIDENTIAL COMMUNICATIONS OFFICE**  
TANGGAPANG PAMPANGULUHAN SA KOMUNIKASYON  
*Manila*

## **BIDS AND AWARDS COMMITTEE**

# **BIDDING DOCUMENTS**

For the

**Procurement of Janitorial Services for  
FY 2023**  
(Procurement/Contract No. 2023-PCO-009)

**Sixth Edition**

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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.

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*Manila*

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

FOR THE

**Procurement of Janitorial Services for FY 2023  
(Procurement/Contract No. 2023-PCO-009)**

1. The Presidential Communications Office through the General Appropriations Act of 2023 intends to apply the sum of **Four Million Five Hundred Seventy Thousand One Hundred Fifty-Seven Pesos and 28/100 (PHP4,570,157.28)** being the ABC to payments under the contract for the project: **Procurement of Janitorial Services for FY 2023 (Procurement/Contract No. 2023-PCO-009)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The PCO now invites bids for the above procurement project. Supply and Delivery of the Goods shall be in accordance with Section VI. Schedule of Requirements, and Section VII. 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.

In compliance with GPPB Resolution 09-2020 entitled, “Approving Measures for the Efficient Conduct of Procurement Activities during a State of Calamity or Implementation of Community Quarantine or Similar Restrictions”, the PCO Bids and Awards Committee confirms, adopts, and approves measures for online or electronic bidding, as recommended by the GPPB-TSO, for the efficient conduct of all procurement activities, regardless of the procurement modality, during the pandemic.

In view of the foregoing, the procedure for this procurement project shall be in accordance with the PCO Amended Bidding Guideline and the Bidder’s Kit, collectively attached hereto as Annex “A.” GPPB forms and other bidding forms are herein attached as Annex “B.”

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 PCO BAC Secretariat and through the e-mail address given below and inspect the Bidding Documents posted at the PCO website.
5. A complete set of Bidding Documents, in digital copy, may be acquired by interested Bidders starting **25 February 2023** from the PCO website given below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (PHP5,000.00)**.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees by sending a clear scanned copy of the Official Receipt **on or before the deadline of submission of bids** to the PCO BAC Secretariat e-mail given below.

6. The PCO will hold a Pre-Bid Conference on **07 March 2023** at **10:00AM** through video conference via Zoom, which link shall be provided a day before the said conference. A pre-registration shall be required for all interested suppliers in order to access the video conferences and to participate further in the procurement activities as scheduled. Those interested bidders must provide complete information in the Google Forms which may be accessed via this link: <https://forms.gle/jW1PNJ8sHknW9gMG7>.

Prospective bidders are encouraged to discuss any concerns or clarifications about the eligibility requirements including the technical specifications in the said conference.

7. Bids must be duly received and acknowledged by the BAC Secretariat through online or electronic submission at [bac1@pco.gov.ph](mailto:bac1@pco.gov.ph) **on or before 21 March 2023** at **8:00AM** in the manner compliant with the submission of eligibility documents for public bidding and in accordance with the above-mentioned PCO Amended Online Bidding Guidelines and the Bidder's Kit. 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 **21 March 2023** at **11:00AM** via Zoom video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. Prospective bidders are requested to organize and submit their Bids electronically in accordance with the PCO-BAC Amended Online Guidelines and suppliers are hereby reminded, as follows:
- a) The submission of the Legal and Technical Documents (First Envelope) and Financial Documents (Second Envelope) shall be in a password-protected ZIP folder and PDF file;
  - b) There shall be **four (4) different passwords required**: one (1) unique password for the ZIP folder of First Envelope; one (1) unique password for the PDF file under the ZIP folder of First Envelope; one (1) unique password for the ZIP folder of the Second Envelope; and one (1) unique password for the PDF file under the ZIP folder of the Second Envelope;
  - c) The password-protected PDF file in the First Envelope shall contain the scanned original copy of the consolidated Legal and Technical documents. Said PDF file shall be assigned the file name, “PCO Bidding No. 2023-PCO-009; (Name of Bidder); Legal and Technical Documents.” There should be one (1) unique password for this PDF file;
  - d) The password-protected PDF file in the Second Envelope shall contain the scanned original copy of the consolidated Financial documents. Said PDF file shall be assigned the file name “PCO Bidding No. 2023-PCO-009 (Name of Bidder); Financial Documents.” There should be one (1) unique password for this PDF file; and
  - e) In any case where the files to be submitted exceed the size limit of the e-mail, the bidder may submit their bid via separate e-mails, provided, that the subject line for each mail should indicate to which part of the several it corresponds to (i.e., Part 1 of Legal and Technical Documents, Part 2 of Legal and Technical Documents, etc.). One set of passwords for the said components may be allowed in case of splitting, provided that the passwords for the Eligibility Requirements are separate and distinct from the Financial Requirements.

To facilitate the evaluation of documents, the bidder is encouraged to include a table of contents per PDF file, corresponding page numbers, and title pages before the actual document. For reference, the sample bidding documents may be downloaded via these links: [Technical Component Envelope \(1<sup>st</sup> Envelope\)](#); [Financial Component Envelope \(2<sup>nd</sup> Envelope\)](#).

In case the bidder fails to submit any or all of the documentary requirements in a password-protected PDF files, the bid/quotation will automatically be disqualified and shall be declared as “FAILED” and



the supplier will no longer be allowed to participate further in the procurement activities scheduled for this Project.

11. The PCO 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.
12. For further information, please refer to:

**JOY MARIE P. PALOMA**

Head, Bids and Awards Committee  
Office of the Bids and Awards Committee Secretariat  
7th Floor, Times Plaza  
United Nations Ave., Ermita,  
City of Manila  
Phone No.: (02) 8734-5968  
E-mail Address: [bacl@pco.gov.ph](mailto:bacl@pco.gov.ph)  
Website: [pco.gov.ph](http://pco.gov.ph)

13. You may visit the following:

For downloading of Bidding Documents:

<https://pco.gov.ph/procurement/>

<https://www.philgeps.gov.ph/>

For online bid submission:

[bacl@pco.gov.ph](http://bacl@pco.gov.ph)

Issued on **24 February 2023**

*(Original Signed)*  
**ASEC. FRANCISCO P. RODRIGUEZ III**  
*Chairperson*  
Bids and Awards Committee

# **ANNEX “A”**

## **Bidders’ Kit for PCO Online Bidding**

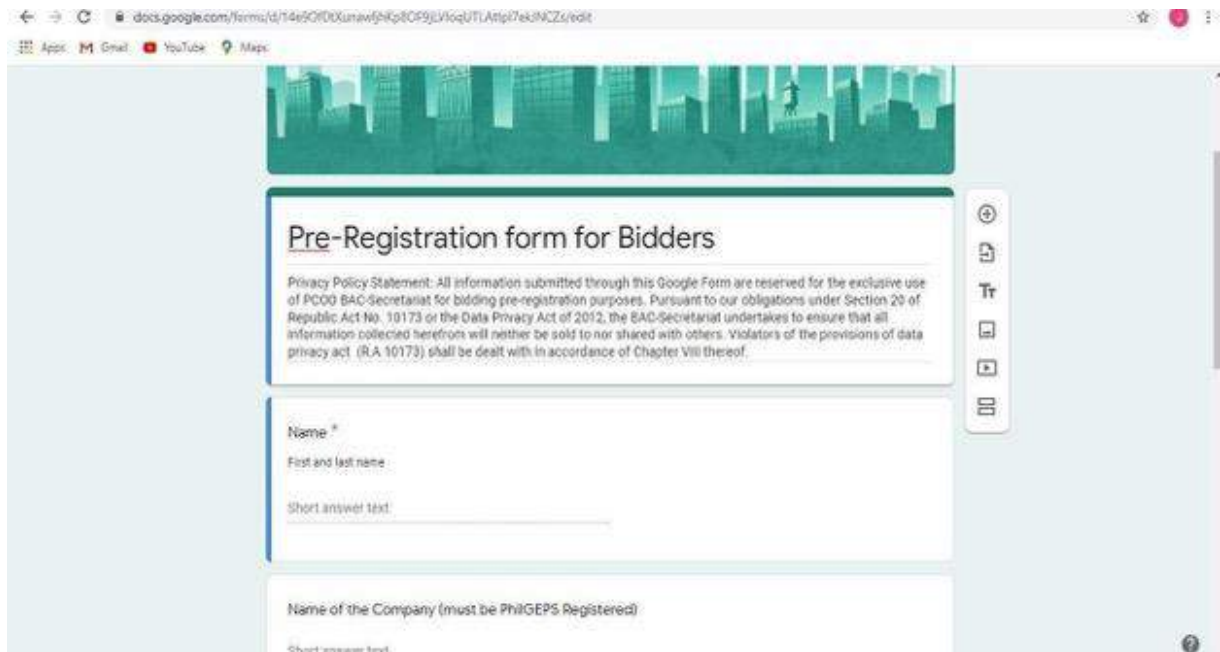
**BIDDER’S KIT FOR PCOO PROCUREMENT GUIDELINES IN ADOPTING  
ELECTRONIC SUBMISSION OF BIDS ver.2  
(GPPB Resolution No. 09-2020)**

**I. Pre-Bid Conference**

**Step 1:** Register by completing the information required in the Google forms which can be accessed here:

<https://forms.gle/xvNx6HDVJDXBs3RPA>

Once completed, submit the form to the Secretariat and wait for an acknowledgement by e-mail.

A screenshot of a Google Form titled "Pre-Registration form for Bidders". The form is displayed in a browser window with the URL "docs.google.com/forms/d/14e5QRDXunawfHkP8TOP9LjVloqUTLAnp7ek9NCZs/edit". The form includes a privacy policy statement: "Privacy Policy Statement: All information submitted through this Google Form are reserved for the exclusive use of PCOO BAC-Secretariat for bidding pre-registration purposes. Pursuant to our obligations under Section 29 of Republic Act No. 10173 or the Data Privacy Act of 2012, the BAC-Secretariat undertakes to ensure that all information collected herefrom will neither be sold to nor shared with others. Violators of the provisions of data privacy act (RA 10173) shall be dealt with in accordance of Chapter VIII thereof." Below the privacy statement, there are two text input fields. The first is labeled "Name \*" and has a sub-label "First and last name". The second is labeled "Name of the Company (must be PhilGEPS Registered)" and has a sub-label "Short answer text". The form is set against a teal background with a city skyline illustration.

**Step 2:** Join the scheduled Pre-Bid Conference by clicking the link provided by the Secretariat through e-mail to enter the Google Meet by clicking **“Join Now”**. Please make sure that you allow access to the microphone and the camera.

**Step 3:** Kindly wait for the Secretariat to confirm your entry in the prescribed video teleconference (“VTC”) platform to participate in the pre-bid conference.

**Step 4:** See file attached as “Attachment A” for the House Rules to be observed during the conduct of procurement activities.

## **II. Submission of Bids**

**Step 1:** Scan the original copy of the **Legal and Technical Requirements** and save as a PDF assigned with the file name "**PCOO Bidding No.\_\_\_\_; (Name of Bidder); Legal and Technical Documents**". Place/set a password on the PDF file. Save the password-protected PDF file to a ZIP file. Place/set another password on the ZIP file.

**Step 2:** Scan the original copy of the **Financial Requirements** and save as a PDF assigned with the file name "**PCOO Bidding No.\_\_\_\_; (Name of Bidder); Financial Documents**". Place/set a password on the PDF file. Save the password-protected PDF file to a ZIP file. Place/set another password on the ZIP file.

**Important:** Passwords shall bear a unique combination for each file and folder. Same passwords for all files are not allowed. Thus, there shall be **four (4) sets of passwords with unique combination**. For details on how to save files in PDF format and to place passwords please see file attached as "Attachment B."

**Note:** In case that the files of the bidder exceed the size limit for email attachments, the bidder may submit the required bidding documents over separate email/s messages. The bidder shall comply with the foregoing measures for securing and compressing their submissions. The subject line for each of the email messages should indicate to which part of the several it corresponds to (e.g., part 1 of x). All attachments submitted in separate emails for the Eligibility and Financial Requirements shall still contain unique passwords for the ZIP folder and the PDF files respectively and shall be submitted on or before the deadline of submission of bids.

**Step 3:** Submit your bids via e-mail to ([bacl@pco.gov.ph](mailto:bacl@pco.gov.ph)) on or before the deadline for bid submission.

**Step 4:** After submission, wait for the acknowledgement by the BAC Secretariat of the a) receipt of the compressed file (ZIP file) containing the bids b) proof of the date and time of receipt of the bid to ensure submission prior to the deadline and c) the invitation with the access link to the video conference of the bid opening with date and time thereof.

**Important:** In case of any modification of bids, the original bid submitted shall not be retrieved but a modified bid shall be submitted to the Secretariat provided that it is equally secured by passwords, properly identified and submitted on or before the deadline. The bidder shall use the following file names for the folders and files:

- A. **“PCOO Bidding No.\_\_\_\_; (Name of Bidder); Legal and Technical Documents – Modification”**
- B. **“PCOO Bidding No.\_\_\_\_; (Name of Bidder); Financial Documents- Modification”**

**Important: LATE Bids** or those bids submitted after the deadline will **NOT** be considered in the bid opening.

### **III. Opening and Evaluation of Bids**

**Step 1:** Open e-mail and access the link provided by the Secretariat to enter the Google Meet by clicking **“Join Now”**. Make sure that you allow access to the microphone and the camera. Wait for confirmation from the Secretariat to enter the meeting room.

**Step 2:** When prompted, disclose in the chat box the password to the first password protected ZIP folder. Wait for the Secretariat to upload the extracted file to Google drive. Afterwards, the Secretariat will prompt you to disclose the password for the PDF document containing the Legal and Technical requirements. If you are present, the Secretariat will ask in the chat box of the Google Meet video conferencing room for the corresponding passwords during the bid opening itself.

If you are not present in the online meeting in Google Meet, the Secretariat will send you an inquiry for such passwords via text message to your registered mobile number. You are given a minimum of five (5) minutes to respond. Should you not respond with the password when prompted, the BAC shall move on to the next bid, if any. If there are no other bids to be considered, the Secretariat shall ask again via text message for the password and you are given another five (5) minutes to respond. Should you fail to respond within the allotted time, your submitted bid will longer be considered.

**Under no circumstances should you disclose such passwords BEFORE the scheduled bid opening.**

**Step 3:** Should the Legal and Technical requirements be declared as **"PASSED"**, you will be prompted to disclose the password for the second password protected ZIP folder, and subsequently the password for the PDF document containing the financial requirements in the same manner as the passwords of the eligibility documents as described above. You must respond promptly.

**Under no circumstances should you disclose such passwords prior to being declared eligible based on the evaluation of his eligibility documents.**

**Important:** Only **three attempts** are given to disclose your password per ZIP folder and PDF file to open the documents. Should you fail to provide the correct password after the third attempt, the submitted bids shall **NOT** be accepted during the bid opening

\*For inquiries and other concerns, you may reach the BAC Secretariat through this email address: [bac1@pco.gov.ph](mailto:bac1@pco.gov.ph) or mobile number at: **09177178213**.

Stay safe and warm regards!

**BAC Secretariat**

PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE


## **Attachment A**

### **Basic House Rules to be observed during BAC Meetings**

1. Kindly place your microphone on mute when not speaking.
2. Please raise your hand, and wait to be recognized before you speak (remember to toggle off mute).
3. Turn on video for confirmation of your identity.
4. Meetings will start on time. You are advised to enter the VTC room 30 minutes to resolve technical issues, if any.

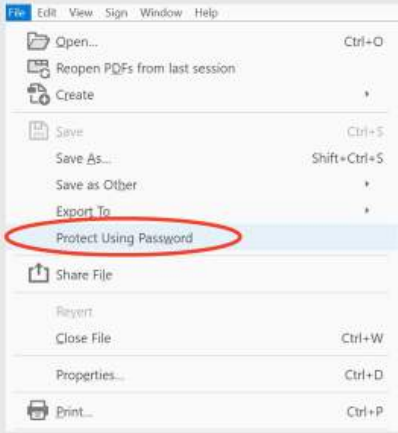
## Attachment B

### SECURING YOUR FILE




### How to Add Password in PDF File

1. Open the PDF file
2. Click the file and choose **"protect using password."**




The screenshot shows a 'File' menu with the following items: Open... (Ctrl+O), Reopen PDFs from last session, Create, Save (Ctrl+S), Save As... (Shift+Ctrl+S), Save as Other, Export To, **Protect Using Password** (highlighted with a red circle), Share File, Revert, Close File (Ctrl+W), Properties... (Ctrl+D), and Print... (Ctrl+P).



### How to Add Password in PDF File


3. In the protect using password dialog box, type your **password twice** and choose **"apply"** at the lower right side of the dialog box.



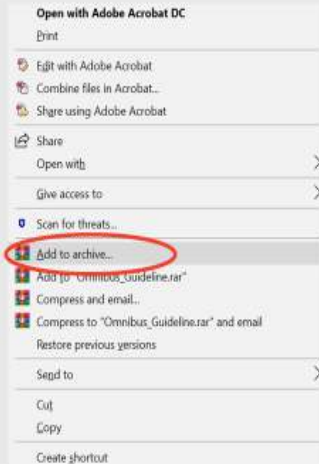
The screenshot shows the 'Protect Using Password' dialog box. It has a title bar 'Protect Using Password' and a subtitle 'Requires user to enter a password for:'. There are two radio buttons: 'Viewing' (selected) and 'Editing'. Below are two text input fields: 'Type Password' and 'Re-type Password', both highlighted with red circles. At the bottom right, there are 'Cancel' and 'Apply' buttons, with 'Apply' highlighted by a red circle. There is also an 'Advanced Options' dropdown menu.



## How to Add Password in ZIP File



1. Right click the file.
2. Choose **"add to archive."**



The screenshot shows a context menu for a file. The option "Add to archive..." is highlighted and circled in red. Other options include "Open with Adobe Acrobat DC", "Print", "Edit with Adobe Acrobat", "Combine files in Acrobat...", "Share using Adobe Acrobat", "Share", "Open with", "Give access to", "Scan for threats...", "Add to 'Omnibus\_Guideline.rar'", "Compress and email...", "Compress to 'Omnibus\_Guideline.rar' and email", "Restore previous versions", "Send to", "Cut", "Copy", and "Create shortcut".

## How to Add Password in ZIP File



3. In the Archive name and parameters dialog box, choose **"radio button ZIP"** and click **"set password."**



The screenshot shows the "Archive name and parameters" dialog box. The "Archive format" section has the "ZIP" radio button selected and circled in red. The "Set password..." button at the bottom right is also circled in red. Other options include "RAR", "RAR4", "Compression method" (Normal), "Dictionary size" (32 KB), "Split to volumes, size" (NB), and "Archiving options" (Delete files after archiving, Create SFX archive, Create solid archive, Add recovery record, Test archived files, Lock archive).

## How to Add Password in ZIP File



4. Type your **password** and choose **ok**.



Enter password

Archiving with password


Enter password

Show password  
 Encrypt file names  
 ZIP legacy encryption

Organize passwords...

OK Cancel Help

## How to Add Password in ZIP File



Name	Date modified	Type	Size
<input checked="" type="checkbox"/> Test.pdf	07/06/2020 3:39 PM	Adobe Acrobat Docu...	1,615 KB
<input type="checkbox"/> Test.zip	07/06/2020 9:30 PM	WinRAR ZIP archive	1,612 KB





### How to Add Password in PDF File

1. Open the PDF file using Preview
2. Click file and choose **"Export as PDF"**



## How to Add Password in PDF File



3. Click **"Show Details"**
4. Click **"Encrypt"** enter password in the dialog box and click **"Save"**



The screenshot shows a 'Save As' dialog box for a PDF file. The file name is 'test'. The 'Encrypt' checkbox is checked and circled in red. Below it are fields for 'Password' and 'Verify', also circled in red. The 'Save' button at the bottom right is also circled in red.

## How to Add Password in ZIP File



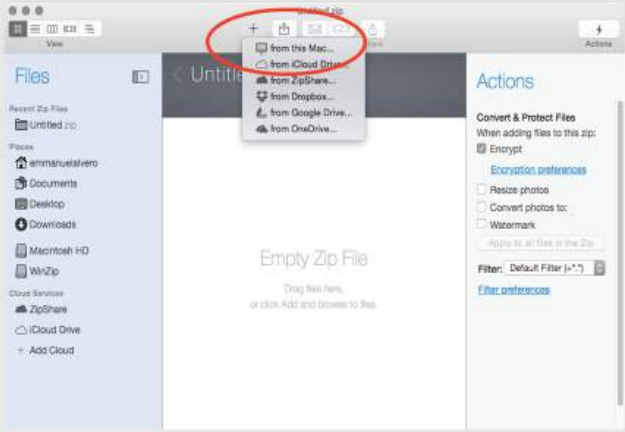
1. Open **"WinZip"**
2. Click the **"Checkbox"** beside **"Encrypt"**



The screenshot shows the WinZip application interface. The 'Encrypt' checkbox is checked and circled in red. The 'Encryption preferences' link is also circled in red. The main area shows an 'Empty Zip File'.

## How to Add Password in ZIP File

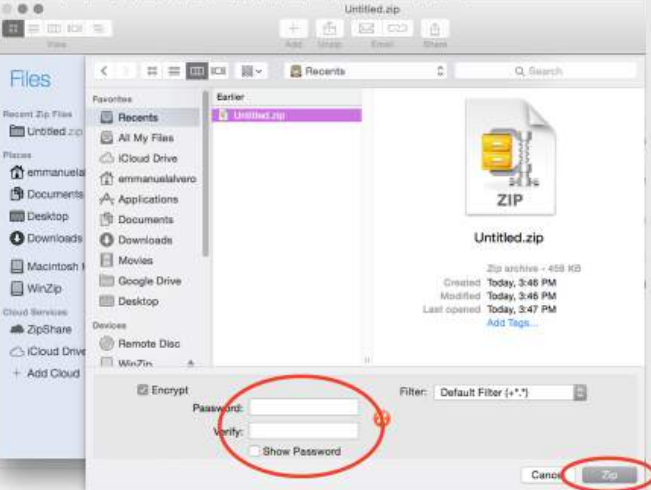
3. Click the "+ sign" and select "from this Mac"



The screenshot shows the 'Files' app interface. On the left, there's a sidebar with 'Recent Zip Files' and 'Places'. The main area shows an 'Untitled.zip' file. A red circle highlights the '+' icon in the top toolbar. A second red circle highlights the 'from this Mac...' option in the dropdown menu that appears when the '+' icon is clicked. The 'Actions' panel on the right shows options for 'Convert & Protect Files'.

## How to Add Password in ZIP File

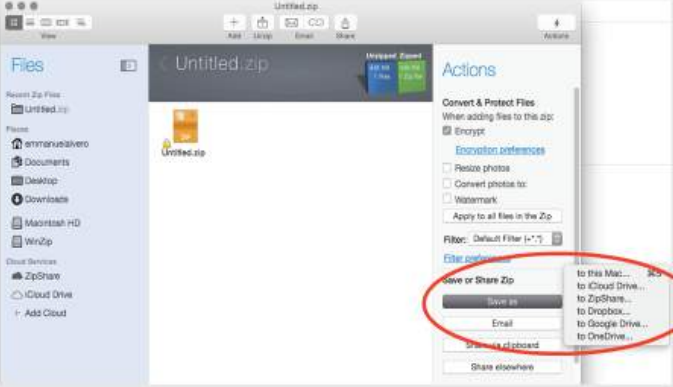
4. Select the file and enter the "password" in the dialog box and click "Zip"



The screenshot shows the 'Files' app with a 'ZIP' file selected. A dialog box is open at the bottom of the screen. The 'Encrypt' checkbox is checked. The 'Password:' and 'Verify:' text boxes are circled in red. Below them is a 'Show Password' checkbox. At the bottom right of the dialog, the 'Zip' button is circled in red. The background shows the 'Files' app interface with the selected file 'Untitled.zip' highlighted in the 'Recents' view.

## How to Add Password in ZIP File

5. Click **"Save as"** and select **"to this Mac"**



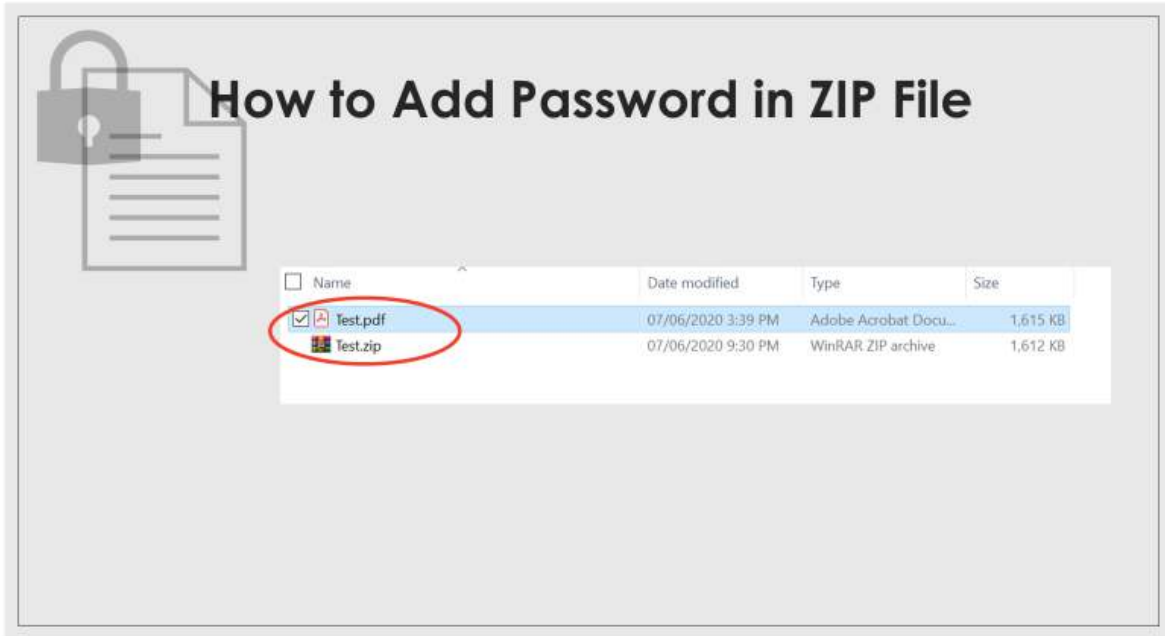
The screenshot shows the 'Actions' panel for an 'Untitled.zip' file. The 'Save or Share Zip' option is circled in red, and its sub-menu is open, with 'to this Mac...' selected. Other options in the sub-menu include 'to iCloud Drive...', 'to ZipShare...', 'to Dropbox...', 'to Google Drive...', and 'to OneDrive...'. The 'Convert & Protect Files' section is also visible, with 'Encrypt' checked.

## How to Add Password in ZIP File

6. Choose where to save file and click **"Save"**



The screenshot shows the 'Save As' dialog box for the 'Untitled.zip' file. The 'Save As' field contains 'Untitled'. The 'Where' section shows various locations, including 'Recents', 'Favorites', 'Locations', and 'Devices'. The 'Save' button is circled in red.



# **ANNEX “B”**

## **Prescribed Forms**





## ***Statement of the Single Largest Completed Contract***

NAME OF PROJECT: \_\_\_\_\_

BIDDER'S COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

Item No.	Name of Contract	Date of Contract	Contract Duration	Owner's/Company/Agency Name and Address (Party Contracting with the Bidder)	Kinds of Goods	Amount of Completed Contract	Date of Delivery

**Instructions:**

- 1 Please indicate the correct and complete information required for each contract.
- 2 Attach End-user's Acceptance OR Official Receipt(s) OR Sales Invoice issued for the Contract.
- 3 If no completed contract, please put N/A or None.
- 4 Kindly provide all contact information of the party contracting with bidder.

Submitted by: \_\_\_\_\_

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

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

## **Bid Securing Declaration Form**

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

---

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

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

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

I/We, the undersigned, declare that:

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

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

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

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

---

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

### AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

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

*[Insert signatory's legal capacity]*

Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_ 202\_\_ at \_\_\_\_\_, Philippines. Affiant is 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 exhibited to me his/her \_\_\_\_ (Type of valid ID) \_\_, with his/her photograph and signature appearing thereon, with \_\_\_\_ (ID Number) issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of \_\_\_\_\_ 202\_\_

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 202\_\_.

**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 Amount and Purpose of  
of agent Currency 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: \_\_\_\_\_



**IMPORTANT: FILL-OUT THE FORM PROPERLY. DO NOT LEAVE BLANK SPACES. DO NOT DELETE ANY COLUMN, ROW, OR CELL.**

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

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. **2023-PCO-009**

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	QTY.	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)
1	<b>Procurement of Janitorial Services for FY 2023</b>	PH	1 LOT						
TOTAL BID PRICE		IN WORDS							
		IN FIGURES							

*(Kindly proceed to page 2 for the breakdown of costs)*

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

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

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

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

**IMPORTANT: FILL-OUT THE FORM PROPERLY. DO NOT LEAVE BLANK SPACES. DO NOT DELETE ANY COLUMN, ROW, OR CELL.**

**Price Schedule  
(Breakdown of Cost)**

Name of Bidder \_\_\_\_\_ Project ID No. 2023-PCO-009

# **ANNEX “C”**

## **Checklist of Requirements**

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### **Class "A" Documents**

#### Legal Document

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **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 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***

- (h) 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**

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

# **ANNEX “D”**

## **Frequently Committed Errors**

Errors/Failures/Omissions	How to Prevent
Failure to submit a <b>complete set</b> of documents.	Refer to the Checklist of Technical and Financial Documents on the last part of the Bidding Documents. Said Checklist is also attached as Annex “C” of the Invitation to Bid. Use the Table of Contents ( <a href="#">Legal and Technical</a> ; <a href="#">Financial</a> ) for proper arrangement of documents.
Typographical Error on Legal documents/Documents for Notarization (e.g., Omnibus Sworn Statement, Bid Securing Declaration, etc.)	Use the forms/templates prescribed by the PCOO and attached as Annex “B” of the Invitation to Bid. Do not use bidding documents you prepared for a previous project with another Government agency so as to avoid <i>copy-paste</i> errors.
Failure to submit proof of identity of affiants as attachment of the documents for notarization (OSS, BSD, etc.)	<p>Make sure that the respective proof of identity (valid Identification: e.g., PRC ID, UMID, Passport, Comelec ID, etc.) of the affiant/s who executed the sworn statements are attached with the document and included in the Legal and Technical folder.</p> <p>All details in the "<i>Jurat</i>" and "<i>Acknowledgement</i>" must be filled in. (i.e government ID, description, and ID Number)</p>
Incomplete details on prescribed templates (e.g. Statement of all on-going contracts, Price Schedule form, etc.)	<p>Fill-out all the spaces/portions or cells/columns requiring details. Do not leave them blank.</p> <p>For the sales taxes and other costs, indicate the breakdown and refer to the column heading for the computation.</p> <p>Indicate zero “0” or dash “-” for items offered for free.</p>
Incorrect Passwords	Test your passwords first before submitting your two (2) Zip Folders via email.
Lack of Two-Factor Authentication	<p>Ensure that each of the zip folders and pdf files for the Legal and Technical requirements, as well as for the financial requirements are password protected.</p> <p>There must be, at least, four (4) unique passwords, to wit:</p> <ol style="list-style-type: none"> <li>1. Password no. 1 - Legal and Technical <b>zip</b> folder;</li> <li>2. Password no. 2 - Legal and Technical <b>pdf</b> file;</li> <li>3. Password no. 3 - Financial <b>zip</b> folder; and</li> <li>4. Password no. 4 - Financial <b>pdf</b> folder.</li> </ol>
Corrupted Zip Folders or PDF Files	Send a test e-mail to self or other accessible e-mail address/es. Download and attempt to open in different computer units and, if possible, using different operating systems (Mac/Windows).

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

### **1. Scope of Bid**

The Procuring Entity, Office of the Press Secretary, wishes to receive Bids for the **Procurement of Janitorial Services for FY 2023**, with Identification number: **Procurement/Contract No. 2023-PCO-009**.

### **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for 2023 in the amount of **Four Million Five Hundred Seventy Thousand One Hundred Fifty-Seven Pesos and 28/100 (PHP4,570,157.28)**.

2.2. The source of funding is the **2023 General Appropriations Act**.

### **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.
- 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. 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 Procuring Entity has prescribed that **subcontracting is not allowed**.

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

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through Zoom videoconferencing 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.

## **12. Bid Prices**

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

a. For Goods offered from within the Procuring Entity's country:

- i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
- ii. The cost of all customs duties and sales and other taxes already paid or payable;
- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
- iv. The price of other (incidental) services, if any, listed in e.

b. For Goods offered from abroad:

- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

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

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

13.2. Payment of the contract price shall be made in Philippine Pesos.

## **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **19 July 2023**. 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.

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 17.2. 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: **One Project having several items which shall be awarded as one contract.**
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted

the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

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

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

<b>ITB Clause</b>	
5.3	<p>For this purpose, contracts similar to the Project shall be: <i>any contract similar to Janitorial Services.</i></p> <p>Those contracts which involve goods and services of the same nature and complexity as the subject matter of the project being procured (<i>GPPB Non-Policy Matter No. 159-2017</i>); and</p> <p>Completed within <b>three [3] years</b> prior to the deadline for the submission and receipt of bids.</p>
7.1	Subcontracting is not allowed.
12	No further instruction.
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>PHP91,403.15</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p style="text-align: center;">or</p> <p>b. The amount of not less than <b>PHP228,507.86</b>, if bid security is in Surety Bond.</p>
19.3	<p>The proposed Approved Budget for the Contract of the project: Procurement of Janitorial Services for FY 2023 is <b>Four Million Five Hundred Seventy Thousand One Hundred Fifty-Seven Pesos and 28/100 (PHP4,570,157.28)</b></p>
20.2	<p>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 the following:</p> <p>a. original/physical copies of the technical and legal documents, and financial documents submitted and subjected to preliminary examination during bid opening;</p> <p>b. latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS); and</p> <p>c. other appropriate licenses and permits required by law and stated in the Bidding Documents and Supplemental/Bid Bulletin.</p>
21.2	No further instruction.

## **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**

<b>GCC Clause</b>	
1	<p><b>Delivery and Documents –</b></p> <p>Delivery of the Goods/Security Services 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 Representatives at the Project Site is</p> <p><b>Engr. Don C. Du</b> Engr. III, Maintenance Section General Services Division.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all services specified in Section VI. Schedule of Requirements.</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>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: Name of the Procuring Entity Name of the Supplier</p>

GCC Clause	
	<p>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>  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>
2.2	No further instruction.

<b>GCC Clause</b>	
4	The inspection/tests of the goods shall be done as required under Section VII. Technical Specifications.

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

The delivery schedule expressed as calendar days stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Schedule</b>
1.0	Provision of janitorial personnel	Thirteen [13] janitors (including one [1] supervisor)	Shall commence within seven (7) calendar days from receipt of Notice to Proceed.
2.0	Provision of cleaning equipment/ tools/supplies in good running condition as specified in Technical Specifications	One [1] lot	Duration of the contract shall be from the first day of delivery/actual deployment of Janitors to PCO offices, until 31 December 2023

The Contract to be awarded shall be subject to existing DBM Guidelines on Cash-Based Budgeting (NBC No. 583 dated 4 January 2022) and other relevant regulations. Accordingly, the contract period shall commence seven (7) calendar days upon receipt of the Notice to Proceed and terminate on 31 December 2023. In the event that the resulting contract period is less than twelve (12) months, the annual financial bid of the SCRB or LCRB shall be divided by twelve (12) to arrive at the monthly fee for the security services.

Conforme:

Full Name and Signature  
of Bidder/Authorized Rep. : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Name of Company : \_\_\_\_\_

## **Section VII. Technical Specifications**

Bidders must state “**Comply**” in the column “**Statement of Compliance**” against each of the individual parameters of each “Specifications.”

<b>Item</b>	<b>Description</b>			<b>Statement of Compliance</b>
<b>1.0</b>	<b>WORK GANG COMPOSITION</b>			
	In order to render the needed janitorial and allied services, the number of personnel required shall be as follows: Total Number of Personnel: <b>13</b>			
1.1	Working Supervisor: 1			
1.2	Janitors: 12 (6 males and 6 females)			
<b>2.0</b>	<b>DEPLOYMENT</b>			
2.0.1	The Contractor shall render, undertake and perform janitorial and other allied services for and at the premises used by and under the responsibility of the Client, specifically in the areas identified below, with the corresponding personnel deployment.			
2.0.2	The Contractor agrees to undertake the availability of its services and personnel in the event there is a need to transfer or relocation of the assigned areas or offices. Any incidental expenses that may be incurred in view of such transfer or relocation shall be on the account of the contractor and without additional cost to PCO.			
	<b>AREA</b>	<b>JANITOR</b>	<b>TIME</b>	
	<b><i>PCO Main Office</i></b>			
2.1	All offices in the main floor (including garbage collection in the morning)	1	6:00AM - 3:00PM	
2.2	All offices in the main floor (including garbage collection in the afternoon)	1	8:00AM - 5:00PM	
2.3	All common areas, stairways, staff areas, hallway, and female comfort rooms	1	6:00AM - 3:00PM	
2.4	All common areas, stairways, staff areas, hallway, and male comfort rooms	1	8:00AM - 5:00PM	
2.5	Office of the Secretary (will also serve as errand/utility personnel)	1	7:00AM - 4:00PM	
2.6	Office of the Undersecretaries, Assistant Secretaries, Directors and other officials	2	8:00AM - 5:00PM	
2.7	Offices of Support Group, Administration, Finance, and ICTD	2	8:00AM - 5:00PM	
	<b><i>PCO Extension Office: First</i></b>			

	<b><u>Residences and Little President</u></b>			
2.8	First Residences: MARO, PND, and Press Working Area, female comfort rooms, Legal, and ICTD	1	8:00AM - 5:00PM	
2.9	First Residences: MARO, PND, and Press Working Area, male comfort rooms, Legal, and ICTD	1	6:00AM - 3:00PM	
2.10	Little President: OSEC and DMS	1	8:00AM - 5:00PM	
2.11	Little President: OSEC and DMS	1	6:00AM - 3:00PM	
<b>3.0</b>	<b>OBLIGATION AND RESPONSIBILITIES OF THE CONTRACTOR</b>			
3.1	Supply the necessary labor, cleaning equipment, materials, and supervision for the daily upkeep of the office			
3.2	Perform the following services janitorial services among others:			
3.2.1	<p><b>Daily Maintenance</b> For each assigned area, the following should be properly and thoroughly cleaned everyday:</p> <ul style="list-style-type: none"> <li>▪ Floors</li> <li>▪ Tables, chairs, steel, and wooden cabinets</li> <li>▪ Wright line cabinets, electric fan, telephone apparatus, refrigerators where are allowed. Air-conditioner grills and casings and other equipment</li> <li>▪ Waste basket</li> <li>▪ Window sill, window panes, venetian blinds aluminum/stainless steel frames and glass doors</li> <li>▪ Wall, doors, and building posts</li> <li>▪ Restrooms</li> <li>▪ Stairway</li> </ul>			
3.2.2	<p><b>Weekly Maintenance</b> A general cleaning of all areas should be done with emphasis on the following:</p> <ul style="list-style-type: none"> <li>▪ Corners and inner areas of the rooms</li> <li>▪ Ceilings, lighting fixtures/diffusers and upper walls</li> <li>▪ Floors for floor wax applications and polishing</li> <li>▪ Rugs and carpets to be vacuumed</li> <li>▪ Gardens and other adjacent areas</li> <li>▪ Railings and marble façade including the markers</li> <li>▪ Area under staircase</li> </ul>			

3.2.3	<p><b>Monthly Maintenance</b></p> <ul style="list-style-type: none"> <li>▪ Thorough general cleaning of all areas covered in this Section (Technical Specifications)</li> <li>▪ Cleaning and inspection of gutter/window glasses lights doors and partitions</li> <li>▪ Signages on door offices</li> <li>▪ Shampooing of carpets</li> </ul>	
3.2.4	<p><b>Miscellaneous Services (to be performed whenever required)</b>  Hauling and moving of office furniture/ equipment and carrying of heavy boxes during office transfer/events, upon prior request  Serving of snacks/refreshments and other related tasks, during meeting and conferences of the client</p>	
3.2.5	<p><b>Other Duties and Responsibilities</b>  Making available, at all times, of relievers and/or replacements, to ensure continuous and uninterrupted services, in case of absences;  Necessary supervision over work of its personnel;  Provision of uniforms to the assigned janitors;  Compliance with the existing applicable labor laws, rules and regulations, and warrant the prompt payment of salaries and allowances to its employees, within the legal rate provided by law;  Assumption of full responsibility for any claim that its janitors or workers may have, by reasons of their employment, and that incase of accident, injury or illness incurred in the line of duty, the Client should not in any way be liable by the Contractor;  Liability for damage to or loss of property belonging to the client and of its employees; and  Assumption of responsibility with regard to the compliance with the requirements of the New Labor Code, the Social Security Act, and other laws pertaining to employer-employee relationship. The Client may require the contractor to show or produce papers, receipts, of payment of SSS, PhilHealth, and other evidences to show compliance to the New Labor Code.</p>	
<b>4.0</b>	<b>PERSONNEL REQUIREMENTS<sup>2</sup></b>	
4.1	Must be a Filipino citizen	
4.2	At least with high school level of education	
4.3	Physically and mentally fit (medical certificate and psychological test result)	

<sup>2</sup> Provisions patterned after the Technical Specifications of Department of Budget and Management for its procurement of janitorial services on August 2020 (accessed from: <https://www.dbm.gov.ph/wp-content/uploads/Bids/ITB/ITB2020/Procurement-of-Janitorial-Services-for-DBM-ROV-for-the-duration-of-Three-Years.pdf>).



4.4	Age Requirement: Janitors: not less than 21 years old Supervisor: at least 35 years old	
4.5	No prior record of conviction or pending criminal case. Submission of a photocopy of NBI or PNP clearance is required.	
4.6	Duly trained and skilled to function as janitorial personnel.	
<b>5.0</b>	<b>CONTRACTUAL CONSIDERATION</b>	
	For and in consideration of above service, PCO shall during the term of the Contract, pay the Service Provider an amount equivalent to the salaries and benefits mandated by law, inclusive of administrative overhead and VAT. In the event the minimum wage is increased or should fringe benefits in favor of the personnel be promulgated either by law or decree or wage order subsequent to the execution of the Contract, the new rate shall be adjusted to conform with the law and shall be subject to a negotiation agreeable to both parties.	
<b>6.0</b>	<b>CONFIDENTIALITY CLAUSE</b>	
	The Janitors provided by the Janitorial Agency shall at all times maintain confidentiality of all documents and any information that they may have knowledge by virtue of their services to the PCO and not to disclose to any third party all confidential information received from or entrusted by the client. The Janitors shall be prohibited from using the confidential information or documents received or entrusted by the Client for purposes other than compliance with its obligation as janitors	
<b>7.0</b>	<b>TERMS OF PAYMENT</b>	
	Monthly payment will be processed upon submission of the invoice and attachments required by the Presidential Communication Office.	
<b>8.0</b>	<b>MINIMUM EQUIPMENT AND SUPPLY REQUIREMENTS</b>	
	<b>ITEM</b>	<b>UNIT</b>
		<b>QUANTITY</b>
8.1	<b>Equipment</b>	
	Floor Polisher	units
	Vacuum Cleaner, Wet and Dry	units
	Glass Squeegee, Adjustable	units
	Waste Receptacle of Push Cart for Garbage Collection	unit
	Assorted Garden Tool	set
	Water hose 3/4 Dia. 30 mts. w/ sprinkler	roll
	Spatula	pieces
8.2	<b>Janitorial Supplies (Monthly)</b>	
	Deodorant Cake	dozens
	Red Wax	gallons
	Pranela	pieces

	Plastic Garbage Bag	pieces	300	
	Powder soap	kilograms	24	
	Disinfectant	gallons	6	
	Air freshener	cans	12	
	Wood enhancing polish liquid	cans	10	
	Emulsion Wax	gallons	14	
	Tissue Paper (ManComm CR)	pieces	300	
	Toilet Bowl Cleaner	gallons	7	
	Chlorine bleach	gallons	7	
	Steel wool tubes	tubes	8	
	Liquid hand soap	gallons	8	
	Fabric conditioner (500 ml)	bottles	5	
	Furniture Polish	gallons	4	
	Liquid humidifier fresher (100 ml)	bottles	2	
8.3	<b>Janitorial Supplies (Quarterly)</b>			
	Ceiling broom	pieces	4	
	Doormat	pieces	22	
	Dust Pan	pieces	13	
	Mop Head	pieces	23	
	Mop handle	pieces	19	
	Polishing Pad	pieces	17	
	Scrubbing Pad	pieces	17	
	Push Brush	pieces	6	
	Soft Broom	pieces	16	
	Stick Broom	pieces	15	
	Toilet Pump	pieces	8	
	Toilet bowl brush	pieces	11	
	Spray gun	pieces	13	
	Hand towel	pieces	10	
	Electric air humidifier	pieces	5	

Conforme:

Full Name and Signature  
of Bidder/Authorized Rep. : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Name of Company : \_\_\_\_\_

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

### **I. TECHNICAL COMPONENT ENVELOPE**

#### **Class "A" Documents**

##### Legal Document

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

##### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **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 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**

- (h) 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**

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

