

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Procurement of GOODS**

Government of the Republic of the Philippines

***FOR Project 2025-12G: Procurement of Provision of Janitorial  
Services for FY2025 for the University***

**Sixth Edition July  
2020**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

# Table of Contents

<b>Glossary of Acronyms, Terms, and Abbreviations.....</b>	<b>4</b>
<b>Section I. Invitation to Bid .....</b>	<b>7</b>
<b>Section II. Instructions to Bidders .....</b>	<b>10</b>
1. Scope of Bid.....	11
2. Funding Information.....	11
3. Bidding Requirements .....	11
4. Corrupt, Fraudulent, Collusive, and Coercive Practices .....	11
5. Eligible Bidders.....	11
6. Origin of Goods.....	12
7. Subcontracts .....	12
8. Pre-Bid Conference .....	12
9. Clarification and Amendment of Bidding Documents.....	12
10. Documents comprising the Bid: Eligibility and Technical Components .....	12
11. Documents comprising the Bid: Financial Component.....	13
12. Bid Prices .....	13
13. Bid and Payment Currencies .....	14
14. Bid Security.....	14
15. Sealing and Marking of Bids.....	14
16. Deadline for Submission of Bids .....	14
17. Opening and Preliminary Examination of Bids.....	14
18. Domestic Preference .....	15
19. Detailed Evaluation and Comparison of Bids .....	15
20. Post-Qualification.....	15
21. Signing of the Contract .....	16
<b>Section III. Bid Data Sheet .....</b>	<b>17</b>
<b>Section IV. General Conditions of Contract .....</b>	<b>21</b>
1. Scope of Contract.....	22
2. Advance Payment and Terms of Payment .....	22
3. Performance Security .....	22
4. Inspection and Tests .....	22
5. Warranty.....	23
6. Liability of the Supplier .....	23
<b>Section V. Special Conditions of Contract .....</b>	<b>24</b>
<b>Section VI. Schedule of Requirements.....</b>	<b>28</b>
<b>Section VII. Technical Specifications.....</b>	<b>33</b>
<b>Section VIII. Checklist of Technical and Financial Documents.....</b>	<b>44</b>

# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



# INVITATION TO BID

## ***FOR Project 2025-12G: Procurement of Provision of Janitorial Services for FY2025 for the University***

1. The *Nueva Vizcaya State University*, through the *Special Trust Fund (STF)* intends to apply the sum of Four Million Four Hundred Thousand pesos only (*Php4,400,000.00*) being the Approved Budget for the Contract (ABC) to payments under the contract of the project 2025-12G: Procurement of Provision of Janitorial Services for FY2025 for the University. Bids received in excess of the ABC shall be automatically rejected at bid opening.
  2. The *Nueva Vizcaya State University* now invites bids for the above Procurement. Delivery of the Services is required by One (1) year. Bidders should have completed within two (02) 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 non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  4. Interested bidders may obtain further information from *Nueva Vizcaya State University* and inspect the Bidding Documents at the address given below from *Mondays to Fridays, 8:00AM to 5:00PM*.
  5. A complete set of Bidding Documents may be acquired by interested bidders starting on May 5, 2025, from 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 Php5,000.00*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *through electronic means*.
- NVSU LANDBANK ACCOUNT No.: 0432-1028-82**
6. The *NVSU* will hold a Pre-Bid Conference<sup>1</sup> on *May 13, 2025 @ 1:30PM* at the *Board Room, 3/F New Administration Building, NVSU Bayombong, Campus* and through videoconferencing/webcasting *via Zoom (Meeting ID: 494 840 6176, Password: Password: nvsu@2025)*, 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 below on or before May 26, 2025 at 1:29PM. 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 16.

9. Bid opening shall be on *May 26, 2025 at 1:30PM at the Board Room, 3/F New Administration Building, NVSU Bayombong, Campus* and through via Zoom (**Meeting ID: 494 840 6176; Password: nvsu@2025**). Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *Nueva Vizcaya State University* 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 Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**DR. MARITESS N. MORTERA**  
**MS. ICY P. GARCIA**  
**MS. ELAINE LOVE E. TACDERAN**  
**MS. ALONA M. AGUSTIN**  
**MS. JOVELYN S. ADDUCUL**  
**MS. DONNA JEAN A. CHANSUYCO**  
**MS. JOVITA C. RAHON**  
**MR. JOEL B. DEGAMO**  
**MS. JEMALOU L. MARQUEZ**  
**MR. GRANIEL G. MIRANDA**  
**MS. WEENZEL E. ARROYO**  
**MS. LLEANA MAE P. ALVAREZ**  
UBAC Secretariat

UBAC Office, 3<sup>rd</sup> floor New Administration Building,  
NVSU Bayombong Campus,  
Bayombong, Nueva Vizcaya  
Tel. No. 078-321-2112-115 (trunk line)/078-392-1605  
Email address: [nvsubacgas@nvsu.edu.ph](mailto:nvsubacgas@nvsu.edu.ph)

12. You may visit the website:

For downloading of Bidding Documents: **[www.nvsu.edu.ph](http://www.nvsu.edu.ph)** on May 5, 2025.

**ELMA P. APOSTOL**  
**UBAC Chairperson, Goods/Services**  
**and Consultancy Services**

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

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

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

## 1. Scope of Bid

The Procuring Entity, **Nueva Vizcaya State University** wishes to receive Bids for the **Procurement of Provision of Janitorial Services for FY 2025** with identification number **Project 2025-12G**.

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

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **FY 2025** in the amount of **Four Million Four Hundred Thousand Pesos (P4,400,000.00)**.

2.2. The source of funding is **FY 2025 Special Trust Fund (STF)**.

## 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 limited to those allowed under the rules may participate in this Project.

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

## **6. Origin of Goods**

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

## **7. Subcontracts**

- 7.1. The 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 and either at its physical address and/or through videoconferencing/webcasting} 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 **two (2) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.

Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

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

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

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in the **BDS**.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

### 13. Bid and Payment Currencies

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

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

### 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **February 23, 2024**. 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.

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

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

## **18. Domestic Preference**

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

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows: **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***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. The bidder must have completed a single contract that is similar to this project, equivalent to at least fifty percent (50%) of the ABC.</li> <li>b. Completed within <b>two (2) years</b> prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	Subcontracting is not allowed.
10.2	<p>The Bidder must attach to the Statement of all On-going Contracts at least two (2) sample copies of their on-going contracts.</p> <p>The Bidder's SLCC as indicated in <b>ITB</b> Clause 5.3 should have been completed within <b>two (2) years</b> prior to the deadline for the submission and receipt of bids.</p>
11.1	<p>The bidder must support their Financial Bid Form with a breakdown using the Janitorial Services Labor Cost Estimate.</p> <p>In the event that the bidder is a corporation, a Secretary Certificate, SPA or any other document showing the authority of the signatory on the Bid Form and other documents should also be attached</p>
12	The price of the Goods shall be quoted DDP <b>in the Philippines</b> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than <b>Php88,000.00 (2% of ABC)</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Php220,000.00 (5% of ABC)</b>, if bid security is in Surety Bond.</li> </ul>
15	<p>Bidders are encouraged to submit <b>three (3) copies of</b> their bids through their duly authorized representative using the forms specified in the Bidding Documents in two (2) separate sealed bid envelopes. Bidders shall enclose their Original, Copy 1 and Copy 2 of Eligibility and Technical documents in One (1) sealed envelope marked "ELIGIBILITY AND TECHNICAL COMPONENT"</p> <p>Bidders shall enclose their Original, Copy 1 and Copy 2 of Financial documents in One (1) sealed envelope marked "FINANCIAL COMPONENT". These envelopes containing the original and the copies shall then be enclosed in one (1)</p>

	<p>single envelope marked "THE BID" and address all bids to the BAC Chairperson:</p> <p><b>ELMA P. APOSTOL</b>  BAC Chairperson  Nueva Vizcaya State University  Bayombong, Nueva Vizcaya</p>
19.3	<p>One (1) lot, Procurement of Provision for Janitorial Services for FY 2025, Janitorial Personnel with ABC of <b>P 4,400,000.00</b>.</p> <p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p>
20.2	<p><b>Must also submit the following additional post-qualification documents:</b></p> <ol style="list-style-type: none"> <li>1. Current Income Tax Return (ITR) (preferably for calendar year 2024), but if 2024 is not available, the bidder must submit the 2024 ITR with additional document showing that they have filed and applied for 2024 ITR.</li> <li>2. Latest Monthly and Quarterly tax returns within calendar year 2025.</li> <li>3. Updated Class "A" documents, in case the validity of any or all of the documents indicated in the PhilGEPS Membership Certificate has expired or lapsed.</li> <li>4. Latest/current Clearance/Certificate of no adverse decision(s) against the applicant-janitorial agency and compliance with the statutory obligations from the regional offices of the National Labor Relations Commission (NLRC) and the Department of Labor and Employment (DOLE) where the main office of the janitorial agency is based.</li> <li>5. However, if in the event there are pending or adverse decisions relative to the preceding paragraph, a list of the cases and copies of the decisions of cases already decided within the last five (5) years will be submitted.</li> <li>6. Latest/current Clearance/Certificate of remittance and compliance with statutory obligation from the SSS Regional Office where the main office of the janitorial agency is based.</li> <li>7. For single proprietorship, latest/current clearance/certificate of good standing and compliance of statutory obligation from the regional office of the Department of Trade and Industry (DTI) where the main office of the janitorial agency is based. For corporation and partnership, latest/current clearance/certificate of good standing and compliance with statutory obligation from SEC.</li> <li>8. Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PAG-IBIG and PHILHEALTH;</li> </ol>

	<p>9. Other applicable licenses and permits required by law.</p> <p>The Lowest Calculated Bidder must submit one (1) original and two (2) copies of the Post-Qualification Documents.</p>
21.1	No further instructions.

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

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

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

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

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

## **1. Scope of Contract**

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

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

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

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

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

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

## **3. Performance Security**

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

## **4. Inspection and Tests**

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

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

## **5. Warranty**

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

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

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

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



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

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

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

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

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

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

## Special Conditions of Contract

GCC Clause	
1	<b>Additional Requirements, Terms and Conditions of the Contract:</b>
	<p>1. The SERVICE PROVIDER hereby warrants that all janitors assigned to render janitorial services to the Nueva Vizcaya State University are its own employees and that no-principal-agency relationship or employer-employee relationship exist between the NVSU and the SERVICE PROVIDER, or between the NVSU and the Janitors. The NVSU shall not be responsible for any claims of personal injury or damages, including death, caused to the Janitors, or to any third person where such injury or death arise during the Janitors' period of duty. It is expressly agreed and understood that premium payments/ claims under the provisions of the Social Security Act, Philhealth and HDMF /Pag-ibig Fund shall be for the account of the SERVICE PROVIDER;</p>
	<p>2. The SERVICE PROVIDER shall have command, supervision and control of the janitors with the best interest of the NVSU in mind. NVSU, however, shall have the right to give instructions, directions and orders to the janitors to ensure the proper enforcement of its rules, regulations and policies, in accordance with its service standard; provided that such instructions, directions and orders are not contrary to the law. The exercise by the NVSU of the said right, shall not in any way affect the independent contractor relationships between the NVSU and the SERVICE PROVIDER, as herein provided;</p>
	<p>3. During the duration of the Contract, the SERVICE PROVIDER shall supply the minimum janitorial supplies to NVSU as listed in the Bid Documents and as quoted by the Supplier in its Technical Proposal, strictly as scheduled; provided that such janitorial supplies will be subject to inspection by the NVSU Inspectorate Personnel-In-Charge every 1st Monday of the month;</p>
	<p>4. It is agreed that in order to have an assurance that salaries of janitors assigned by the SERVICE PROVIDER are paid on time, the NVSU requires the SERVICE PROVIDER to present within 15 working days after the end of applicable month, as basis for the payment, the following:</p> <ul style="list-style-type: none"> <li>a.) Original copies of the SERVICE PROVIDER's Billing Statement showing Service description, quantity and amount.</li> <li>b.) Certified copies of documents reflecting payment/remittances of SSS, Philhealth and Pag – IBIG benefits of the janitors assigned to the entity.</li> <li>c.) Certified copy of the payroll showing acknowledgment of receipt by the janitors of their salaries for the two (2) quincenas prior to current billing.</li> </ul>

	<p>d.) Monthly accomplishment report to be accomplished by the SERVICE PROVIDER.</p> <p>It is understood that this measure is to check whether the janitors have been paid for individual services rendered in accordance with the stipulation herein agreed upon and to ensure the janitor's morale in the performance of their functions;</p>
	<p>5. The SERVICE PROVIDER shall compensate the janitors in such amounts that shall not be lower than those prescribed under labor law, rules and regulations on time;</p>
	<p>6. Failure of the SERVICE PROVIDER to pay the amount of compensation due to the janitors for a period of one (1) month shall be a basis/grounds for the termination of contract;</p>
	<p>7. SERVICE PROVIDER hereby agrees that absences and tardiness of its personnel shall be deducted from its monthly billings. Computation of deductions shall be based on labor cost only. In case of absences of janitors, the SERVICE PROVIDER should ensure that each assigned area must be manned by at least One (1) janitor augmented from other areas. In the event of long absences or cumulative absence of Five (5) days the SERVICE PROVIDER must make necessary adjustment to find a replacement of janitor;</p>
	<p>8. SERVICE PROVIDER shall closely check the janitors in the performance of their duties and responsibilities by conducting regular, surprise inspections any time of the day to ensure that they are not committing any act prejudicial to the interest of the NVSU;</p>
	<p>9. The NVSU must provide quarterly reports on the results of the feedback/surveys/comments on the performance of the Janitors conducted by the same.</p>
	<p>10. The terms and conditions herein set forth shall be deemed modified by any applicable provisions of any subsequent law, especially with regard to increases in the minimum wage, taxes, cost of living allowances or the grant of any occupational benefit to workers, which increases in remuneration and/or benefits shall be the sole responsibility of the SERVICE PROVIDER.</p>
	<p><b>Delivery and Documents –</b></p>
	<p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p>

	<p>“The delivery terms applicable to this Contract are delivered <b>in the Nueva Vizcaya State University – Bayombong and Bambang Campus</b>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p>
	<p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is the <b>PPSD – General Services Unit</b>.</p>
	<b>Incidental Services –</b>
	The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:
	a. Provide the Nueva Vizcaya State University (NVSU) minimum supplies as contained in <b>Section VII: Technical Specifications</b> ;
	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.
2.2	The terms of payment shall be on a monthly basis.
4	None

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

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Janitorial Services	Twenty -Eight (28) Janitors	28	Upon the issuance of Notice to Proceed (NTP)  8 HOURS/Day six (6) days a week, Mondays to Saturdays excluding all Holidays (Regular and Special non- working)
<b>The hours and location of duty of the Janitors are the following:</b>				
<b>Location</b>	<b>No. of Janitors</b>	<b>Duty Hours/Days</b>		

ZONE	BUILDINGS & GROUNDS	No. of Janitors Needed
<b>BAYOMBONG CAMPUS</b>		
<b>1</b>	Gymnasium, Univ. Sports Complex Ground and Gate 2 and Univ. CR	<b>2</b>
<b>2</b>	College of Agriculture, Analytic Laboratory Bldg. and New Food Processing Bldg.	<b>1</b>
<b>3</b>	New Academic Building and Laboratory Building, Soil & Nutri. Lab. Building	<b>1</b>
<b>4</b>	RET Building, Guest House Lawn, & Padilla Hall	<b>1</b>
<b>5</b>	New Administration & Registrar/Grad. School Bldg.	<b>1</b>
<b>6</b>	College of Arts and Sciences	<b>2</b>
<b>7</b>	Old Admin. Bldg. & College of Agriculture Bldg.	<b>1</b>
<b>8</b>	Library Building and Lawn & Landscape Area	<b>2</b>
<b>9</b>	College of Human Ecology, Gate 1 & University Clinic Bldg.	<b>1</b>
<b>10</b>	College of Teacher Education, New IT Bldg., and SAS Building	<b>1</b>
<b>11</b>	College of Forestry, Resources, Environmental and Management & Alumni Building Lawn	<b>1</b>
<b>12</b>	College of Engineering, Old Food Processing Bldg. Engineering Laboratories Bldg. and Work Area Building	<b>1</b>
<b>13</b>	College of Business Education	<b>1</b>
<b>14</b>	College of Veterinary Medicine	<b>1</b>
<b>15</b>	Janitorial Supervisor	<b>1</b>
<b>TOTAL</b>		<b>18</b>

<b>BAMBANG CAMPUS</b>		
<b>1</b>	Administration Building	<b>1</b>
<b>2</b>	College of Teacher Education	<b>1</b>
<b>3</b>	College of Arts and Sciences (Area 1), Canteen/UETC/Medical Dental Clinic	<b>1</b>
<b>4</b>	College of Engineering, Mechanical Engineering Laboratory & Culture and Arts	<b>1</b>
<b>5</b>	Gymnasium, Culture and Arts, MRF	<b>1</b>
<b>6</b>	Motorpool, Ladies Dormitory/ME Laboratory, Boy's Shop, ROTC, Rotary	<b>1</b>
<b>7</b>	College of Engineering, Mechanical Engineering Laboratory	<b>1</b>
<b>8</b>	Cafeteria/HRM, Training Center, Presidential Cottage, Food Processing Center/Lab. School/CBA Building	<b>1</b>
<b>9</b>	Technology Laboratory and IT Laboratory and Technology Building	<b>1</b>
<b>10</b>	Janitorial Supervisor	<b>1</b>
<b>TOTAL</b>		<b>10</b>
<b>GRAND TOTAL</b>		<b>28</b>

<p><b>Coverage, duties and responsibilities of janitors:</b></p> <p>a.) Entire building including its windows, walls, beams/ledges, which will be cleaned inside of the building as well as its grounds and all garden areas (see Annex A for NVSU Floor Plan; and</p> <p>b.) Other areas as maybe assigned within the NVSU compound.</p>	
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## Service Standards and Conditions

Deployed janitorial personnel shall be professional, courteous and sensitive to the client's needs at all times. The expected standards and conditions are as follows:

- a. Office Areas, Classrooms, Conference Rooms, Board Rooms, Function Rooms, Laboratory Rooms, Faculty Rooms/Lounge, Mini Theatre, Library
  - 1.0 All surfaces, fixtures and fittings should be free from dust, stains, and debris;
  - 2.0 All waste receptacles empty
- b. Washroom and Toilet Areas
  - 1.0 All surfaces, fixtures and fitting should be free from dust, stains, and debris;
  - 2.0 All sanitary fittings should be free from grime, dirt, and smear
- c. Each area shall be cleaned to the services specifications as detailed but not limited in the table below:

Item	DESCRIPTION OF TASK	Daily	Weekly	Monthly	QTR
1.	<b>Offices (OP)/Hallway, Lounge Areas and Stairways</b>				
	Pick up trash, empty waste bins and recycle receptacles, reline waste w/ plastic liners	/			
	Wipe Window/door glasses, frames/sills, balusters/handrails and partitions		/		
	Remove cobweb on ceiling, wall, and windows			/	
	Sweep and mop floor areas and dry	/			
	Check and report unplugged power connection (i.e. ACU, Computer/printers, etc.)	/			
	Water and maintain indoor plants	/			
	Machine scrub and buff hard floors	/			
	Dust Mop/Spot Mop/Buff the floors	as necessary			
	<b>NOTE: Office tables and computers cleaning maintenance are counter part of each user except the top officials</b>				
2.	<b>Classrooms, Lecture/Laboratory Rooms</b>				
	Sweep all rooms floor areas including corridors and stairs	/			
	Pick up trash, empty all waste and recycle receptacles, reline waste w/ plastic liners	/			
	Wipe window glasses, frames and sills		/		
	Open and close door lock (entrance and exit) (except holidays)	/			
	Ensure lightings, ceiling/wall fans and air-conditioning unit in each room are off when there is no class	/			
	Ensure armchairs are not scattered on corridors or anywhere outside the rooms	/			
	Remove cobwebs on ceilings and wall areas			/	
	Maintain armchairs and tables arrangement	/		/	
	Report busted lights and fans at the GSU office	as necessary			
3.	<b>Conference Rooms, Board Rooms, Function Rooms, Faculty Rooms/Lounge, Mini Theatre, Library</b>				
	Empty paper/waste bins, wash out if required	/			
	Damp dust tabletops, rearrange chairs	/			
	Machine scrub and buff hard floors	as necessary			
	Wipe/clean window shades. Inside windows, door jambs, glass walls/partitions		/		
	Remove cobwebs on ceiling, lighting fixtures, etc.			/	
	Wash walls, windowsills, surrounds and other vertical ledges with dirt and stain marks			/	
4.	<b>Laboratory Rooms/Clinic Building</b>				
	Empty paper/waste bins, wash out if required	/			
	Wet clean, dust and vacuum equipment/furniture	/	/		

	Dust Mop/Spot Mop/Buff the floors				
<b>5.</b>	<b>Rest Rooms, Wash Areas and drinking Fountains</b>				
	Pick up trash, empty all waste and recycle receptacles, reline waste with plastic liners				
	Segregate and dispose wastes properly				
	Clean and disinfect all toilet bowls, toilet seat, urinals and lavatories				
	Clean and wash basin and counter				
	Mop floor tiles and dry				
	Clean glass mirror and wall tiles				
	Remove cobwebs on ceiling, lighting fixtures, and exhaust fan, etc.				
<b>6.</b>	<b>NVSU Grounds (including Parking Space, Walkways, roadways &amp; landscape areas)</b>				
	Sweep all ground areas including leaves				
	Pick up trash, empty all waste and recycle receptacles				
	Segregate and dispose waste properly				
	Water all plants				
	Trim Plant (by Area)				
	Grass Cutting				
	Trim tree branches				
	Pull of weeds on the landscape area and cultivate plants				
<b>7.</b>	<b>Roofs and Gutters</b>				
	Clean and dispose accumulated leaves				
	Remove clog on downspout				
	Remove sprouted plants on gutter				
	Trim tree branches extended to the roof areas				

a. The Contractor shall provide, at the minimum, the following cleaning tools and equipment which are brand new or in good condition:

<b>Description</b>	<b>Quantity</b>
Heavy-duty floor polisher	2
Mop wringer/squeezer	15
Heavy-duty vacuum cleaner (wet and dry)	4
Stainless step ladder, 6 ft	2
Stainless step ladder, 14 ft	2
Heavy duty pushcart (big)	2
Heavy duty garbage buggy	4
Floor warning sign	12
Putty knife	10
Wheelbarrow	2
Grass tree scissor	4
Honda Grass cutter gasoline 4 stroke	4
Garden tools (cultivator, weeder, transplanter, rake and trowel)	2 sets
Garden hose, 100 meter/set	2



### SUPPLIES AND MATERIALS (12 MONTHS)

Qty	Quarterly	Unit	Materials & Supplies	Unit Price	Total Price
<b>Equipment/Tools/Supplies</b>					
160	40	pieces	Broom, soft, tambo, wooden, or rattan handle	195.00	31,200.00
160	40	pieces	Broom stick	35.00	5,600.00
52	13	pieces	Dipper plastic	25.00	1,300.00
100	25	pieces	Doormat cotton	35.00	3,500.00
52	13	pieces	Duster feather plastic handle	30.00	1,560.00
52	13	pieces	Dust pan plastic with handle, large	40.00	2,080.00
52	13	pieces	Floor brush, plastic handle	96.00	4,992.00
28	7	bottles	Glass cleaner, wiper/Squeegee	80.00	2,240.00
28	7	pieces	Mop handle	300.00	8,400.00
28	7	pieces	Squeezer for floor map	400.00	11,200.00
28	7	pieces	Mop head	100.00	2,800.00
60	15	pieces	Pail/ Buckets	95.00	950.00
52	13	pieces	Pranela/ Lint Cloths	20.00	1,040.00
52	13	pieces	Push brush	60.00	3,120.00
500	125	pieces	Rags	5.00	2,500.00
100	25	packs	Scouring pad	7.00	700.00
100	25	pieces	Toilet brush	20.00	2,000.00
52	13	pieces	Toilet pump	45.00	2,340.00
300	75	rolls	Trash bag	62.00	18,600.00
<b>Cleaning Chemicals</b>					
160	40	liter	Chlorox, 1 L	40.00	6,400.00
100	25	cans	Cleanser, powder, 350 grams/can	30.00	3,000.00
100	25	bottles	Clog Remover, 500 ml	150.00	15,000.00
160	40	pack	Detergent powder, 500 grams	48.00	7,680.00
100	25	gallons	Toilet bowl cleaner	60.00	6,000.00
100	25	gallons	Hand soap	80.00	8,000.00
200	50	liter	Muriatic	96.00	19,200.00
100	25	bottles	Dishwashing liquid	52.00	5,200.00
100	25	cans	Furniture cleaner, aerosol type, multi-purpose, 400ml	182.00	18,200.00
<b>Personal Protective Clothing</b>					
100	25	pieces	Hand gloves, disposable 100's	54.00	5,400.00
160	40	pieces	Face mask, disposable 50pcs/box	150.00	24,000.00
160	40	pair	Hand rubber gloves	60.00	9,600.00
<b>TOTAL</b>					<b>233,802.00</b>
<b>Value added tax (6%)</b>					<b>14,028.12</b>
<b>GRAND TOTAL</b>					<b>247,830.12</b>

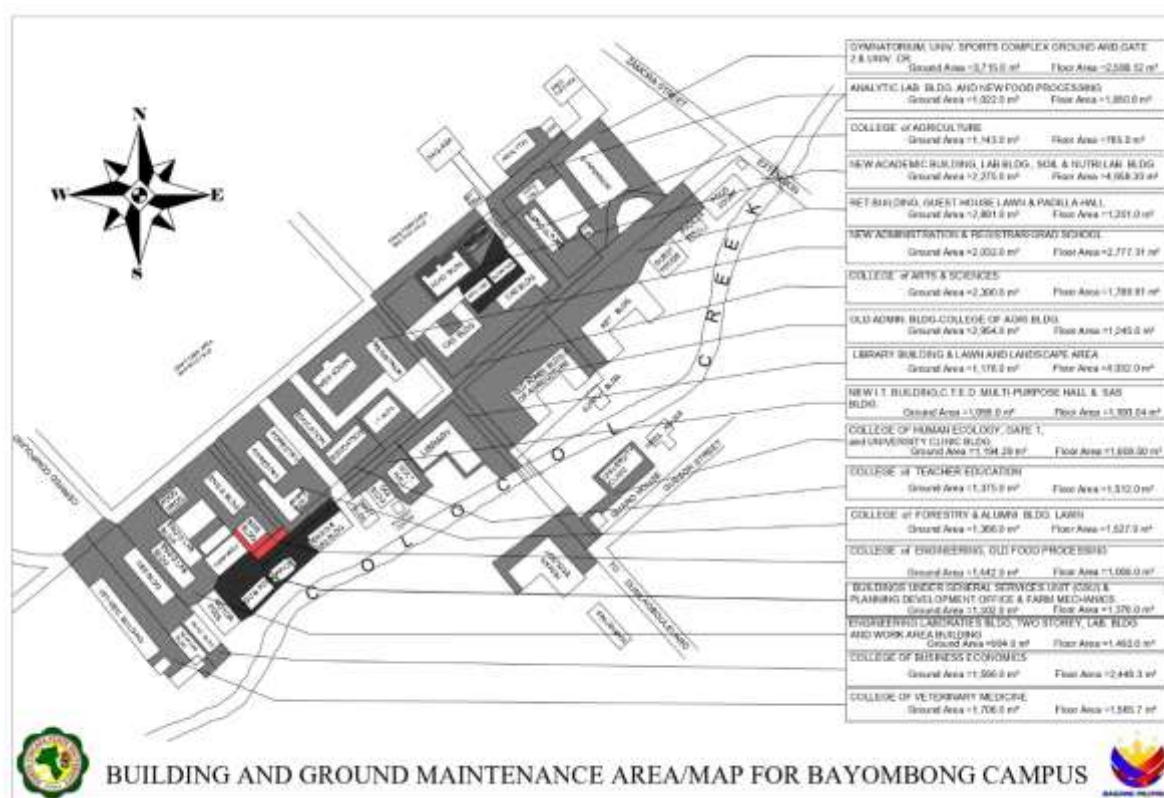
I hereby certify to comply and deliver with all the above requirements.

Name of Bidder/Company	Signature over Printed Name of Representative	Date
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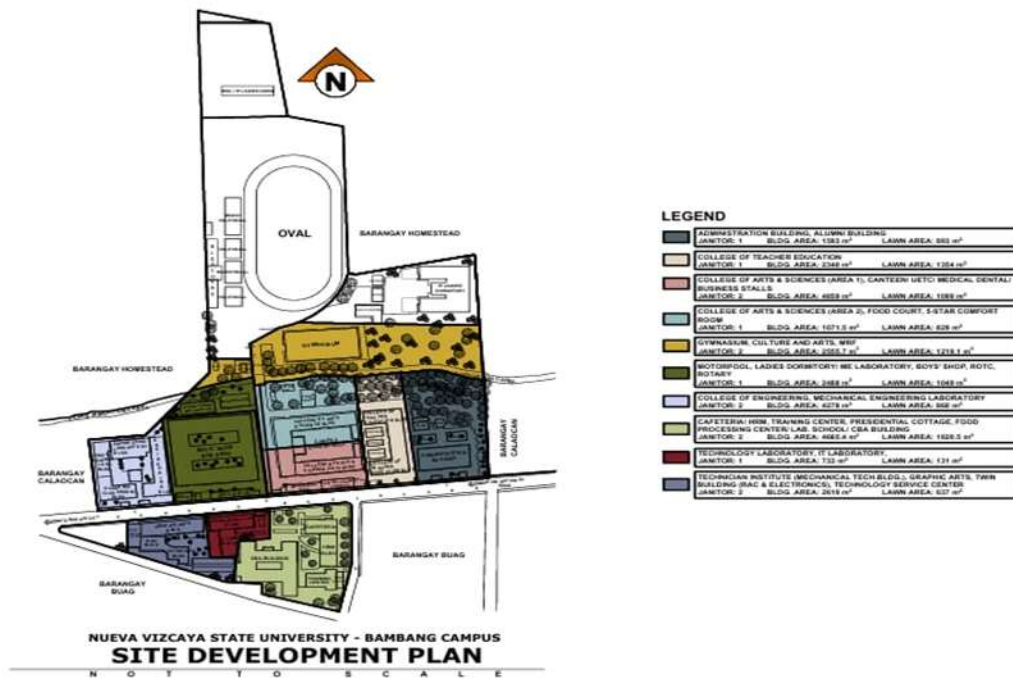
# NVSU FLOOR PLAN

## Janitorial Map

### a. Bayombong Campus



b. Bambang Campus



**AREA OF CLEANING ASSIGNMENT NVSU BAMBANG CAMPUS**

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

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

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

# Technical Specifications

Bidders must state here either “Comply” or “Not comply” in the column “Statement of Compliance” against each individual parameters of each “Specification”.

Item	Specification	Statement of Compliance
1	<p>One (1) year provision of Janitorial Services at Nueva Vizcaya State University rendering eight (8) hours, 6 days a week excluding all holidays (regular and special non-working).</p> <p><b>Twenty-Eight (28) Janitors required</b></p> <p><b>Rate per Janitor:</b> P 500.00 per day (P 13,040.00 per month)</p>	
2	<p>The Service Provider shall provide <b>twenty-eight (28) janitors</b> who are:</p> <ul style="list-style-type: none"> <li>a. of good moral character and without criminal or police records;</li> <li>b. physically and mentally fit, as evidence by the medical certificate; and</li> <li>c. duly trained and skilled to function as janitorial personnel.</li> <li>d. fully vaccinated</li> </ul> <p>The Service Provider, upon receipt of the Notice of Award, shall be required to submit to NVSU a sworn statement attesting the compliance with the foregoing.</p>	
3	<p>The Service Provider shall assign a Roving Supervisor from its own account to monitor the performance of the janitorial attendance and handle consolidation of daily timecards periodically in preparation for the</p>	

	billing to NVSU – Bayombong and Bambang.	
4	<p>The janitorial personnel shall perform the following:</p> <p>a. Maintain the cleanliness and orderliness of the office premises in accordance with the Terms of Reference for the Contract of Janitorial Services (Annex A) and the Housekeeping Plan to be submitted by the Service Provider during contract implementation, taking into account the following:</p> <ul style="list-style-type: none"> <li>• Protection of NVSU Properties from damage or destruction in connection with the janitorial activities rendered;</li> <li>• Preservation of confidentiality of NVSU Records and Confidential Information; and</li> <li>• Proper collection and disposal of garbage.</li> </ul> <p>b. Miscellaneous Services to be performed whenever required (i.e. logistical assistance during meetings and conferences, hauling of office furniture, fixtures and equipment; and other official errands).</p>	
5	<p>Stability</p> <p>1. At least a minimum of two (2) years of experience in Janitorial Services.</p> <p>2. The Service Provider must have completed, within the past two (2) years from the date of bid submission a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p>	

	<p>3. Liquidity of the Contractor: Current Asset minus Current Liabilities based on Balance Sheet as of December 31, 2024 matches at least 25% of the ABC.</p> <p>4. Organizational Set-up: with good office set-up, personnel, and office tools and equipment. The agency must submit a company profile, confirming the foregoing requirements including an organizational chart.</p> <p>5. Resources: must have employed at <b>least 30 Janitors</b> (attached list of Janitors presently employed with the agency). Likewise, the Service Provider should have a physical office in the Province and working phone numbers for easy contact.</p>	
6	<p>Uniform</p> <p>The contractor shall provide the personnel with appropriate uniforms, protective gear, if necessary, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times.</p>	
7	<p>Housekeeping Plan</p> <p>The Service Provider shall submit a housekeeping plan tailored fit to the service requirements of NVSU. The Service Provider shall state/enumerate the specific methodology to be employed for the execution of the Housekeeping Plan.</p>	



## **Annex A**

# **TERMS OF REFERENCE FOR THE CONTRACT OF JANITORIAL SERVICES**

### **General Conditions**

- a. The Service Provider shall provide NVSU at its premises located at the Bayombong and Bambang, Nueva Vizcaya, with fourteen (14) reliable and professionally-trained janitors who shall each work eight (8) hours a day, six (6) days a week excluding all holidays (regular and special non-working). However, the personnel may be requested to provide assistance outside the regular working hours or during weekend, or holidays, upon the approval of the Chief Administrative Officer or his/her duly authorized representative.
- b. The Service Provider agrees that NVSU reserves the right to screen and accept or deny the deployment of any personnel recommended by the Service Provider.
- c. NVSU 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. It is agreed further that the number of janitors maybe increased or decreased at the discretion of the NVSU depending upon the need and in the exigency of the service.
- d. The Service Provider shall not reshuffle personnel without the prior clearance/approval of NVSU which hereby reserves the right to reject any proposal to reassign personnel if such re-assignment is found to pose an imminent danger or prejudice to the service. It is however understood that on matter of disciplinary action toward the personnel of the Service Provider, NVSU shall cooperate with the Service Provider or vice versa by means of mutual consultation.
- e. The Service Provider shall make available relievers and/or replacements at all times to ensure continuous and uninterrupted services.
- f. The Service Provider shall pay its personnel on time not less than the minimum wage and other benefits mandated by the law. 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.
- g. The Service Provider shall have no previous record of delinquency on payment of premiums and shall secure and submit clearance certificates from the implementing government agencies.
- h. The Service Provider shall submit, along with the monthly billing statement, the monthly accomplishment report, a certified true copy of the duly accomplished payroll sheet, receipts and prescribed reports stamp received by SSS, Philhealth or Pag-ibig premiums of the Janitorial personnel assigned to NVSU within 15 working days after the end of applicable month.

- i. 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 the area of work and shall comply with all the standards and established safety regulations, rules and practices.
- j. 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.
- k. The Service Provider shall assume responsibility and liability for all damages and losses which may occur within the NVSU's premises directly caused or arising as a result of any misconduct, negligence, fault, dishonesty or dereliction of duty of the personnel concerned, as maybe found by a joint and impartial investigation. Provided, that NVSU shall advice or report orally or in writing to the Service Provider the same. The maximum liability of the Service Provider in case of loss or damage under this paragraph shall be for the replacement or reparation of the loss or damaged property or the corresponding amount of the loss or damaged property. NVSU shall have no authority to automatically deduct its claim under this paragraph from the agreed fees due to the Service Provider or to withhold payment of same without the approval of the Service Provider. It is expressly understood, however, that the Service Provider shall not be liable for damages or losses due to fortuitous events or force majeure.
- l. NVSU shall prescribe the time and schedule of duties of the janitors. The Service Providers personnel and the latter are prohibited to stay overnight at the NVSU's building unless authorized. The respective areas of assignment of the personnel shall be determined by the NVSU, who may also prescribe additional duties to the personnel in the enforcement of regulations and instructions.
- m. The Service Provider shall maintain its good standing and remain a competent Janitorial Services Contractor, financially capable of acting as an independent contractor and shall obtain all necessary licenses, permits, and comply with all laws, ordinances and regulations required for all Janitorial Services agencies. If NVSU has reason to believe that the Service Provider has failed to comply with a law or regulations regulating employment of labor, NVSU may then notify the Service Provider accordingly and if the latter shall refuse or fail to present satisfactory proof to the contrary within thirty (30) days from receipt of such notice of the NVSU, the NVSU shall have the right to immediately terminate the Contract, the previous provision notwithstanding, and without prejudice to any action which the NVSU may institute for damages he has suffered thereby.
- n. NVSU shall not be responsible for any accident, mishap or injury of any kind or nature that may be sustained by any of the personnel of the Service Provider while performing their respective duties at the NVSU's premises during their tour of duty, including death resulting therefrom. It being understood that the personnel heir's claims in connection with his employment shall be borne by and the sole liability of the Service Provider.

- o. The Service Provider shall agree to subject its personnel assigned to NVSU to security check by authorized security personnel when coming in and leaving the premises. Further, the Service Provider shall periodically check the personnel in the performance of their duties and responsibilities in coordination with the NVSU, to ensure they properly discharged their duties and responsibilities and are not committing any act(s) prejudicial against the interest of the NVSU.
- p. No modification shall be made to the Contract between the parties, except in writing, signed by the NVSU and the Service Provider.
- q. The Service Provider shall not assign, transfer, pledge or make other dispositions of this Contract or any part thereof, except with the prior written consent of the NVSU.
- r. In the case of a dispute between the NVSU and the Service Provider, the dispute shall be resolved in accordance with Republic Act 9285 (“R.A. 9285”), otherwise known as the “Alternative Dispute Resolution Act of 2004” and the procedures provided by Republic Act No. 9184, as applicable.

## 2. Scope of Service

Under the direction and supervision of NVSU’s Vice President Planning, Development and Information System (VPPDIS), or his/her designee, the Service Provider agrees to perform the following services:

- a. Mopping, polishing, sweeping and dusting of all floors, including stairways, passages, corridors, lobbies, entrance and exit stairways. These areas shall be serviced continuously during hours of public use to guarantee cleanliness;
- b. Cleaning of tables, furniture and fixtures and other office equipment;
- c. Washing of china wares and silverwares, filling of thermos (airpots) with hot water;
- d. Scrubbing/cleaning, deodorizing and disinfecting of toilets and washrooms;
- e. Cleaning and spot-removing on all vertical and overhead surfaces;
- f. Cleaning of ground and all railing, counters, door knobs, doors and windows;
- g. Emptying and cleaning of sand urns, and waste receptacles of disposable garbage;
- h. Keeping free of obstructions all corridors, lobbies, entrances and stairways;
- i. Vacuuming of carpeted areas in all offices, plants and installations (to include chairs, ceiling and walls);
- j. Switching off/on of all lights/air conditioning units when not in use and areas where necessary;
- k. Performing errands within and outside the Office as authorized;
- l. Report necessary repair works immediately to Officer concerned or authorized representative; and
- m. Perform other duties as may be required by the Department/Office with respect to janitorial, messengerial and utility works.
- n. Disinfect and sanitize NVSU premises.

## 3. Limitation of Scope

The scope of the services shall be limited to the discharge of function as described in the scope of work/services. Performance of tasks that may be assigned not essential, necessary or related to the janitorial functions, shall not be construed as an acceptance of

accountability but a mere accommodation to NVSU. Any resulting loss or damage from such accommodation shall be the sole responsibility of the NVSU.

#### 4. Contractual Consideration

For and in consideration of the above services, NVSU shall during the term of the Contract, pay the Service Provider an amount equivalent to the salary per janitor of P 500.00 per day (P 13,040.00 per month) and benefits mandated by law, inclusive of administrative overhead and VAT, mandated by law on the basis of an eight (8) hours a day work, six (6) days a week (Monday to Saturday).

The ABC is inclusive of the cost of overtime services, which shall not exceed three percent (3%) of the total contract duration and shall be charged accordingly in a separate billing statement.

Costs for janitorial supplies are also included in the ABC.

In the event that the minimum wage is increased or should an additional fringe benefits in favor of the personnel be promulgated either by law or decree or wage order subsequent to the execution of the Contract, the new rate shall be adjusted to conform with the law and shall be subjected to a negotiation agreeable to both parties.

#### 5. Review/Audit of Bills

The NVSU shall be given 15 days to review/audit the Service Providers invoice, within which time NVSU may contest the accuracy of the amount invoiced. In the absence of a written advice concerning discrepancies on the invoice after the review period, the invoice shall be deemed accurate and accepted. In case of discrepancies in the invoice, the same shall be returned to the Service Provider for appropriate correction or revision in which case NVSU shall have 15 days from receipt of the corrected invoice within which to settle the same.

#### 6. Billing Requirements

The Service Provider shall support its billings with NVSU approved daily time records, monthly accomplishment report, as proof of services rendered to the NVSU within 15 working days after the end of applicable month. Should NVSU subsequently require for other documents, the same shall be communicated in writing and shall not preclude the collection of any outstanding invoices prior to the delivery of the NVSU's request.

#### 7. Amounts Earmarked and Held in Trust

The NVSU understands that by virtue of Philippine Laws, DO-18A and the Service Provider acting for the NVSU as principal, any bill or any portion of it pertaining to amounts due to government, salaries and/or any amounts earmarked for the benefit of labor, are held in trust and therefore, shall not be diminished nor delayed. NVSU shall be free from liability on such expenses, penalties, surcharges or damages arising from diminution or delay in the payment of said amounts, provided that such diminution or delay is not attributable to NVSU's fault or negligence.

#### 8. Supervision and Control

The Service Provider shall exercise discipline, supervision, control and administration over its personnel in accordance with law, ordinances and pertinent governmental rules and regulations as well as the rules and policies laid down by NVSU on the matter. The Service Provider is the direct employer of the personnel assigned to NVSU. Parties acknowledge that employer-employee relationship exists between the SERVICE PROVIDER and the personnel.

#### 9. Replacement of Personnel

The NVSU may have a personnel changed or replaced at any time whose work it finds or believes to be below standard, or whose conduct is unsatisfactory, or is prejudicial to its interest, as determined by NVSU.

#### 10. Confidentiality Clause

The Janitors provided by the Service Provider shall at all times maintain confidentiality of all documents and any information that they may have knowledge by virtue of their services to the NVSU and not to disclose to any third party all confidential information received from or entrusted by NVSU. The Janitors shall be prohibited from using the confidential information or documents received or entrusted by NVSU for purposes other than compliance with its obligations as Janitors.

#### 11. Term of Contract

The period of services shall take effect on July 2025 for a period of one (1) year. Either party may pre-terminate for legal cause at any time upon serving a written notice to the other party, thirty (30) days prior the intended date of termination.

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

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**  
**or**
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

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

#### Financial Documents

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

- ☐ (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class "B" Documents***

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

**II. FINANCIAL COMPONENT ENVELOPE**

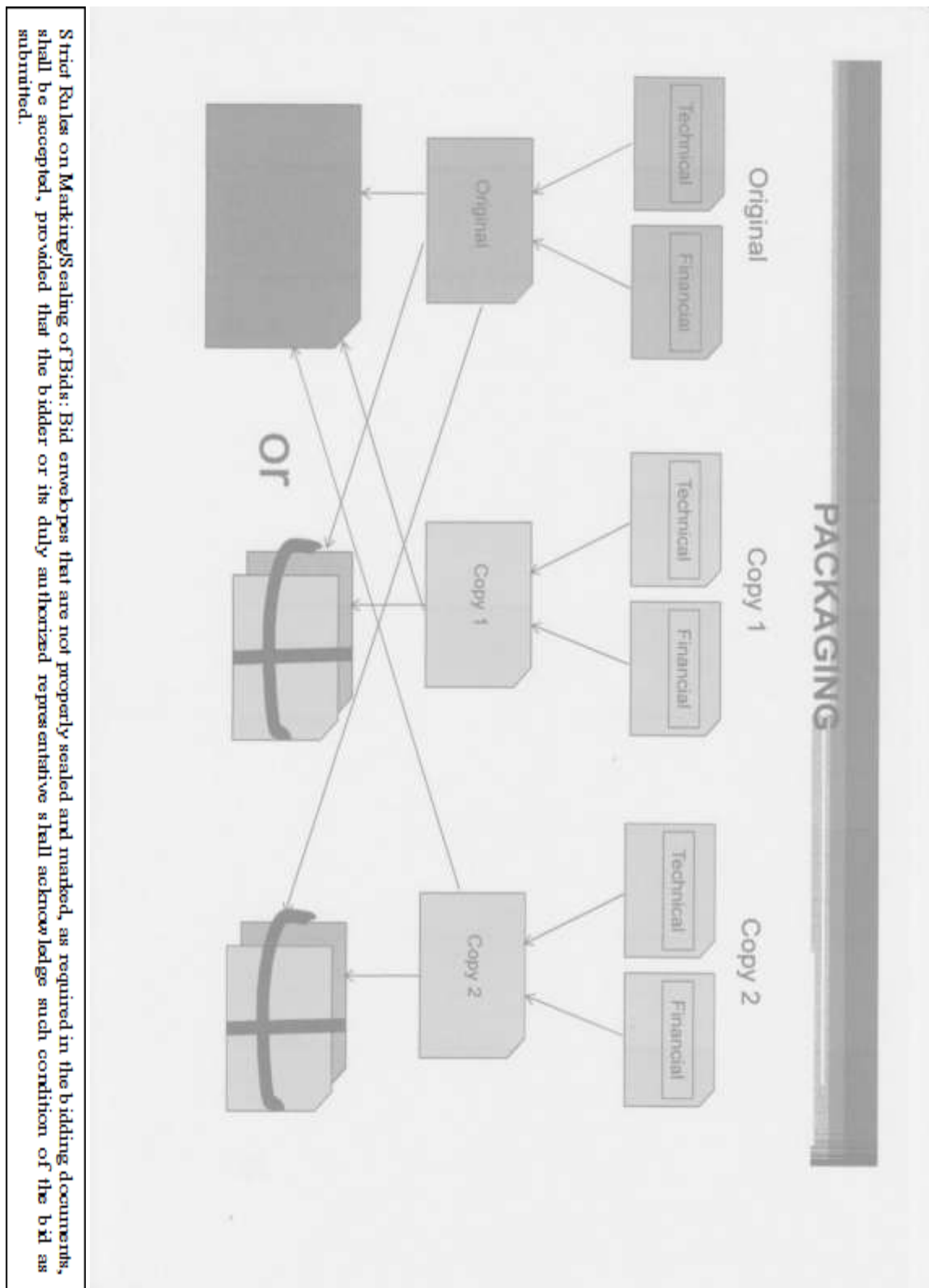
- ☐ (m) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (n) Original of duly signed and accomplished Price Schedule(s).

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

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



## Sealing and Marking of Bid Documents



# ***TABLE OF CONTENTS***

BID FORM	49
JANITORIAL SERVICES LABOR COST ESTIMATE	51
BID SECURING DECLARATION FORM	53
PERFORMANCE SECURING DECLARATION FORM	54
OMNIBUS SWORN STATEMENT	55
CONTRACT AGREEMENT FORM	57

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

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**BID FORM**

Date : \_\_\_\_\_  
Project Identification No. : \_\_\_\_\_

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

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

If our Bid is accepted, we undertake:

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

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

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

Name and address of agent	Amount	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: \_\_\_\_\_

**Project: 2025-12G: Procurement of Provision of Janitorial Services  
for FY 2025 for the University**

**JANITORIAL SERVICES LABOR COST ESTIMATE**

	<b>Janitor (6 days work per week)</b>
<b>Daily Basic Salary Rate</b>	<b>500.00</b>
Specification	
<b>A.</b> Payable Directly to Employee	
1. Basic Salary (DW x 312.96 Days / 12)	13,040.00
3. 13th Month Pay (1 / 12)	1,086.67
4. 5 Days Incentive Leave [(DW) x 5 / 12]	208.33
<b>SUB-TOTAL</b>	<b>14,335.00</b>
<b>B.</b> Amount Payable to the Government	
1. SSS Premium	1,235.00
2. Philhealth Contribution	521.60
3. ECC	10.00
4. PAG-IBIG Fund	100.00
<b>SUB-TOTAL</b>	<b>1,866.60</b>
<b>C. TOTAL AMOUNT TO EMPLOYEE AND GOVERNMENT PER MONTH</b>	<b>16,201.60</b>
<b>D. ADMINISTRATIVE COST (Max. of 20% x C- DOLE DEPT. ORDER 174)</b>	
<b>E. SUB-TOTAL BEFORE TAX (C + D)</b>	
<b>F. ADD: VAT (12%) (.12 x E)</b>	
<b>G. CONTRACT PRICE PER MONTH PER PERSON (E+F)</b>	
<b>H. NO. OF PERSONNEL DEPLOYED</b>	<b>x 4</b>
<b>I. TOTAL CONTRACT PRICE PER MONTH (G x H)</b>	
<b>J. CONTRACT DURATION</b>	<b>x 12</b>
<b>K. TOTAL CONTRACT FOR THE WHOLE DURATION (I x J)</b>	
<b>L. PROVISION OF OVERTIME (3% x K)</b>	
<b>M. TOTAL MONTHLY COST OF SUPPLIES (from TM. 1)</b>	
<b>N. TOTAL CONTRACT COST FOR THE ENTIRE DURATION (K+L+M)</b>	

SIGNATURE: \_\_\_\_\_ (PAGE 1 OF 2)

### SUPPLIES AND MATERIALS (12 MONTHS)

Qty	Quarterly	Unit	Materials & Supplies	Unit Price	Total Price
<b>Equipment/Tools/Supplies</b>					
160	40	pieces	Broom, soft, tambo, wooden, or rattan handle	195.00	31,200.00
160	40	pieces	Broom stick	35.00	5,600.00
52	13	pieces	Dipper plastic	25.00	1,300.00
100	25	pieces	Doormat cotton	35.00	3,500.00
52	13	pieces	Duster feather plastic handle	30.00	1,560.00
52	13	pieces	Dust pan plastic with handle, large	40.00	2,080.00
52	13	pieces	Floor brush, plastic handle	96.00	4,992.00
28	7	bottles	Glass cleaner, wiper/Squeegee	80.00	2,240.00
28	7	pieces	Mop handle	300.00	8,400.00
28	7	pieces	Squeezer for floor map	400.00	11,200.00
28	7	pieces	Mop head	100.00	2,800.00
60	15	pieces	Pail/ Buckets	95.00	950.00
52	13	pieces	Pranela/ Lint Cloths	20.00	1,040.00
52	13	pieces	Push brush	60.00	3,120.00
500	125	pieces	Rags	5.00	2,500.00
100	25	packs	Scouring pad	7.00	700.00
100	25	pieces	Toilet brush	20.00	2,000.00
52	13	pieces	Toilet pump	45.00	2,340.00
300	75	rolls	Trash bag	62.00	18,600.00
<b>Cleaning Chemicals</b>					
160	40	liter	Chlorox, 1 L	40.00	6,400.00
100	25	cans	Cleanser, powder, 350 grams/can	30.00	3,000.00
100	25	bottles	Clog Remover, 500 ml	150.00	15,000.00
160	40	pack	Detergent powder, 500 grams	48.00	7,680.00
100	25	gallons	Toilet bowl cleaner	60.00	6,000.00
100	25	gallons	Hand soap	80.00	8,000.00
200	50	liter	Muriatic	96.00	19,200.00
100	25	bottles	Dishwashing liquid	52.00	5,200.00
100	25	cans	Furniture cleaner, aerosol type, multi-purpose, 400ml	182.00	18,200.00
<b>Personal Protective Clothing</b>					
100	25	pieces	Hand gloves, disposable 100's	54.00	5,400.00
160	40	pieces	Face mask, disposable 50pcs/box	150.00	24,000.00
160	40	pair	Hand rubber gloves	60.00	9,600.00
<b>TOTAL</b>					<b>233,802.00</b>
<b>Value added tax (6%)</b>					<b>14,028.12</b>
<b>GRAND TOTAL</b>					<b>247,830.12</b>

I hereby certify to comply and deliver with all the above requirements.

Name of Bidder/Company	Signature over Printed Name of Representative	Date
------------------------	--	------

## **Bid Securing Declaration Form**

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

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REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_) S.S.

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

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

I/We, the undersigned, declare that:

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

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

*[Insert NAME OF BIDDER 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]*

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

### PERFORMANCE SECURING DECLARATION

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

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacture/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]*



## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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

### AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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

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

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

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

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

## 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]*

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### 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]*

