



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
MIMAROPA REGIONAL OFFICE

---

February 15, 2024

**REQUEST FOR QUOTATION**  
(RFQ No. 2024-003)

**PROVISION OF JANITORIAL MANPOWER SERVICES, INCLUDING CLEANING SUPPLIES AND MATERIALS, FOR THE PERIOD MARCH 1 TO DECEMBER 31, 2024**

The Department of Budget and Management (DBM) MIMAROPA Regional Office hereinafter referred to as "Procuring Entity" (PE), through its Bids and Awards Committee (BAC), invites interested parties to submit price quotation for the **Provision of Janitorial Manpower Services, including Cleaning Supplies and Materials, for the period March 1 to December 31, 2024**, through Negotiated Procurement - Small Value Procurement (Sec. 53.9, IRR of R.A. No. 9184) with an Approved Budget for the Contract (ABC) of **Five Hundred Ninety-One Thousand Five Hundred Ninety Pesos (P591,590.00)**.

All items listed under the PE's terms of services must be complied with on a pass-fail basis. Failure to meet any of the requirements will result to disqualification. Likewise, it is understood that PE's terms of services are minimum requirements. The Bidder/Service Provider may offer higher terms of services or additional items.

Likewise, in accordance with Section 54.6 and Appendix A of Annex "H" (Consolidated Guidelines for the Alternative Methods of Procurement) of the IRR of RA 9184, the service provider shall provide the following documentary requirements, which shall be submitted together with the duly accomplished Quotation Form, as a condition for the award of contract:

1. PhilGEPS Registration Number;
2. Mayor's/Business Permit (if recently expired, submit a copy of the official receipt as proof that it has applied for renewal); and
3. Duly accomplished and notarized Omnibus Sworn Statement (Attachment D).

PhilGEPS Platinum Registration Certificate may be submitted in lieu of eligibility documents 1 and 2.

Your price quotation must be in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental costs to the delivery site if the contract is awarded.

The prospective bidder/service provider shall submit the following:

1. Duly accomplished Quotation Form (Attachment A);
2. Technical Specifications/Requirements (Attachment B); and
3. Brochures of the items offered, if any.

All quotations may be typewritten or handwritten and must be placed in sealed envelope marked as **"Provision of Janitorial Manpower Services, including Cleaning Supplies and Materials, for the period March 1 to December 31, 2024 (RFQ No. 2024-003)"** and must be delivered/submitted on or before **February 22, 2024, 1:00 pm** at the DBM MIMAROPA Regional Office, 2nd Floor CSP Bldg., 815 Quezon Avenue, Brgy. Sta. Cruz, Quezon City. Late quotations shall not be accepted and considered.

**Opening of Quotations/Proposals shall be on February 22, 2024, 1:30 pm** at DBM MiMaRoPa Regional Office Conference Room, 2nd Floor CSP Bldg., 815 Quezon Avenue, Brgy. Sta. Cruz, Quezon City. Quotations shall be valid for one hundred twenty (120) calendar days from the deadline of submission of the same.

The DBM MIMAROPA Regional Office reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected bidder/service provider or bidders/service providers. DBM MIMAROPA Regional Office also reserves the right to waive any required formality in the proposals received and select the proposal which it determines to be most advantageous to the government.

**CHRISTIAN G. MENDOZA**  
Chief Budget and Management Specialist  
BAC Chairperson

## QUOTATION FORM

### THE CHAIRPERSON

Bids and Awards Committee Department  
of Budget and Management MIMAROPA  
Regional Office  
2<sup>nd</sup> Floor CSP Bldg., 815 Quezon Ave., Brgy. Sta. Cruz, Quezon City

**Sir:**

Having examined the subject Request for Quotation (RFQ) including the Technical Specifications/Requirements, we, the undersigned offer to supply/deliver/install the following items (with our unit price and total price):

Item No.	Qty	Item Description	Unit Price	Total Price
1	1 lot	Provision of Janitorial Manpower Services, including Cleaning Supplies and Materials, for the period March 1 to December 31, 2024.  <i>(See attached Attachment B for the detailed specifications and requirements)</i>		

Total Price in Words: \_\_\_\_\_

We undertake, if our Quotation/Proposal is accepted to perform the services/deliver the above goods as identified in the Technical Specifications/Requirements effective March 1, 2024, upon receipt of notice.

We agree to abide by this Quotation for a period of one hundred twenty (120) calendar days after the dated deadline of submission specified in your RFQ.

We understand that payment for goods/services delivered will be made to the winning bidder/service provider after the inspection and acceptance of the same.

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

\_\_\_\_\_  
Supplier's/authorized representative signature over printed name

\_\_\_\_\_  
Date

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

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Tax Identification Number (TIN): \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

## DETAILED TECHNICAL SPECIFICATIONS

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

Item	Specification	Statement of Compliance
1	<p>The Contractor/Service Provider shall provide two (2) personnel 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 evidenced by medical certificates;</li> <li>c. duly trained and skilled to function as janitorial personnel;</li> <li>d. available to work Mondays thru Saturday (7:00 am to 4:00 pm) unless superseded by urgent orders coming from the Department which mandates the adoption of different work schedules and;</li> <li>e. willing to render overtime during Sunday as requested by DBM MIMAROPA RO through its Administrative Division.</li> </ul>	
2	<p>The Contractor/Service Provider shall assign a Roving Supervisor for its own account to physically monitor the effective performance of assigned janitors.</p>	
3	<p>The janitorial personnel shall perform the following:</p> <ul style="list-style-type: none"> <li>a. Maintain cleanliness and orderliness of the office premises in accordance with the Service Level Agreement and the Housekeeping Plan to be submitted by the Contractor/Service Provider during contract implementation, taking into account the following:</li> </ul>	

	<ul style="list-style-type: none"> <li>i. Protection of the DBM MIMAROPARO's properties from damage or destruction while rendering janitorial activities;</li> <li>ii. Preservation of confidentiality of DBM MIMAROPA RO's records; and</li> <li>iii. Proper and timely 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 for DBM MIMAROPA Region's premises.</p>	
4	<p><b>Cleaning Supplies and Materials</b></p> <p>The Service Provider shall provide tools, supplies and materials (enlisted in the Annex B), which must be of guaranteed high quality to ensure maximum cleaning results. The Service Provider shall hold the DBM MIMAROPA RO free from any liability arising from loss or damage of such supplies and materials. Appropriate internal control on inventory management shall be implemented by the Service Provider.</p>	
5	<p>The entire Regional Office shall be covered by the Janitorial Services, comprising of work stations, conference rooms, pantry, stock rooms, records room, comfort rooms, hallways and common areas.</p>	
6	<p><b>Additional Set of Technical Parameters:</b></p> <ul style="list-style-type: none"> <li>a. Stability <ul style="list-style-type: none"> <li>i. Years of Experience – at least (five) 5 years in the janitorial business.</li> <li>ii. Organizational Set-up – with good and efficient office set-up, personnel, office tools, and equipment.</li> </ul> </li> <li>b. Resources <ul style="list-style-type: none"> <li>i. Number of Janitors – at least 20 Janitors</li> <li>ii. Number of Supervisors – at least 3 Supervisors</li> </ul> </li> </ul>	

	<p>c. Housekeeping Plan</p> <p>Said Plan must be tailored fit to the service requirements of the DBM MIMAROPA RO. The Contractor/Service Provider shall state/enumerate the specific methodology to be employed for the execution of the Housekeeping Plan. The Housekeeping Plan shall be submitted together with the documentary requirements.</p>	
7	<p>Contract Duration of the janitorial services for FY 2024 shall be from March 1 to December 31, 2024. Extension of contract is subject to the provisions of RA No. 9184 and its Revised Implementing Rules and Regulations.</p>	
8	<p>Approved Budget for the Contract (ABC) of <b>Five Hundred Ninety-One Thousand Five Hundred Ninety Pesos (P591,590.00).</b></p>	

Note: Purchaser's specifications are minimum requirements. The Bidder/Contractor/Service Provider may offer higher technical specifications/service requirements or additional items, if any. (attach additional sheets if necessary)

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

\_\_\_\_\_  
Signature Over Printed Name of the Bidder/ Authorized Representative

\_\_\_\_\_  
Date

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

Name of Company: \_\_\_\_\_

1. The Contractor/Service Provider must provide the following materials ten (10) calendar days upon deployment of janitorial personnel to DBM MIMAROPA Regional Office:

Description	Unit	Quantity
Dustpan, Aluminum	piece	2
Soft Broom (Tambo)	piece	4
Broom Stick	piece	2
Mophandle	piece	4
Toilet Bowl Brush	piece	4
Toilet Bowl Pump	piece	4

2. The following supplies and consumables must be provided to the DBM MIMAROPA RO in amonthly basis, specifically, every first Monday of the month:

Description	Unit	Quantity
Air Freshener, aerosol type, 300 ml	can	2
Disinfectant Spray, aerosol, 400 ml	can	2
Furniture cleaner, aerosol type, 300 ml	can	2
Insecticide, aerosol type, 300 ml	can	2
Dishwashing soap, liquid, 3.75 liters	gallon	2
Hand soap, liquid, Anti-Bacterial, 3.75 liters	gallon	2
Bleach, anti-bacterial, 3.75 liters	gallon	4
Toilet Bowl Cleaner, liquid, 3.75 liters	gallon	3
Detergent powder, 1 kilo/pack	pack	5
Bathroom Deodorizer	piece	15
Garbage Bag, 10 pcs/roll, XL	roll	4
Mophead, made of twisted rayon thread	piece	8
Sponge, Made of high-quality nylon polyester web, 100mm x 75mm x 30mm	piece	4
Rags, cotton	piece	15

## Omnibus Sworn Statement

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

### AFFIDAVIT

I, \_\_\_\_\_, of legal age, \_\_\_\_\_, and residing at \_\_\_\_\_, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor/duly authorized and designated representative of \_\_\_\_\_ with office address at \_\_\_\_\_;
2. As the owner and sole proprietor/duly authorized and designated representative of \_\_\_\_\_, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for **Provision of Janitorial Manpower Services including Supplies and Materials (RFQ No. 2024-003)** of the DBM MIMAROPA Regional Office;
3. \_\_\_\_\_ 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. \_\_\_\_\_ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. I am 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 of the DBM MIMAROP Regional Office by consanguinity or affinity up to the third civil degree;
7. \_\_\_\_\_ complies with existing labor laws and standards; and
8. \_\_\_\_\_ is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents/Request for Quotation;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and



d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the **Provision of Janitorial Manpower Services including Supplies and Materials (RFQ No. 2024-003)**

9. \_\_\_\_\_ 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 \_\_\_\_\_, 2024 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder/Authorized Representative Signature