

PHILIPPINE BIDDING DOCUMENTS

FOR THE

**PROCUREMENT OF JANITORIAL
SERVICES FOR THE DEPARTMENT OF
AGRARIAN REFORM CENTRAL OFFICE
(DARCO) FOR CY 2025-EARLY
PROCUREMENT**

Government of the Republic of the Philippines

**DEPARTMENT OF AGRARIAN REFORM
CENTRAL OFFICE (DARCO)**

PUBLIC BIDDING NUMBER: PBD-043-24-02 (EPA)

**Sixth Edition
July 2020**

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo



INVITATION TO BID FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR THE DEPARTMENT OF AGRARIAN REFORM CENTRAL OFFICE (DARCO) FOR CY 2025
REFERENCE: PBD-043-24-02(EPA)

1. The **Department of Agrarian Reform (DAR)**, through the proposed budget for CY 2025 and the approved indicative Annual Procurement Plan (APP) for 2025 intends to apply the sum of **Philippine Pesos Twenty Three Million Two Hundred Twenty Three Thousand Nine Hundred Sixty-One and 68/100 only (PhP23,223,961.68)** inclusive of taxes, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Janitorial Services (74 Janitorial Personnel) for the DAR Central Office for CY 2025 for Twelve (12) Months (January-December)/PBD-043-24-02(EPA)**. Bids received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected at bid opening.
2. The **DAR** now invites bids for the above Procurement Project. Delivery of the above services shall commence on **January 2, 2025, at 7:00 a.m.** Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is 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 DAR-BAC Secretariat and inspect the Bidding Documents at the address given below from Monday to Friday between 8:00 am to 5:00 pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 22, 2024**, from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Twenty-Five Thousand Pesos only (**PhP25,000.00**). The Procuring Entity shall allow the bidder to present its proof of payment for the fees through the presentation of the original copy of the official receipt issued by DAR not later than the date of bid submission.
6. The Department of Agrarian Reform will hold a Pre-Bid Conference on **November 29, 2024 at 10:00 a.m.** at the **FMAO Conference Room, 3rd Floor, Main Building, DAR Central Office, Elliptical Rd., Quezon City**, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated in paragraph 11 below on or before **December 12, 2024, at 10:00 a.m.** 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 conducted face to face on **December 12, 2024, at 10:00 a.m.** at the **FMAO Conference Room, 3rd Floor, Main Building, DAR Central Office, Elliptical Rd., Quezon City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Department of Agrarian Reform reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Atty. SHIELA MAE GERAPUSCO
DAR-BAC Secretariat Chairperson
Procurement Division Office
Ground Floor, DAR Central Office
Elliptical Road, Diliman, Quezon City
Telephone Numbers: 8928-1011; 09667812052
Email address: darco.bacsecretariat.b@gmail.com

12. You may visit the following websites:
For downloading of Bidding Documents: www.dar.gov.ph
www.philgeps.gov.ph

November 21, 2024

(sgd)
ATTY. QUINTIN O. MAGSICO, JR.
Assistant Secretary, Finance & Management Office (FMO)
for Finance & Management Service (FMS) &
Procurement-Related Services
Chairperson, Bids & Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **DEPARTMENT OF AGRARIAN REFORM CENTRAL OFFICE (DARCO)**, wishes to receive Bids for the **Procurement of Janitorial Services for the Department of Agrarian Reform Central Office for CY 2025 (72) Janitorial Personnel and 2 Supervisors for 12 months)**, with identification number **PBD-043-24-02 (EPA)**.

The Procurement Project (referred to herein as “Project”) is composed of 1 Lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for the **proposed budget for CY 2025 in the amount of Philippine Pesos Twenty-Three Million Two Hundred Twenty Three Thousand Nine Hundred Sixty-One and 68/100 only (PhP23,223,961.68)**.

2.2. The source of funding is:

a. NGA, the National Expenditure Program.

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.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **November 29, 2024 at 10:00 a.m.** at the **FMAO Conference Room, 3rd Floor, Main Building, DAR Central Office, Elliptical Rd., Quezon City** 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 **five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

- ii. The cost of all customs duties and sales and other taxes already paid or payable;
- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
- iv. The price of other (incidental) services, if any, listed in e.

13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

14. Bid Security

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

14.2. The Bid and bid security shall be valid until **one hundred twenty (120) calendar days from opening of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.

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

20. Post-Qualification

- 20.2. 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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Provision of Janitorial Services</p> <p>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>
7.1	b. The Procuring Entity has prescribed that subcontracting is not allowed.
12	The price of the Goods shall be quoted delivered duty paid (DDP) at the DAR Central Office, Elliptical Road, Diliman, Quezon City indicated in Section VI. Schedule of Requirements.
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 <u>PhP464,479.23</u> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <u>PhP1,161,198.08</u> if bid security is in Surety Bond.</p>
16.1	During Post-Qualification , each bidder shall submit <u>additional two (2) copies of the first and second components of its bid.</u>
19.1	To resolve cases where an occurrence of a tie among bidders, i.e. two or more of the bidders are determined as the Lowest Calculated Responsive Bid (LCRB), the procuring entity may use "draw-lots" or similar methods of sheer luck or chance as per GPPB Circular 06-2005 "Tie-Breaking Method".
19.3	The Project calls for the provision of Seventy-Two (72) Janitors and two (2) supervisors for twelve (12) months with the total ABC of Philippine Pesos Twenty-Three Million Two Hundred Twenty-Three Thousand Nine Hundred Sixty One and 68/100 only (PhP23,223,961.68).
20.2	<p>The following income and business tax returns shall be required:</p> <p>1. Latest Income Tax Returns for 2023-2024 for fiscal/calendar year; and</p> <p>2. Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) covering the months of January-December 2023</p> <p>The income tax and business tax returns stated above should have been filed through the Electronic Filing and Payment System (EFPS).</p>

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 VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>Report on the delivery of the Janitorial Services shall be submitted by the Janitorial Agency on a monthly basis covering the period January 2-December 31, 2025.</p> <p>Upon delivery of the Janitorial Services to the Project Site, the Janitorial Agency shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p> <p>A. Original and four (4) copies of Monthly Deployment Report (MDR) duly accomplished by the Janitorial Agency at the end of each month stating the names of the janitors and supervisors, salary rates, and actual attendance;</p> <p>B. Copy of pay slips and evidence of receipt by the janitorial personnel;</p> <p>C. Proof of remittance of premiums to SSS, PhilHealth, PAG-IBIG and ECC for the benefits of the janitorial personnel.</p>
2.2	No further instructions.
4	<p>The inspections and tests that will be conducted are:</p> <p>Ocular inspections and tests will be done in accordance with Section VII. Technical Specifications.</p>

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Period of Delivery, Weeks/Months
1 Lot	Janitorial Services for the DAR Central Office	Seventy-Two (72) Janitors and Two (2) Supervisors	74 Janitorial Personnel	From January 2 to December 31, 2025 under the deployment schedule specified below.

DEPLOYMENT SCHEDULE FOR CY 2025

POST ASSIGNMENT	1st Shift*	2nd Shift*	No. of Janitors
	6am-3pm	7am-4pm	
DAR Main Building			
1 st Floor	2	4	6
Comfort Rooms (Left & Right wing)	2		2
2 nd Floor	2	3	5
Comfort Rooms (Left & Right wing)	2		2
3 rd Floor	2	6	8
Comfort Rooms (Left & Right wing)	2		2
4 th Floor	2	6	8
Comfort Rooms (Left & Right wing)	2		2
5 th Floor	2	4	6
Comfort Rooms (Left & Right wing)	2		2
DARAB	2	4	6
Motorpool Building (1 st Floor & Dorm) and Warehouse	1		1
GSD Maintenance Section		1	1
Multi-Purpose Gym including Executive Lounge at the Mezzanine	1		1
BLTI	2	4	6
FAPsO Bldg. (1 st , 2 nd and 4 th floors) and ADB Annex Bldg.	2	4	6

Grounds/Gardens/Ramp/Records Container Van	3	3	6
PAIC and clients area		1	1
Elevator		1	1
Supervisors	1	1	2
TOTAL	32	42	74

*From Monday to Saturday

DESCRIPTION OF TASK AND FREQUENCY

A. DAILY ROUTINE OPERATIONS

- Sweeping/ mopping of all floors within the offices and stairways and staircases and other horizontal surfaces in the public/ common areas.
- Regular cleaning of window glass panes and/or as needed.
- Daily cleaning/dusting of office desktops/ tables, chairs, including all office furniture and fixtures, to be accomplished before the start of the workday or at 7:00 AM, Mondays to Fridays.
- Application of furniture cleaner/polish in all desk and tabletops as frequently needed.
- Arranging the office furniture and desks/ chairs accordingly.
- Daily cleaning and sanitizing of all telephone units.
- Daily spraying of insecticides in curtains, draperies, and other areas;
- Dusting of window blinds.
- Continuous sweeping of the open and car park areas and all surroundings to avoid the accumulation of litter and all falling leaves on the ground.
- Cleaning of gutters and drainage and removing leaves and other garbage that block the water passages, as often as needed.
- Daily cleaning/sanitizing of urinals, toilet bowls, washbasin, and face mirrors and putting the required disinfectant/air freshener to remove germs and prevent foul odor.
- Ensure that liquid soap containers in all comfort rooms are filled for use by everyone.
- Monitoring of defective urinals and bowls, leaking pipes, among others, and reporting the same to GSD. The Supervisor is required to submit a written report to the Chief of GSD as soon as the defect is noticed.
- Daily checking of water level stored in all drums/ water containers, particularly in the dry season or when the schedule of water distribution is being implemented.
- Daily collection and disposal of garbage including ashes accumulated from the ash tray/bins.
- Daily spraying of disinfectant and chemicals to the garbage depository area.
- Sorting and segregation of garbage, as to dry or wet garbage.
- Continuous picking up of litter in the buildings and on the grounds.
- Checking and putting in order all vehicular signs.

- Daily watering of all plants in the summer/ dry season.
- Disinfection of the Elevator car as often as possible and work areas and other frequently handled and touched objects, such as door knobs, stair hand rails, etc.
- Washing of cups, saucers, spoons, and other office utensils used during meetings, conferences, and seminars.

B. Weekly Periodic Operations

- Disinfection of offices and common areas, through spray mists, as may be required
- General cleaning of the offices, including washing, scrubbing, mopping, and waxing of floors and stairways, washing of doormats and trash bins, etc.
- Washing of the interior side of glass windows, glass partitions, and doors.
- Watering and cultivation of Indoor decorative plants, and putting them outside, as may be needed.
- Check faucets for leaks and report the same to the GSD/ Maintenance Unit;
- Ensure clearing of cobwebs in the ceilings and niches in the public areas (hallways, lobbies, stairways, etc)
- Spraying of insecticides in specific areas.
- Putting chemicals to de-clog toilet bowls and lavatories to maintain the continuous flow of water.
- Application of metal polish to steel window grills and frames, and signages, as needed.
- General cleaning of horizontal and/or vertical window blinds
- Cleaning of ashtrays and plant boxes
- General cleaning/ disinfecting of the Elevator car;
- Cultivate the garden and lawns, propagate plants, and replant and scallop as needed.
- Clearing the roof eaves in all buildings at DARCO, by removing fallen leaves, particularly at the gutters.

C. Monthly Periodic Operations

- Cleaning of ceiling light diffusers.
- Dusting and cleaning of ceilings
- General cleaning of all exterior glass windows and ledges.
- Washing and laundering and/or vacuuming of curtains and draperies.
- Trimming of plants and trees

D. Miscellaneous Services

- Hauling/ moving and transporting of office furniture and equipment, documents, among others.
- Performing miscellaneous official errands as may be required/ requested by the Heads of offices.

I hereby commit to comply and deliver all the above requirements in accordance with the above-cited schedules.

Signature over Printed Name of Authorized Representative

Designation _____

Name of Company _____

Date _____

Section VII. Technical Specifications

Technical Specifications

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

I. OBLIGATION OF THE PROCURING ENTITY (DEPARTMENT OF AGRARIAN REFORM)

- A. The Procuring Entity will provide a storage area of all equipment to be provided by the Service Provider (Janitorial Agency) in carrying out its services, a list of which is attached in **Annex B**. Said equipment cannot be pulled out from DARCO at any time within the contract period, However, these are to be replaces immediately if damage or non-working/functional anymore.

- B. DAR shall provide the source of fund for any mandatory increase in wages, social security contributions, or any similar payments as may be imposed by law or competent authority after the effectiveness of the contract. Hence, the contract amount shall be automatically readjusted subject to the accounting and auditing rules and regulations and upon showing actual payment made by the Service Provider to their employees.

II. OBLIGATIONS OF THE SERVICE PROVIDER

The Service Agency should be registered under the DOLE Department Order No. 174, Series of 2017, and licensed to engage in the business of cleaning, janitorial services, sanitation, and other related services.

The Service Provider shall provide Seventy-Two (72) janitorial personnel and two (2) Janitorial Supervisors who will monitor and supervise janitorial workers, or a total of Seventy-Four (74) workers. The janitors/janitress must be:

- a.) Of good moral character and without criminal or police records.
- b.) Physically and mentally fit, as evidenced by a medical certificate; preferably fully inoculated against the COVID-19 and its variants.
- c.) Duly trained and skilled to function as janitorial personnel, verified with issued certificates of training/s attended.
- d.) With skills in minor carpentry, masonry works, and the like shall be a preference.

The Service Provider shall assign a Roving Supervisor at its own account, separate from the two (2) Janitorial Supervisors, to monitor the performance of the janitorial personnel.

Sub-contracting of any part of the work/ contract by the Service Provider is strictly not allowed.

The duties of the assigned Janitorial Supervisors shall include, but not limited to the following:

DUTIES and RESPONSIBILITIES OF SERVICE PROVIDER

A. Assigned Janitorial Supervisors

The duties of the assigned Janitorial Supervisors shall include, but not limited to the following:

- a) Makes rounds to check his/her subordinates, provides special cleaning instructions and/or assignments, and ascertains compliance with directives to be issued by DAR from time to time.
- b) Inspects and checks cleanliness and orderliness of the premises and informs his/her subordinate of necessary and additional work and tasks, as noted.
- c) Determines materials, and supplies needed and timely informs the Head of the General Services Division, Administrative Service of the requirement.
- d) Trains subordinate on proper cleaning methods, use of equipment, safety practice and work regulations, including compliance with disinfecting requirements.

- e.) Ensure that all janitors/janitresses are in their proper daily uniform with the logo of the firm on the shirts, and with their official identification cards always worn if within the DARCO premises.
- f.) Handle the consolidation of daily timecards periodically in preparation for the monthly billing of DAR.

B. Janitorial Workers

- a) Maintain the cleanliness and orderliness of the offices and the buildings and premises in accordance with the Service Level Agreement (**Annex A**) and the Housekeeping Plan to be submitted by the Service provider during contract Implementation, taking into account the following:
 - protection of DAR properties from damage or destruction in connection with the janitorial activities rendered.
 - preservation of confidentiality of DAR records.
 - proper collection and disposal of garbage.
 - accordance of due respect and deference to DAR officials, personnel, guests and clients.
- b) Washing/ laundry of used bed linens and curtains in the Dorms.
- c) Miscellaneous Services to be performed whenever required i.e., logistical assistance during meetings and conferences; hauling/moving or transferring of office furniture, fixtures, document files and equipment; and other necessary errand works within and outside the DAR premises, as requested by DAR officials and personnel.

C. Provide the cleaning supplies/ consumables and all equipment in carrying out the cleaning services

III. SERVICE LEVEL AGREEMENT

- a. The Service Provider agrees that the DAR, through the Administrative Service, reserves the right to screen and accept or deny the deployment of any personnel recommended by the Service Provider.
- b. The deployed personnel shall work for eight (8) hours a day, six (6) days a week from Monday to Saturday. However, personnel may be requested to help outside the

regular working hours or during weekends or holidays, upon written approval of the Director, Administrative Service.

- c. The Director for Administrative Service shall be notified in writing within thirty (30) calendar days on all matters pertaining to the rotation, reassignment, suspension, and/or termination and imposition of disciplinary measures to erring janitorial personnel.
- d. The DAR has the right to effect changes in the assignment/deployment of the janitors at any time during the contract period through written notice to the Service Provider. Likewise, the DAR may increase or decrease the number of janitors as may be necessary and reserves the right to increase, reduce, or limit the scope of service of the Service Provider. In such an event, any corresponding adjustment in the cost shall not exceed the contract price.
- e. Hold DAR free from any action or liability arising from any claims of the janitorial personnel and other personnel employed by the Agency for benefits under the Labor Code of the Philippines. Any increase in wage, social security contributions, or any similar payments as may be imposed by law or competent authority shall be automatically readjusted subject to the accounting and auditing rules and regulations and upon showing actual payment made to their employees. There shall be no employer-employee relationship between the DAR and the maintenance personnel (janitors) and other personnel employed by the Janitorial Agency;
- f. The Service Provider shall ensure a daily monitoring and inspection of common areas, such as the male and female comfort rooms, conference rooms, hallways/corridors, among others, and to immediately report to the General Services Division, any damage found/discovered, particularly leaks in the water supply pipes.
- g. The Service Provider shall be responsible for any loss or damage to DAR properties and premises, provided that such loss or damage shall not include those caused by fortuitous events such as earthquakes, typhoons, war, rebellion, fire, excluding strikes and pickets, and that such loss or damage are reported to the Service Provider verbally or in writing, within seven (7) working days from the time the loss/damage reached the Department's knowledge.

An appropriate investigation shall be jointly conducted thereafter, and should the result of the investigation prove that the loss or damage to the DAR property is the liability of the concerned janitor, the amount of damages or property losses shall be deducted from the collectible amount due to the Janitorial Agency at the end of the Contract period.

- h. Accordingly, the DAR shall not be responsible for any and all claims for personal injury or damage, including death, caused either to any of the janitors or any third person where such injury or death arises out of or in the course of, the lawful performance of janitorial functions of said janitors. It is the responsibility of the SERVICE AGENCY to closely supervise, coordinate, control, and monitor the discharge of the duties by the janitors in accordance with the terms stipulated herein.
- i. The Service Provider shall always make available relievers and/or replacement janitors to ensure continuous and uninterrupted services.
- j. Subcontracting of any work at the DAR by the Service Provider shall not be allowed.
- k. The Service Provider shall pay its personnel not less than the minimum wage and other benefits mandated by law and shall provide the janitorial personnel with 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.
- l. The Service Provider shall submit, along with the monthly billing statement, a certified true copy of duly accomplished payroll sheet, receipt and prescribed reports stamped received by SSS and PhilHealth, as proof of remittances for SSS and PhilHealth premiums of the janitorial personnel assigned to the DAR only.

The DAR shall pay the SERVICE AGENCY not later than the 15th and 30th or last calendar day of the following month based on the billing statement which should be submitted to the Department not later than the 7th and 21st of each month for the duration of the contract. It is understood that upon presentation of the corresponding bill thereof a sworn certification shall likewise be submitted stating that the wages of the janitors including other emoluments and/or allowances due them for the preceding month have all been paid.

- m. The Service Provider, in the performance of its service shall secure, maintain at its own expense, all registration, license, 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 practices.
- n. The Service Provider shall provide the personnel with appropriate uniforms, and protective gear, such as face masks and shields as necessary, and ensure that they

shall observe proper personal hygiene and appear neat and clean during their work shifts.

- o. 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 their tasks.
- p. At the end of the contract period, the service provider shall turn over to DAR all property accountability and any amount of damages or property losses shall be deducted from the collectible amount due to the Janitorial Agency;
- q. The Service Provider shall subject its maintenance personnel to annual psychological, drug, alcohol, or other related tests from government-accredited testing centers.
- r. The Service Provider shall provide cleaning devices and equipment, which the DAR shall inspect as cited and specified in the contract. The equipment to be used and provided by the Service Provider are specified in Annex B.
- s. The Service Provider shall ensure proper usage of supplies based on the average monthly/quarterly requirements. If in case supplies are depleted ahead of the prescribed period, the Service Provider shall shoulder the expenses for carrying out its duties and obligation. The list of quarterly supplies to be provided to DAR is attached as Annex B, the total amount of which shall not exceed the allocated amount stipulated in the breakdown of the ABC. The Service Provider shall submit an inventory report of the consumables (cleaning supplies, etc.) provided and delivered to the DAR every quarter. The report shall be submitted together with the monthly usage of consumables.
- t. The DAR shall have the right to automatically terminate the contract in case any of its stipulations and covenants are violated by the Service Provider upon notice to the latter. The DAR shall be entitled to damages as may be granted and/or awarded to it in the courts of law and shall have the right to unilaterally renegotiate and/or award the unfinished services to another AGENCY in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184 and related Government Procurement Policy Board (GPPB) issuances.
- u. A periodic performance evaluation of the janitors in particular and the Service Provider in general, shall be conducted every quarter, through the distribution of User Satisfaction Forms to all the DAR offices. Respondents will be asked to rate

the performance across several parameters/ criteria which will be collated by the GSD, to come up with the over-all performance rating for the said period

Janitorial Equipment, Supplies and Materials

Particulars	Quantity
1. Floor Polisher	Fifteen (15) units
2. Glass cleaner	Fifteen (15) units
3. Push Cart	Five (5) units
4. Vacuum Cleaner (Wet/Dry)	Ten (10) units
5. Extension Cords	Ten (10) sets
6. High Pressure Washer	Two (2) units
7. Mop Head Squeezer	Ten (10) sets
8. Lawn Mower	Two (2) units
9. Aluminum Ladder	Five (5) sets
10. Plastic Drum-Big	Twenty (20) units
11. Bush Cutter	Two (2) units
12. Saw	Two (2) units
13. Covered Trash Cans (4 Gal cap.)	Twenty (20) units
14. Industrial Grade Air Blower	Two (2) units

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Signature over Printed Name of Authorized Representative

Designation _____

Name of Company _____

Date _____

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (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**
- (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable and other documents listed under Technical Specifications (items k, q to r); **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

-
- (j) The 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

- (k) 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

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

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

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

Section IX. Bidding Forms

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

BID FORM

Date: _____

Project Id No. : PBD-043-24-02 (EPA)

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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

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

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

(if none, state “None”)]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Price Schedule for Goods Offered from Within the Philippines*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]***For Goods Offered from Within the Philippines**Name of Bidder _____ Project ID No. **PBD-043-24-02(EPA)** Page ____ of ____

PARTICULAR	AMOUNT
A. Wage, COLA, Leave Benefits and 13th-month pay	
I. Daily Minimum Wage Rate effective -----per Wage Order No. NCR-25 signed on June 27,2024	645.00
II. Monthly Rate (₱ 645.00 x 313 ¹ days / 12)	16,823.75
III. Service Incentive Leave (dw) x (5/12)	-----
IV. 13 th Month Pay (DW X 313/12) / 12)	-----
Sub-Total	PhP _____
B. Employer’s Share to Government in Favor of the Janitor (Mandatory)	
SSS Premium (ER Contribution only) ²	PhP ----- -
PhilHealth Premium (Employer’s Share Contribution) 5% of MR ²	----- -
Pag-ibig Pag-IBIG Fund Premium 2% of MR ⁴	----- -
Sub-total	Php _____
C. Total Compensation (A + B)	
Php _____	
D. Agency Fee (Administrative and Operating Overhead and Margin, (10% of C)	
----- --	
E. Total Compensation, Administrative and Operating Overhead Cost (C+D)	
----- --	
F. VAT(12% OF E)	
----- --	
G. Monthly Rate per Janitorial Personnel (E +F)	
----- --	
H. Monthly Rate for 74 Janitorial Personnel (G x 100)	
----- --	
I. 12-months Rate for 74 Janitorial personnel (H x 12)	
----- --	
TOTAL BID AMOUNT <i>Note: (Bidders shall provide the cost/amount of bid for each line in blank “-----”)</i>	Php _____

¹ No. of days/ year (based on DOLE 2023 Handbook on Workers’ Statutory Monetary Benefits)

NOTE: Please refer to the attached List of Consumables.

Name: _____

Legal Capacity: _____

Signature: _____

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

LIST OF CLEANING SUPPLIES/CONSUMABLES						
Cleaning Supplies and Materials	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total	Unit
All purpose cleaner	150	150	150	150	600	gals
Disinfectant (Lysol Spray 1 liter can)	100	100	100	100	400	pcs
Stoppa (Round or Square)	50	50	50	50	200	kl's
Toilet Bowl Brush	100	50	100	50	300	pcs
Carpet Shampoo	10	5	10	5	30	pcs
Ceiling Broom	100	-	-	-	100	pcs
Emulsion Wax	25	25	25	25	100	gals
Feather Duster	100	30	50	30	210	pcs
Liquid Hand Soap	50	50	50	50	200	gals
Marble Wax	15	10	15	10	50	gals
Muratic Acid (1 gallon plastic bottle)	15	10	15	10	50	pcs
16" Polishing Pad	100	100	100	100	400	pcs
Pranella Rugs	30	30	30	30	120	pcs
Push Brush	10	10	10	10	40	pcs
Scrubbing Pads 16"	100	100	100	50	350	pcs
Zonrox	50	50	50	50	200	gal
Declogger	50	50	50	50	200	gal
Dishwashing Liquid Soap	25	25	25	25	100	gal
Mop Handle	40	40	40	40	160	pcs
Mop Head	80	80	80	80	320	pcs
Garbage Bag (XXXL)	500	500	500	500	2,000	pcs
Air Freshener Spray (1 liter)	50	50	50	50	200	pcs
Toilet Pump	50	-	50	-	100	pcs
Glass Cleaner	10	10	10	10	40	gal
Soft Broom	50	50	50	50	200	pcs
Stick Broom	50	50	50	50	200	pcs
Scotch brite	50	50	50	50	200	pcs
Dust Pan	25	25	25	25	100	pcs

Name and Signature of Authorized Representative

Date: _____

Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any

 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

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

- iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder's conforme' thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
 4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

Omnibus Sworn Statement (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.**
11. In the event of a finding of overpricing by the Commission on Audit (COA), *[Name of Bidder]* undertakes to refund the amount as determined by the COA

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Bank Guarantee Form for Advance Payment

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

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 10 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the “Supplier”) shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

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

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

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[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.: PBD-043-25-02 (EPA)

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]

Performance Securing Declaration (Revised)

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

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

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

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

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

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

[Insert signatory’s legal capacity]

Affiant

[Jurat]

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

Statement of Single Largest / Completed Contracts Similar to the Contract to be Bid

This is to certify that _____ (Company) _____ has the following completed contract/s for the period **CY 2020-2024**

Date of the Contract	Contracting Party	Name of Contract	Nature/Scope	Amount of Contract	Date Awarded	Date Completed

**Name and Signature of
 Authorized Representative**

Date

Instructions:

a) Cut-off date as of:

(i) Up to the day before the deadline of submission of bids.

i. a) In the column under “Dates”, indicate the dates of Delivery/End-user’s Acceptance and Official Receipt.

ii. b) “Name of Contract”. Indicate here the Nature/Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand. Example: “Supply and Delivery of Generator Set”

b) To be supported with a copy of the Certificate of Compliance/Acceptance or Official Receipt (OR) as payment for the completed contract.

Statement of : (i) Ongoing Contracts; and (ii) Awarded But Not Yet Started Contracts

This is to certify that _____ **(Company)** _____ has the following ongoing and awarded but not yet started contracts.

Date of the Contract	Contracting Party	Name of Contract	Nature and Scope	Amount of Contract	Date Awarded	Value of Outstanding Contracts

Name and Signature of Authorized Representative

Date

***Instructions:**

a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of:

(i) The day before the deadline of submission of bids.

i. a) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

ii. b) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.

b) **“Name of Contract”.** Indicate here the Nature/Scope of the Contract for easier tracking of the entries/representations. *Example: “Supply and Delivery of Generator Set”*

c) **To be supported with a copy of the Contract/s and Notice to Proceed.**

