



Office of the President of the Philippines  
PRESIDENTIAL COMMUNICATIONS OFFICE  
Manila

## **BIDS AND AWARDS COMMITTEE**

### **BIDDING DOCUMENTS**

For the

**PROCUREMENT OF PROCUREMENT OF  
JANITORIAL SERVICES FOR VISAYAS MEDIA  
HUB (VMH) LOCATED IN MANDAUE CITY,  
CEBU (PROCUREMENT/CONTRACT NO.  
2025-04-030)**

**Sixth Edition**

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

FOR THE

**Procurement of Procurement of Janitorial Services for Visayas Media Hub (VMH)  
Located in Mandaue City, Cebu (Procurement/Contract No. 2025-04-030)**

1. The Presidential Communications Office through the 2025 General Appropriations Act intends to apply the sum of **Six Million Three Hundred Ninety-Two Thousand Twenty Pesos and 49/100 (PHP 6,392,020.49)** being the ABC to payment under the contract for the project: **Procurement of Procurement of Janitorial Services for Visayas Media Hub (VMH) Located in Mandaue City, Cebu (Procurement/Contract No. 2025-04-030)**. Bids received in excess of the ABC for the project shall be automatically rejected at bid opening.
2. The PCO now invites bids for the above procurement project. Supply and Delivery of the Goods and services 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.

The procedure for the project shall be in accordance with PCO Amended Hybrid Procurement Set Up Guideline and the Bidder’s Guide, as well as the GPPB forms and other bidding forms to be accomplished and submitted, collectively attached in the QR Code or the clickable link below:

[https://drive.google.com/drive/folders/1dcyf2k9fCCyeLhFE9j8i5hXVprjWBQKv?usp=drive\\_link](https://drive.google.com/drive/folders/1dcyf2k9fCCyeLhFE9j8i5hXVprjWBQKv?usp=drive_link)



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 the PCO BAC Secretariat and through the e-mail address given below and inspect the Bidding Documents posted on the PCO website.
5. A complete set of Bidding Documents, in digital copy, may be acquired by interested Bidders starting **09 April 2025** 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 (PHP 5,000.00)**.

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 **22 April 2025 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 06 May 2025 at 9:00AM** 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 **06 May 2025 at 10:00AM** 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 either Physically or electronically in accordance with the PCO-BAC Hybrid Guidelines and suppliers are hereby reminded, as follows:

For Physical Submission:

- a) Bidders shall enclose their original eligibility and technical documents in one sealed envelope marked "ORIGINAL – LEGAL AND TECHNICAL COMPONENT", and the original of their financial component in another sealed

envelope marked "ORIGINAL – FINANCIAL COMPONENT", sealing them all in one outer envelope marked "ORIGINAL BID – NAME OF BIDDER. The envelopes must be sealed with a tape and marked with a unique and determinate signature.

- b) Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as - COPY NO. \_\_\_\_ - LEGAL AND TECHNICAL COMPONENT for the legal and technical document and - COPY NO. \_\_\_\_ – FINANCIAL COMPONENT for financial document, sealed in an outer envelope as - COPY NO. \_\_\_\_ - NAME OF BIDDER, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

Bidders must provide two (2) extra copies. The original and the number of copies of the Bid shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s. This means that three properly marked envelopes must be submitted before the prescribed deadline. i.e original documents and two extra copies

For Electronic submission

- 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-040B-N; (Name of Supplier); Legal and Technical Documents." There should be one (1) unique password for each 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-040B-N; (Name of Bidder); Financial Documents." There should be one (1) unique password for each 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, suppliers are encouraged to include a table of contents per PDF file, corresponding page numbers, and title pages before the

actual document. For reference, the sample format may be viewed via these QR Code or the clickable link below:

- Legal and Technical Document

[https://drive.google.com/file/d/19CfK3vnp\\_xrql4lqQ8gBnxjD7yoRBs-c/view?usp=drive\\_link](https://drive.google.com/file/d/19CfK3vnp_xrql4lqQ8gBnxjD7yoRBs-c/view?usp=drive_link)



- Financial Document

[https://drive.google.com/file/d/147mY2wFDaVpKaUI3OF4JvnZy5MpcBDV9/view?usp=drive\\_link](https://drive.google.com/file/d/147mY2wFDaVpKaUI3OF4JvnZy5MpcBDV9/view?usp=drive_link)



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:

**BIDS AND AWARDS COMMITTEE SECRETARIAT**  
Office of the Bids and Awards Committee Secretariat  
2<sup>nd</sup> Floor New Executive Building  
J.P Laurel St. V. Brgy 646  
San Miguel Manila, Metro Manila  
Phone No.: (02) 8734-7420 loc. 209  
E-mail Address: [bac1@pco.gov.ph](mailto:bac1@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:  
[bac1@pco.gov.ph](mailto:bac1@pco.gov.ph)

Issued on **10 April 2025**

Original Signed  
**ASEC. JOSE MARIA M. VILLARAMA II**  
*OIC-Undersecretary*  
*Chairperson*  
Bids and Awards Committee

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

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

The Procuring Entity, Presidential Communications Office, wishes to receive Bids for the **Procurement of Procurement of Janitorial Services for Visayas Media Hub (VMH) Located in Mandaue City, Cebu** with Identification number: **Procurement/Contract No. 2025-04-030.**

### **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for 2025 in the amount of **Six Million Three Hundred Ninety-Two Thousand Twenty Pesos and 49/100 (PHP 6,392,020.49)**;

2.2. The source of funding is the **2025 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, 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 (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 or 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 **20 August 2025**. 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**.

The Service Provider shall have no previous record on delinquency on payment of Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth), Home Development Mutual Fund or Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industrial at Gobyerno (Pag-IBIG) and Employees Compensation Commission (ECC) premiums and shall secure and submit clearance certificates from the foregoing agencies **as part of the Supplier's Post Qualification**

## 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

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be: <i>any contract similar to any 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 the following, if bid security is in cash, cashier's/ manager's check, bank draft/guarantee or irrevocable letter of credit in the amount of <b>One Hundred Twenty-Seven Thousand Eight Hundred Forty Pesos and 41/100 (PHP 127,840.41)</b> or <i>two percent (2%) of ABC</i>,</p> <p style="text-align: center;">or</p> <p>b. The amount of not less than the following, if bid security is in Surety Bond in the amount of <b>Three Hundred Nineteen Thousand Six Hundred One Pesos and 02/100 (PHP 319,601.02)</b> or <i>five percent (5%) of ABC</i>.</p>
19.3	<p>The proposed Approved Budget for the Contract of the project: <b>Procurement of Procurement of Janitorial Services for Visayas Media Hub (VMH) Located in Mandaue City, Cebu (Procurement/Contract No. 2025-04-030)</b> in the amount of <b>Six Million Three Hundred Ninety-Two Thousand Twenty Pesos and 49/100 (PHP 6,392,020.49)</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. Two (2) 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>JERALD M. BAUTISTA</b>  Officer-in-Charge, General Services Division  Basement Annex, New Executive Building  J.P Laurel St., San Miguel Manila, Metro Manila  P: (02) 8733-0790</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:</p>

GCC Clause	
	<p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross Weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b>  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>PROCUREMENT OF JANITORIAL SERVICES FOR VISAYAS MEDIA HUB (VMH) LOCATED IN MANDAUE CITY, CEBU (PROCUREMENT/CONTRACT NO. 2025-04-030)</b>		
<b>Item No.</b>	<b>Description</b>	<b>Delivery Schedule</b>
1	Procurement of Janitorial Services for Visayas Media Hub (VMH) Located in Mandaue City, Cebu (Procurement/Contract No. 2025-04-030)	<ul style="list-style-type: none"> <li>● The Service Provider shall submit within seven (7) calendar days from receipt of Notice to Proceed the following:               <ul style="list-style-type: none"> <li>A. Employee file of each janitorial personnel with the attachment of Certificate of Good Moral with no Criminal Record from the Service Provider and copy of Resume of the personnel to be deployed.</li> <li>B. The list of the pool of reliever/s of the agency ready to be deployed whenever needed</li> </ul> </li>   <li>● Deployment of personnel shall commence 5 working days upon approval of the list of personnel sent by the GSD</li>   <li>● <b>Contract Period shall be for twelve (12) months</b></li> </ul>

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.”

*‘Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and crossreferenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).’*

Item	Specification	Bidder’s Statement of Compliance
	<p><b>• DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER</b></p> <p>A. MANPOWER COMPLEMENT</p> <ul style="list-style-type: none"> <li>• The Contractor shall provide Eighteen (18) janitorial personnel, including one (1) working Janitorial Supervisor who will be assigned to monitor and supervise janitorial attendants, who: <ul style="list-style-type: none"> <li>• Must be a Filipino citizen;</li> <li>• Has good moral character and without criminal or police records;</li> <li>• Are fit to work, as evidenced by a medical certificate issued within the last two (2) months (specify that the janitorial personnel are fit to work); and</li> <li>• Underwent basic housekeeping training.</li> </ul> </li> <li>• The Service Provider shall submit within seven (7) calendar days from receipt of Notice to Proceed the employee file of each janitorial personnel with the attachment of Certificate of Good Moral with no Criminal Record from the Service Provider and copy of Resume of the personnel to be deployed.</li> <li>• The list of the pool of reliever/s of the agency ready to be deployed whenever needed must be submitted within seven (7) calendar days from receipt of Notice to Proceed.</li> </ul>	

- The Service Provider shall assign janitorial personnel according this tour of duties:

Item	Area	Janitor	Time
Visayas Media Hub - Brgy. Subangdaku, Mandaue City, Cebu			
1	All offices/rooms on the Ground floor (including garbage collection)	3	6:00AM - 3:00PM
2	All offices/rooms on the Second and Third floor (including garbage collection)	4	8:00AM - 5:00PM
3	All common areas, stairways, staff area, hallway, and female comfort rooms	3	6:00AM - 3:00PM
4	All common areas, stairways, staff areas, hallway, and male comfort rooms	3	8:00AM - 5:00PM
6	All offices on the Fourth floor (including garbage collection)	3	8:00AM - 5:00PM
7	All offices on the Fifth floor (including garbage collection)	2	8:00AM - 5:00PM

- A roving Supervisor from its own account, separate from the Janitorial Supervisor, to monitor the performance of the janitors and handle the consolidation of daily timecards periodically in preparation for the monthly billing to the PCO.

- The PCO has the right to effect changes in the assignment/deployment of the janitors at any time during the contract period through a written notice to the Service Provider. Likewise, the PCO may increase or decrease the number of janitors as may be necessary. In such an event, any corresponding adjustment in the cost shall not exceed the contract price.

- The Service Provider shall not reshuffle personnel without the prior clearance/approval of the GSD-BMS which hereby reserves the right to reject any proposal to reassign personnel if such reassignment is found to pose an imminent danger or prejudice to the service. It is however understood that on matters of disciplinary action toward the personnel of the Contractor, the GSD-BMS shall cooperate with the Service Provider or vice versa by means of mutual consultation.



	<ul style="list-style-type: none"> <li>• The Service Provider shall make available relievers and/or replacements at all times in case of absence of the assigned personnel to ensure continuous and uninterrupted services.</li> </ul> <p>Curriculum Vitae/ Resume of reliever/s must be provided and endorsed by the Service Provider to the PCO GSD-BMS of the assigned personnel on or before the scheduled time of work.</p> <p>Moreover, no trainees shall be allowed as a reliever even if they are allowed and identified as such.</p> <ul style="list-style-type: none"> <li>•</li> </ul>	
	<p><b>B. SUBMISSION OF HOUSEKEEPING PLAN</b></p> <ul style="list-style-type: none"> <li>• The Service Provider shall submit comprehensive housekeeping plan and ensure that janitors perform the janitorial services in accordance with the Housekeeping Plan to be submitted by the Service Provider during contract implementation, considering the following: <ul style="list-style-type: none"> <li>• Maintain the cleanliness and orderliness of the office premises in accordance with the Service Standards and Conditions and the Housekeeping Plan to be submitted by the Service Provider during contract implementation, taking into account the following: <ol style="list-style-type: none"> <li>1. Protection of PCO properties from damage or destruction in connection with the janitorial activities rendered;</li> <li>2. Preservation of confidentiality of PCO records; and</li> <li>3. Proper collection and disposal of garbage.</li> </ol> </li> <li>• Miscellaneous Services to be performed whenever required (i.e., logistical assistance during meetings and conferences; hauling of office furniture, fixtures and equipment; and other errands within PCO premises).</li> </ul> </li> </ul>	
	<p><b>C. PROVISION OF CLEANING TOOLS, EQUIPMENT, SUPPLY, AND MATERIALS</b></p>	

- The Service Provider shall provide, at the minimum, the following cleaning tools and equipment which are brand new or in good condition:

Item	Description	Quantity
<b>Equipment</b>		
1	Floor Polisher	5 Units
2	Vacuum Cleaner, Wet and Dry	2 Units
3	Glass Squeegee, Adjustable	6 Units
4	Waste Receptacle of Push Cart for Garbage Collection	1 Unit
5	Assorted Garden Tool	1 Set
6	Water hose 3/4 Dia. 30 mts. w/ sprinkler	1 Roll
7	Spatula	5 Pieces

- The Service Provider shall make available every first day of the month for the duration of the contract the following minimum consumables supplies and items for the satisfactory performance of the service based on the quantities indicated hereunder:

Item	Description	Quantity
<b>Janitorial Supplies (Monthly)</b>		
8	Deodorant Cake	13 Dozen
9	Red Wax	7 Gallons
10	Pranela	34 Pieces
11	Plastic Garbage Bag, XL size	300 Pieces
12	Powder soap	24 Kilograms
13	Disinfectant	6 Gallons
14	Air freshener	12 Cans
15	Wood-enhancing polish liquid	10 Cans
16	Emulsion Wax	14 Gallons
17	Tissue Paper (Common CR)	300 Pieces
18	Toilet Bowl Cleaner	7 Gallons
19	Chlorine bleach	7 Gallons
20	Steel wool tubes	8 Tubes
21	Liquid hand soap	8 Gallons
22	Fabric conditioner (500 ml)	5 Gallons
23	Furniture Polish	4 Gallons
24	Rubber Latex Reusable Gloves	15 pairs

- The Service Provider shall make available and replace every quarterly for the duration of the contract the following

supplies and items for the satisfactory performance of the service based on the quantities indicated hereunder:

<b>Janitorial Supplies (Quarterly)</b>		
25	Ceiling broom	4 Pieces
26	Doormat	22 Pieces
27	Dust Pan	13 Pieces
28	Mop Head	23 Pieces
29	Mop handle	19 Pieces
30	Polishing Pad	17 Pieces
31	Scrubbing Pad	17 Pieces
32	Push Brush	6 Pieces
33	Soft Broom	16 Pieces
34	Stick Broom	15 Pieces
35	Toilet Pump	8 Pieces
36	Toilet bowl brush	11 Pieces
37	Spray gun	13 Pieces
38	Hand towel	10 Pieces

- The maintenance, repair, and loss of tools and equipment necessary and incidental to the performance of obligations herein required shall be promptly replaced within 48 hours from the time it is reported due to defectiveness or unserviceability with no additional cost to PCO.
- Delivery of the required supplies, materials, tools, and equipment will be at the project site, which shall coincide with the first day of the posting of janitors on each assignment to be inspected by the authorized representative of the PCO.
- The Service Provider shall also provide, as purchased by the PCO, additional equipment to be used by the janitorial personnel during the contract period. The equipment shall remain in the custody of PCO after the contract expires.

	<p>D. HOURS OF WORK</p> <ul style="list-style-type: none"> <li>• The Service Provider shall provide cleanliness and maintenance services to the PCO for eight (8) hours a day, six (6) days a week, from Monday to Saturday;</li> <li>• Each Janitor and the Supervisor shall work only for eight (8) hours a day, five (5) days a week. The Service Provider shall be responsible for preparing the weekly schedule of its employees; and</li> <li>• In case the PCO GSD-BMS determines that due to extraordinary circumstances that require work in excess of the prescribed total number of cumulative hours in a week or month, the Janitor and/or Supervisor who render work will be compensated for the number of hours in excess of the prescribed total number of cumulative hours in a week or month. The PCO GSD-BMS shall signify the need for work during extraordinary circumstances through a formal written authorization form approved and signed by the PCO General Services Division, stating with particularity therein the extraordinary circumstances that require work. Compensation is subject to written documentation and certification of the number of hours in excess of the prescribed total number of cumulative hours in a week or month.</li> </ul>	
	<p>E. DOCUMENTARY REQUIREMENTS</p> <ul style="list-style-type: none"> <li>• The Service Provider shall submit a sworn statement that it is compliant with the Labor Laws and Other Social Legislations as mandated by Section 25.2 of the Implementing Rules and Regulations of Republic Act (R.A.) No. 9184 or the Government Procurement Reform Act.</li> <li>• The Service provider shall provide certifications from the proper government agencies that it is has no deficient payment from the Social Security System, Pag-ibig Fund and Philhealth Insurance monthly contributions as mandated by law, as well as income taxes (if applicable) of the employees to be assigned at the PCO as part of its post qualification</li> </ul> <p>The Price Schedule Form must contain a breakdown of cost of the labor wages and monthly government contributions, while the information for the other applicable fees such as admin fees, billing rate and taxes shall be provided by the winning supplier.</p>	

<b>JANITORIAL SERVICES FOR VISAYAS MEDIA HUB LOCATED IN MANDAUE CITY, CEBU PRICE SCHEDULE FORM</b>			
<b>PARTICULARS</b>	<b>SUPERVISOR</b>	<b>JANITOR</b>	<b>JANITOR</b>
	6:00AM - 3:00PM	6:00AM - 3:00PM	8:00AM - 5:00PM
<b>Daily Rate</b>	690.00	501.00	501.00
<b>Number of Days per Year</b>	312	312	312
<b>A. Direct Labor Cost</b>			
<b>1. Basic Pay</b>	17,940.00	13,026.00	13,026.00
<b>2. 13th Month Pay</b>	1,495.00	1,085.50	1,085.50
<b>3. Service Incentive Leave</b>	287.50	208.75	208.75
<b>Sub-Total</b>	<b>19,722.50</b>	<b>14,320.25</b>	<b>14,320.25</b>
<b>B. Government Contributions</b>			
<b>1. SSS Premium</b>	1,800.00	1,300.00	1,300.00
<b>2. PhilHealth Premium</b>	897.00	651.30	651.30
<b>3. State Insurance Fund (ECC)</b>	30.00	10.00	10.00
<b>4. Pag-IBIG Fund</b>	200.00	200.00	200.00
<b>Sub-Total</b>	<b>2,927.00</b>	<b>2,161.30</b>	<b>2,161.30</b>
<b>Admin Fee</b>			
<b>Billing Rate</b>			
<b>VAT</b>			
<b>TOTAL CONTRACT PER MONTH</b>			

F. GENERAL MATTERS

- The Service Provider agrees that the PCO, through the GSD-BMS, reserves the right to screen and accept or deny the deployment of any personnel recommended by the Service Provider.

- The Service Provider shall pay its personnel not less than the minimum wage and other benefits mandated by the laws, rules, and regulations.

- The Service Provider shall provide the janitorial personnel their monthly pay slip containing the necessary information on it.

- The Service Provider shall comply with the laws governing labor standards and employee's compensation. A certificate for the purpose shall be required from the Service Provider.

- The Service Provider shall have no previous record on delinquency on payment of Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth), Home Development Mutual Fund or Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industrial at Gobyerno (Pag-IBIG) and Employees Compensation Commission (ECC) premiums and shall secure and submit clearance certificates from the foregoing agencies **as part of the Supplier's Post Qualification**

- The Service Provider shall provide the personnel with appropriate uniforms, protective gear and ensure that they shall observe proper personal hygiene and appear neat and clean at all times.

- The Service Provider shall ensure that safety shall be the first priority in the performance of its functions, and avoid the creation of safety hazards both in the condition of the work performed and while doing the work.

- The Service Provider shall ensure the confidentiality of information.

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	<p><b>SCOPE OF SERVICE</b></p> <ul style="list-style-type: none"> <li>● HOURLY PERIODIC ROUTINE</li>   <li>● Clean, sanitize and deodorize restrooms and washrooms to include toilet bowls, urinals, sinks, wash basins and lavatories;</li> <li>● Mop restroom floors with disinfectant cleaners;</li> <li>● Monitor and refill water supply and other supplies such as hand soap, liquid soap, tissue paper, etc. at the restrooms and designated areas/locations as often as needed.</li> </ul> <p><b>B. DAILY PERIODIC ROUTINE</b></p> <p>(Offices, Hallways, Lobbies and other Common Areas)</p> <ul style="list-style-type: none"> <li>● Sweep and mop all floors of offices, stairways, corridors, hallways, lobbies, walkways and waiting areas with household bleach and water solution or disinfectant cleaners at least three times (3x) a day;</li> <li>● Clean/wipe, sanitize and disinfect frequently touched surfaces and objects such as tables, chairs, doors, doorknobs, light switches, glass windows/doors, telephones and handrails, countertops, staircases using .5% bleach solution at least twice a day;</li> <li>● Polish floors, hallways, stairways, corridors and lobbies ;</li> <li>● Dust/wipe, and sanitize office furniture and fixtures, office equipment, tables/desks, chairs, doors, windows, walls, staircases, and railings;</li> <li>● Clean, sweep and dust driveways, office premises and common areas;</li> <li>● Collect, segregate and dispose trash/garbage from offices and restrooms at least three times a day (3x) or as the need arises;</li> <li>● Clean and sanitize booths before and after every use;</li> <li>● Clean, sanitize and deodorize garbage bins;</li> <li>● Water, tend and dust/wipe indoor plants;</li> <li>● Report of all discovered broken/missing lights, malfunctioned plumbing fixtures, damaged furniture, fixtures and equipment, and necessary repair works; and</li> <li>● Perform other related janitorial jobs that may be required from time to time and as may be requested during special events.</li> </ul> <p>(Outdoor, Driveway, Parking Area, and Perimeter Area)</p> <ul style="list-style-type: none"> <li>● Sweep and clean all ground areas of litters, dirt, garbage and leaves;</li> </ul>	

- Pick-up trash, empty garbage bins, segregate and dispose wastes properly per DENR rules and regulations;
- Clean, disinfect and deodorize garbage dumping/pick-up area every after pick-up; and
- Water, trim and tend outdoor plants.

#### C. WEEKLY PERIODIC ROUTINE

- Spot scrubbing, dirt stain removal and cleaning of chairs, carpets, and rugs;
- Wash, sanitize and deodorize trash bins;
- Defrost, clean and sanitize refrigerators;
- Clean and dust/wipe electric fans;
- Wash/clean and sanitize water dispenser;
- Conduct general cleaning on;
- Furniture and fixtures
- Office equipment such as tables and chairs, desktops and computer monitors, keyboards, computer mouse, CPU's and printers;
- Comfort rooms, toilet bowls, urinals, sinks and lavatories
- Glass doors, windows and walls both inside and outside surfaces
- Clean vertical walls and ceiling including signages, bulletin boards, and other wall hangings and fire extinguishers;
- Wash rags, floor mats and floor mops;
- Wash and Scrub off and remove algae and moss on brick floor tiles in the driveway, walkway, garage and parking areas;
- Remove cobwebs and spider webs on ceilings and walls;

#### D. MONTHLY PERIODIC ROUTINE

- Dusting and removal of cobwebs from ceiling of the premises;
- General Cleaning of draperies and blinds;
- Spraying of insecticides and other pest control activities, when necessary.

#### E. QUARTERLY PERIODIC ROUTINE

- Thorough general cleaning of the areas including windows; and
- Thorough shampooing of all chairs, panels, carpets and rugs.



	<p>F. MISCELLANEOUS ROUTINE AND OTHER SERVICES.</p> <p>Miscellaneous services to be rendered by janitorial personnel as per request of the concerned units of PCO, shall include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Carrying, transporting or moving of office furniture, equipment or supplies within and/or outside premises as may be assigned from time to time or during major PCO activities;</li> <li>• Report any damaged electrical installations, furniture and fixtures that will need immediate repair;</li> <li>• Errand services as required and requested by the concerned units;</li> <li>• Render extra hours of service during special occasions and affairs celebrated/held by the VMH and or GCA.</li> </ul>	
	<p><b>PERFORMANCE EVALUATION</b></p> <ul style="list-style-type: none"> <li>• The GSD-BMS shall conduct a periodic review using the above-cited criteria to ensure compliance with the technical specifications, as well as with the other terms and conditions imposed by the PCO during the contract period.</li> <li>• Further, the GSD-BMS shall conduct a periodic assessment or evaluation of the Service Provider. Based on its assessment, the PCO may pre-terminate the contract for failure of the Service Provider to perform its obligations thereon following the procedures prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Resolution No. 018-2004 dated December 22, 2004.</li> </ul>	
	<p><b>TERMS OF PAYMENT</b></p> <p><b>VI. TERMS OF PAYMENT</b></p> <ul style="list-style-type: none"> <li>• The Service Provider shall submit, along with the monthly billing statement, a certified true copy of duly accomplished payroll sheet, receipts, prescribed reports stamped received by SSS, Pag-IBIG, PhilHealth, and ECC as proof of remittances of employer's and employee's contributions for SSS, PhilHealth, and Pag-IBIG premiums of</li> </ul>	

	<p>the janitorial personnel assigned to the PCO only and the monthly housekeeping checklist.</p> <ul style="list-style-type: none"> <li>• The Service Provider in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Service Provider’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 practice.</li> <li>• The Service Provider is encouraged to utilize Land Bank of the Philippines to avoid any bank charges. In case of such charges, the Service Provider shall shoulder the expense</li> </ul>	
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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).



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