



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE VIII  
VILLA RUIZ, BARANGAY 77, MARASBARAS, TACLOBAN CITY

**REQUEST FOR QUOTATION (RFQ)**  
**Delivery of Security and Janitorial Services**  
**for the month of December 2023**

November 22, 2023

The Manager

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Dear Sir/Madam:

Please quote your price for the item specified below, taking into consideration the following:

**PROCUREMENT TERMS & CONDITIONS**

1. The Total Approved Budget for the Contract (ABC) is **One Hundred Thirty-Two Thousand Five Hundred Sixty-Eight Pesos only (P132,568.00)**, while the ABC per lot is indicated in the 2<sup>nd</sup> page of this RFQ.
2. Price quotation should be inclusive of tax obligations.
3. **Evaluation of bids will be conducted on a "per lot" basis.**
4. Delivery period is from December 1 to 31, 2023 at the DBM-Regional Office VIII, Marasbaras, Tacloban City.
5. If awarded the contract, processing and payment shall be made within five (5) working days upon receipt of Statement of Account and other requirement stipulated in the attached documents.
6. Refusal to accept an award may be ground for imposition of administrative sanctions under Rule XXIII of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.
7. Failure of the supplier to deliver goods and render services under the contract within the specified delivery schedule shall be liable for damages for the delay pursuant to Sec. 3 Annex D of the 2016 Revised IRR of RA 9184.
8. The BAC upon consultation with the end-user unit, may cancel or terminate the conduct of procurement activities pursuant to Sec. 35.6 of the 2016 Revised IRR of RA 9184. Moreover, the Head of the Agency reserves the right to reject any and all bids, declare a failure of bidding or not award the contract in accordance with Section 41 of the same IRR.
9. **This RFQ must be duly filled out supported with the following documents, and the same must be sealed and submitted manually/on-site or through courier not later than November 28, 2023 @ 9:30 AM, DBM Bundy Clock Time:**
  - a) 2023 Mayor's/Business Permit. However, if you have already submitted the said eligibility document from the previous procurement, you may no longer be required to submit the same;
  - b) Omnibus Sworn Statement (OSS) using the attached format. Unnotarized OSS will be accepted subject to submission of a notarized OSS after award of contract but before payment;
  - c) Bid Form and Price Schedule using the attached prescribed format;
  - d) Technical Specifications; and
  - e) Schedule of Requirements.
10. **The supplier's PhilGEPS Registration Number must be indicated at the 2nd page of this RFQ.**

**Address of bid submission**

**FLORITA M. LACDO-O, BAC Chairperson**  
DBM-Regional Office No. VIII  
Villa Ruiz, Marasbaras, Tacloban City



  
**ENERIZA A. REALINO**  
 Canvasser

  
**FLORITA M. LACDO-O**  
 BAC Chairperson

I have read and understood the Procurement Terms & Conditions. By signing this quote, I hereby agree and bind myself to the Terms & Conditions indicated in this RFQ and the attached documents.

**Delivery of Security and Janitorial Services for the month of December 2023**

Lot	Qty	Unit	Particulars	ABC	TOTAL BID PRICE
1	3	Security Guard	<b>Procurement for the delivery of the following services for the month of December 2023</b>  <b>Delivery of Security Services</b>  Please refer to the attach documents for the Specifications, Schedule of Requirements and other information relevant to this procurement  <b>Delivery Period: December 1 to 31, 2023</b>	80,666	
2	3	Janitor	<b>Delivery of Janitorial Services</b>  Please refer to the attach documents for the Specifications, Schedule of Requirements and other information relevant to this procurement  <b>Delivery Period: December 1 to 31, 2023</b>	51,902	
				<b>132,568</b>	

Please fill-out this portion **LEGIBLY and COMPLETELY**:

Signature over Printed Name of  
 Authorized Representative: \_\_\_\_\_

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

Position in Firm: \_\_\_\_\_

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

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

**PhilGEPS Registration No.** \_\_\_\_\_



**PHILIPPINE BIDDING DOCUMENTS**

# **Procurement of GOODS**

Government of the Republic of the Philippines

**DELIVERY OF SECURITY JANITORIAL  
SERVICES IN THE MONTH OF  
DECEMBER 2023**

**Sixth Edition  
July 2020**



# Table of Contents

<b>Section I. General Conditions of Contract .....</b>	<b>2</b>
1. Scope of Contract .....	3
2. Advance Payment and Terms of Payment .....	3
3. Performance Security .....	3
4. Inspection and Tests .....	3
5. Warranty .....	4
6. Liability of the Supplier .....	4
<b>Section II. Special Conditions of Contract .....</b>	<b>5</b>
<b>Section III. Schedule of Requirements .....</b>	<b>9</b>
<b>Section IV. Technical Specifications .....</b>	<b>11</b>
<b>Forms.....</b>	<b>18</b>



# ***Section I. 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 II. 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	<p><b>Delivery and Documents</b></p> <p><b>Lot 1 Delivery of Security Services</b></p> <ol style="list-style-type: none"> <li>1. Delivery of the Security Services shall be made by the Supplier in accordance with the terms specified in Schedule of Requirements and Technical Specifications. Within ten (10) calendar days from receipt of the Notice of Award (NOA) and Purchase Order (PO), the Supplier shall present the following documents for the pre-approval of the proposed security guards by the Procuring Entity: <ul style="list-style-type: none"> <li><b>For Security Guards:</b> <ol style="list-style-type: none"> <li>a. Curriculum Vitae/Bio-data with pictures taken within the last six months of proposed Security Guards (SGs) to be detailed in the Procuring Entity;</li> <li>b. Health Certificate issued by any government hospital or any government facility authorized to issue the same within the pre-approval period or ten (10) calendar days from receipt of NOA and PO.</li> <li>c. Philippine National Police (PNP) Clearance issued within six (6) months;</li> <li>d. Valid National Bureau of Investigation (NBI) Clearance;</li> <li>e. Duty Detail Orders;</li> <li>f. Copies of the SGs' License to Exercise Security Profession issued by the Philippine National Police (PNP); and</li> <li>g. Copies of the valid SGs' Neuro-Psychiatric Exam Results.</li> </ol> </li> </ul> </li> <li>2. Within five (5) calendar days after the submission of the above-mentioned documents, the PE shall inform the approved names of SGs to be assigned in the PE and shall have a personal appearance with the PE escorted by the authorized Officer of the Security Agency and/or Supplier.</li> <li>3. The PE's representative for this pre-approval activity is MR. EMILIO M. ALBOS III, Chief Admin Officer &amp; Chief Security Officer.</li> <li>4. Replacement of new security guards: The current set of security guards (SGs) shall be replaced with a new set in case a new supplier is awarded the Contract. However, if the current (CY 2023) security agency is awarded the contract, the same set of security guards shall be maintained subject to the evaluation</li> </ol>



on their performance by the DBM personnel and upon request by the Head of Procuring Entity.

At any time during the Contract implementation, any security guard/s may be replaced immediately upon request of the Head of the Procuring Entity or her authorized representative.

5. On billing of the supplier, payment shall be made only by the Procuring Entity upon submission of the prior month's proof of payment to the concerned SGs which shall be every 15th and 30th day of the month and proof of remittances to PhilHealth, Social Security System (SSS) and Home Development Mutual Fund (HDMF).

#### **Lot 2 Delivery of Janitorial Services**

1. Delivery of the Janitorial Services shall be made by the Supplier in accordance with the terms specified in Schedule of Requirements and Technical Specifications. Within ten (10) calendar days from receipt of Notice of Award (NOA) and Purchase Order (PO), the Supplier shall present the following documents for the pre-approval of the proposed janitors by the Procuring Entity:

##### **For Janitors:**

- b. Curriculum Vitae/Bio-data with pictures taken within the last six months of proposed Janitors to be detailed in the Procuring Entity;
  - c. Health Certificate issued by any government hospital or any government facility authorized to issue the same within the pre-approval period or ten (10) calendar days from receipt of NOA and PO.
  - d. Philippine National Police (PNP) Clearance issued within six (6) months; and
  - e. Valid National Bureau of Investigation (NBI) Clearance.
2. Within five (5) calendar days after the submission of the above-mentioned documents, the PE shall inform the approved names of Janitors to be assigned in the PE and shall have a personal appearance with the PE escorted by the authorized Officer of the Supplier.
3. The PE's representative for this pre-approval activity is MR. EMILIO M. ALBOS III, Chief Admin Officer & Chief Security Officer.
4. Replacement of new janitors:  
  
The current set of two (2) male janitors shall be replaced with a new set in case a new supplier is awarded the Contract, while the female janitor shall be retained.

However, in case the current janitorial agency is awarded the contract, the existing two (2) male janitors may be retained subject to final evaluation on their performance by the DBM personnel and upon the request of the Head



	<p>of the Procuring Entity. The female janitor shall be retained subject to final evaluation on her performance by the DBM personnel and upon the request of the Head of the Procuring Entity.</p> <p>At any time during the Contract implementation, any janitor/s may be replaced immediately upon request of the Head of the Procuring Entity or her authorized representative.</p> <p>5. On billing of the supplier, payment shall be made only by the Procuring Entity upon submission of the prior month's proof of payment to the concerned janitors which shall be every 15th and 30th day of the month and proof of remittances to PhilHealth, Social Security System (SSS) and Home Development Mutual Fund (HDMF).</p>
2	<p>Payment shall be made only by the Procuring Entity upon submission of the prior month's proof of payment to the concerned SGs/janitors which shall be every 15th and 30th day of the month and proof of remittances to PhilHealth, Social Security System (SSS) and Home Development Mutual Fund (HDMF).</p>
3	<p><b>Lot 2 Delivery of Janitorial Services</b></p> <p>Overtime work rendered by janitors during special occasion such as meetings, special events and other analogous activities or any day where their services are required shall be subject to prior authorization by the Chief Administrative Officer. It is understood that billing shall include Overtime payment, if any, for the particular month.</p>
4	<p>Winning supplier/bidder is required to submit a performance security.</p>
5	<p>The PE shall conduct inspections and tests at anytime during the contract to assess the Supplier's compliance to the Schedule of Requirements and Technical Specifications. Any adverse findings shall be a ground for termination of contract at the option of the PE.</p>
6	<p>The period for correction of defects in the warranty period is within the day the defect was reported by the PE to the Supplier.</p>



## ***Section III. 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.

<b>Lot Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered Weeks/Months</b>
1	Male Security Guards (SG) pre-approved by the Procuring Entity	Three (3) SGs: One (1) SG on nine (9) hours duty, One (1) SG on ten (10) hours duty & One (1) SG on eleven (11) hour duty, from Mondays to Sundays	930 man-hours	From December 1-31, 2023.
	The Guarding Schedule is as follows unless revised by the PE:			
	<u>Post</u>	<u>Daily Schedule</u>	<u>No. of Hours</u>	<u>SG No.</u>
	DBM Building/ Lobby	6:00 AM – 8:00 AM	2	1
		8:00 AM – 12:00 NN	4	2
		12:00 NN – 1:00 PM	1	1
		1:00 PM – 7:00 PM	6	2
		7:00 PM – 6:00 AM	11	3
	Main Gate	8:00 AM – 12:00 NN	4	1
		1:00 PM – 3:00 PM	2	1
	<b><u>Summary:</u></b>			
	<u>Guard No.</u>	<u>No. of Duty Hours/Day</u>	<u>No. of Days / Hrs</u>	<u>No. of OT / NS Hrs</u>
	1	9	31/ 279	1 / 0
	2	10	31 / 310	2 / 0
	3	<u>11</u>	<u>31 / 341</u>	<u>3 / 8</u>
		<u>30</u>	<u>31/930</u>	



Lot Number	Description	Quantity	Total	Delivered, Weeks/Months
2	Male and Female Janitors pre-approved by the Procuring Entity	Three Janitors: One (1) Female and Two (2) Male Janitors on eight (8) hour duty from Mondays to Saturdays	624 man-hours (26 days x 8 hours x 3 janitors)	From December 1-31, 2023.
	<u>Post</u>	<u>Janitor No. /Daily Schedule</u>	<u>Remarks</u>	
		<b>1</b>		
	Technical Area, Male CR - 1 <sup>st</sup> & 2 <sup>nd</sup> Floor, COA Office	6:00 AM – 4:00 PM	Male Janitor	
		8:00 AM – 9:00 AM 12:00 NN – 1:00 PM	} Break	
		<b>2</b>		
	FAD Area, Lobby-Ground Floor, Female CR-Ground Floor, Conference Room	7:00 AM – 5:00 PM	Male Janitor	
		9:00 AM – 10:00 AM 12:00 NN – 1:00 PM	} Break	
		<b>3</b>		
	RD's Office and Dormitory, Female CR 2 <sup>nd</sup> Floor, Lobby, Terrace 2 <sup>nd</sup> Floor, and Multi-Purpose Hall (GAD Center and Dormitory)	8:00 AM – 5:00 PM	Female Janitor	
		12:00 – 1:00 PM	Break	
	The three (3) Janitors are required to conduct General Cleaning of the Multi-Purpose Hall (GAD Center and Dormitory) every Saturday.			



## ***Section IV. 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.



## Technical Specifications

Lot	Specification	Statement of Compliance
1	<p><b>Lot 1 Delivery of Security Services</b></p> <p><b>A. Scope of Work or Services to Be Rendered:</b></p> <p>The Security Agency shall provide the following specific services:</p> <ol style="list-style-type: none"> <li>1. Protect the general interest of the Procuring Entity (PE).</li> <li>2. Guard and secure all property of the PE or its officers/employees within its area of responsibility.</li> <li>3. Strictly implement standing rules, regulations, guidelines and policies prescribed by the PE.</li> <li>4. Prohibit the commission of any unlawful or illegal acts within the assigned PE's premises or its area of responsibility.</li> <li>5. Report and provide assistance in cases of any sign of disorder, riots, strike or any serious violation of the law.</li> <li>6. Protect PE or government property from theft, pilferage or damage.</li> <li>7. Report and provide assistance in cases of any emergency situations, such as fire, typhoon, or natural calamities.</li> <li>8. Shall provide a roving Guard Supervisor that will monitor the detailed Security Guards on a regular basis (per shift) with the following minimum qualifications:               <ol style="list-style-type: none"> <li>a. At least College level;</li> <li>b. Must have at least three (3) years security related experiences;</li> <li>c. Possess a valid driver's license; and</li> <li>d. Must have a Security Officer's License issued by PNP.</li> </ol> </li> </ol>	



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| <p>9. Perform their tasks in accordance with the Eleven General Orders, Code of Ethics and Code of Conduct of Security Guards as stated in <b>RA No. 11917 (The Private Security Services Industry Act) and its Implementing Rules and Regulations.</b></p> <p><b>B. Manpower Qualifications</b></p> <p>The Security Guards (SG) shall have the following qualifications:</p> <ul style="list-style-type: none"><li>a. At least college level;</li><li>b. Of good moral character and reputation, courteous, alert and without criminal or police record;</li><li>c. Physically and mentally fit;</li><li>d. At least five feet two inches (5'2") in height;</li><li>e. Duly licensed and properly screened and cleared by the Philippine National Police (PNP), National Bureau of Investigation (NBI), and other government offices issuing clearances for employment;</li><li>f. In proper uniform and with other security paraphernalia such as flashlight, hand held radio, night stick, whistle, metal detector, first aid kit &amp; other essential security paraphernalia;</li><li>g. Armed with appropriate and functional rifle, shotgun, pistol or revolver, with sufficient ammunition at all times during hours of duty;</li><li>h. Must have passed the Pneuropsychiatric Exam; and</li><li>i. In possession of such other qualifications required by <b>RA No. 11917 (The Private Security Services Industry Act) and its Implementing Rules and Regulations.</b></li></ul> |  |
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### **C. Obligations and Responsibility of the Security Agency**

The Security Agency shall comply with the following obligations and responsibilities:

1. Assume all losses in their areas of responsibility due to negligence/pilferages and negligence of their security guards after thorough investigation;
2. Assume full responsibility for the acts of its SGs during performance of their duties;
3. Cooperate with the PE's official investigation of any suspected criminal activity or in case of theft or similar incidents in their assigned area;
4. Be responsible for the safety of their SGs in the performance of their duties in providing security services to the PE;
5. Provide the total number of guards required in the assigned area every shift per Schedule of Requirements.
6. Provide each SG on posts with firearm, handheld radio and metal detector at all times and ensure that said equipment conform to the applicable standards and covered with appropriate and valid licenses and documents;
7. Shall conduct a physical security survey and inspection prior to the posting of the guards to define the areas, buildings and other structures considered critical and vulnerable;
8. The Security Agency shall not change or replace the SG without prior notice at least three (3) working days, and approved by the PE;
9. Have the SG changed or replaced at any time upon request of the PE for justifiable reasons; and
10. Must provide their security guards with contact numbers of the PNP, BFP and



	<p>hospitals for ready reference during emergency cases.</p> <p><b>11. Submit incident reports to the PE thru the Chief AO/Security Officer within twenty-four (24) hours after the incident for immediate action/resolution by the PE.</b></p> <p><b>D. Equipment Requirements</b></p> <p>To be installed at/near the guard's posts (Main Gate and DBM Lobby).</p> <ol style="list-style-type: none"> <li>1. Hand held 2-way radio – 3 units</li> <li>2. Stand by flood light– 3 units</li> <li>3. Vehicle Under Chassis Mirror – 1 pc.</li> <li>4. Rain boots (for each security guard)</li> <li>5. Big Umbrellas – 3 pieces</li> <li>6. Raincoat – 3 pcs</li> <li>7. Metal detector – 2 units</li> </ol> <p><b>E. Satisfactory Level of Performance</b></p> <p>The Service Provider/Supplier shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria. The performance criteria to be applied shall include, among others, the following:</p> <ol style="list-style-type: none"> <li>a. Quality of service delivered;</li> <li>b. time management and initiative;</li> <li>c. attitude and professional ethics;</li> <li>d. punctuality and attendance; and</li> </ol> <p><b>F. Additional Set of Technical Parameters</b></p> <p><b>1. Stability</b></p> <ol style="list-style-type: none"> <li>a. Years of Experience – at least three (3) years in security operations.</li> <li>b. Liquidity of the Contractor – should have a current ratio (current assets/current liabilities) of 2:1</li> </ol>	
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	<p>c. Organizational Set-up – must be compliant to <b>RA 11917</b>.</p> <p><b>2. Resources</b></p> <p>a. No. of Licensed Firearms – one (1) firearm for every three (3) Security Guards in the Security Agency’s employ;</p> <p>b. No. &amp; Kind of Communication Devices – The Security Agency shall provide List of Communication Devices Owned (ex. hand held radio, mobile and landlines);</p> <p>c. No. &amp; Kind of Motor Powered Vehicles – The Security Agency shall provide List of Motor Powered Vehicles Owned; and</p> <p>d. No. of Licensed Guards – at least 200 Security Guards.</p> <p><b>3. Security Plan</b></p> <p>The Security Agency shall provide a Security Plan for the PE. Such Security Plan shall be presented by the Security Supervisor for review and approval by the PE within ten (10) calendar days from receipt of NOA and PO.</p> <p><b>4. Other Factors</b></p> <p>a. Recruitment and Selection Criteria – The Security Agency shall provide their Company Policy on Recruitment &amp; Selection; and</p> <p>b. Completeness of Uniforms and Other Paraphernalia – Guards shall be neat and clean in appearance and shall wear the prescribed uniforms with the appropriate identification cards, and required paraphernalia and firearm prior to posting.</p>	
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Lot	Specification	Statement of Compliance
2	<p data-bbox="347 248 831 282"><b>Lot Delivery of Janitorial Services</b></p> <p data-bbox="347 322 603 356"><b>I. Scope of Work</b></p> <p data-bbox="347 396 991 611">Provision of Janitorial Services, tools and appropriate equipment for the optimum cleanliness, orderly condition and maintenance of the entire DBM Office building, its premises, pantries, toilets, dorm and surrounding areas at all times.</p> <p data-bbox="347 651 991 757">Perform messengerial services to include but not limited to delivering and posting communications and documents.</p> <p data-bbox="347 797 743 831"><b>II. Personnel Requirements:</b></p> <p data-bbox="347 871 991 943">The Janitors to be deployed to the PE should have the following minimum qualifications:</p> <ol data-bbox="347 983 991 1529" style="list-style-type: none"> <li data-bbox="347 983 991 1126">1. One (1) female janitor of at least college level to be assigned at the Office of the Regional Director; and two (2) male janitors of at least High School graduate;</li> <li data-bbox="347 1167 991 1238">2. Should have work experience related to janitorial and messengerial work;</li> <li data-bbox="347 1279 991 1384">3. Physically and mentally fit (supported with a Health Certificate from the City Health Office issued within the pre-approval period); and</li> <li data-bbox="347 1424 991 1529">4. Good moral character (should be supported with Barangay and Police Clearances within six months).</li> </ol> <p data-bbox="347 1570 751 1603"><b>III. Equipment Requirements</b></p> <p data-bbox="347 1644 991 1749">Floor polish, vacuum cleaner, grass cutter, and other cleaning tools which the PE may require on a periodic basis.</p> <p data-bbox="347 1789 679 1823"><b>IV. Other Requirements</b></p> <ol data-bbox="347 1863 991 2036" style="list-style-type: none"> <li data-bbox="347 1863 991 2036">1. Any change of personnel to be assigned shall require clearance from the Chief Administrative Officer (CAO) of DBM and shall automatically require submission of qualification papers as required in the Special</li> </ol>	



	<p>Conditions of the Contract at least three (3) working days before its effectivity;</p> <ol style="list-style-type: none"> <li>2. Provide the total number of janitors required every day and shall be able to send an alternate janitor/reliever immediately with equal qualification requirement in case a regular janitor is absent;</li> <li>3. Have the janitors changed or replaced upon request of the PE for justifiable reasons.</li> <li>4. The supplier shall maintain at least satisfactory level of performance throughout the term of the contract, based on a prescribed set of performance criteria, to wit: <ol style="list-style-type: none"> <li>a. quality of service delivered;</li> <li>b. time management and initiative;</li> <li>c. attitude and professional ethics; and</li> <li>d. punctuality and attendance.</li> </ol> </li> </ol>	
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***Reminder: The bidder shall only state “comply” or “not comply” against each of the individual parameters of each Specification stating the corresponding performance parameter.***



## ***Forms***

- I. Bid Form**
- II. Price Schedule**
- III. Omnibus Sworn Statement**



## Bid Form for the Procurement of Goods

*[shall be submitted with the Bid]*

### BID FORM

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

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

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

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

If our Bid is accepted, we undertake:

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

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

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

Name and address of agent	Amount and Purpose of Commission or gratuity
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(if none, state "None") ]

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

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

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



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

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

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

Legal capacity: \_\_\_\_\_

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

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

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



# PRICE SCHEDULE

Name of Project: Lot 1 Delivery of Security Services  
 Name of Bidder: \_\_\_\_\_

	Particulars	1SG w/ 1hr OT & No Night- Shift (6am - 3pm)	1SG w/ 2 hrs OT & No Night-Shift (8am - 12pm; 1pm- 7pm)	1SG w/ 3hrs OT & 8hrs Night-Shift (7pm-6am)	TOTAL for 3 SGs
<b>REIMBURSABLE COSTS:</b>					
<b>A. Payable Directly to SG</b>					
	Basic Salary [(P375 x 35.10)]				
	Uniform Allowance				
	13th Month Pay [(P375 x 35.10)/12]				
	Service Incentive Leave (SIL) [P375 x 5]/12]				
	Sub-total				
<b>B. Amount to Government - Employer Share</b>					
	Retirement Benefit (RA 7641) (P375 x 22.5)/12				
	SSS Premium				
	State Insurance Fund (EC)				
	PHIC Premium (P13,162.50 x 2%)				
	HDMF				
	Sub-total				
<b>C. Provision for OT &amp; Night Differential</b>					
	Overtime Pay				
	Night Differential				
	Sub-total				
<b>D. Total Reimbursable Costs (A + B + C)</b>					
<b>E. Administrative Cost/Agency Fee</b>					
<b>F. Contract Cost Before Tax (D + E)</b>					
<b>G. Tax Obligations (12% VAT of Agency Fee per RMC 39-2007)</b>					
<b>H. Total Monthly Contract Rate (F + G)</b>					
<b>I. Total Contract Rate for December 31, 2023</b>					

*Note: The rounding off per item was based on the general rule of rounding of decimal numbers to the nearest hundredths.*

\_\_\_\_\_  
 Name & Signature of Authorized Representative

*Note: In preparing your bid, please consider the assumptions listed in the succeeding pages subject to labor laws and existing rules and regulations.*



**Assumptions and Parameters used in the above computation:**

- 1) Number of months for procurement: 1 month
- 2) Basic Salary Computation is based on Wage Order No. RB VIII-22 effective June 27, 2022, "Providing for a Minimum Wage Increase in Region VIII".
- 3) Per Handbook on Workers' Statutory Monetary Benefits, 2023 Edition (page 8), the computation of the Estimated Equivalent Monthly Rate (EEMR) of Daily-Paid Employees for those who are required to work everyday, including Sundays or rest days, special days and regular holidays for the month of December 2023.

	Calendar Days	Equivalent No. Of Days
Ordinary Working Days	22	22
Regular Holidays x 200%	2	4
Rest Days x 130%	5	6.5
Special Days x 130%	2	2.6
<b>TOTAL</b>	<b>31</b>	<b>35.1</b>

- 4) Uniform Allowance is P100/month.
- 5) Per DOLE Labor Advisory No. 17, s. 2016 and Handbook on Workers' Statutory Monetary Benefits, 2023 Edition, the thirteenth-month pay shall not be less than one-twelfth (1/12) of the total basic salary earned by an employee in a calendar year.

**Formula and Computation of 13th Month Pay**

Total basic salary earned during the year	=	proportionate 13th month pay
12 months		

- 6) Per Omnibus Rules Implementing the Labor Code, Rule V and Handbook on Workers' Statutory Monetary Benefits FY 2023, provides that "Every employee who has rendered at least one (1) year of service is entitled to Service Incentive Leave (SIL) of five (5) days with pay."

Service Incentive Leave Pay (SILP) = 5 days per year (Daily Rate includes Basic plus COLA)

- 7) Retirement Benefit pursuant to RA 7641 approved on Dec. 9, 1992 is equivalent to one-half (1/2) month salary for every year of service. The term 1/2 month salary shall mean fifteen (15) days plus 1/12 of the 13th month pay and the cash equivalent of not more than five (5) days of service incentive leaves.

Per Handbook on Workers' Statutory Monetary Benefits FY 2023, for the purpose of computing retirement pay, "one-half month salary" shall include all of the following:

1. Fifteen (15) days salary based on the latest salary rate;
  2. Cash equivalent of five (5) days of service incentive leave;
  3. One-twelfth (1/12) of the thirteenth-month pay ( $1/12 \times 365/12 = 0.083 \times 30.41 = 2.5$ )
- Thus, "one-half month salary" is equivalent to 22.5 days.

- 8) SSS Premium is based on SSS Contribution Schedule effective January 2023 for Regular Employers and Employees (9.5% for Employers and 4.5% for Employees) which varies depending on compensation base. Compensation base refers to Basic Salary + 13th month pay + SIL + OT Pay + Night Differential. Table below shows the compensation base and amount of Employer SSS contribution per Security Guard:

Security Guards	Compensation Base	Employer
1SG w/ 1hr OT & No Night-Shift	16,503.19	1,567.50
1SG w/ 2 hrs OT & No Night-Shift	18,590.76	1,757.50
1SG w/ 3hrs OT & 8hrs Night-Shift	21,994.72	1,900.00

- 9) State Insurance Fund - P30.00 per employee per month in accordance with page 2 of the ECC's Employer's Guide on Employees' Compensation Program.
- 10) Philhealth Premium Contribution is based on Sec. 10. of Republic Act No. 11223 (Universal Health Care Act) approved on February 20, 2019. For direct contributors, premium rates shall be in accordance with the following schedule and monthly income floor and ceiling.

Year	Premium Rate	Income Floor	Income Ceiling
2020	3.00%	Php 10,000.00	Php 60,000.00
2021	3.50%	Php 10,000.00	70,000.00
2022	4.00%	Php 10,000.00	80,000.00
2023	4.50%	Php 10,000.00	90,000.00

However, the President of the Philippines ordered Philhealth to suspend the premium contribution increase. For year 2023, the premium rate will remain at 4.00% with income ceiling of Php80,000.00.



- 11) Overtime pay refers to the additional compensation for work performed beyond eight (8) hours a day.

Overtime pay computation:

		1-hr OT	2-hrs OT	3-hrs OT
Rate per hour (P375/8)	46.88			
Regular Days (P46.88 x 125% X 22 days)		1,289.20	2,578.40	3,867.60
Regular Holidays (P46.88 x 200% x 130% x 2 days)		243.78	487.55	731.33
Sundays/Rest Days (P46.88 x 130% x 130% x 5 days)		396.14	792.27	1,188.41
Special Days (P46.88 x 130% x 130% x 2 days)		158.45	316.91	475.36
<b>Total</b>		<b>2,087.57</b>	<b>4,175.13</b>	<b>6,262.70</b>

- 12) Night Shift Differential (NSD) refers to the additional compensation of ten percent (10%) of an employee's regular wage for each hour of work performed between 10 pm and 6 am.

Night Shift Differential Computation:

		1SG w/ 3hrs OT & 8hrs Night-Shift
Rate per hour (P375/8)	46.88	
Regular Days (P46.88 x 10% X 22 days x 8 hrs)		825.09
Regular Holidays (P46.88 x 200%*10% x 2 days x 8 hrs.)		150.02
Sundays/Rest Days (P46.88 x 130% x 10% x 5 days x 8 hrs.)		243.78
Special Days (P46.88 x 130% x 10% x 2 days x 8 hrs.)		97.51
<b>Total</b>		<b>1,316.40</b>

- 13) Administrative Cost or Agency Fee is based on Section 9 of RA No. 11917 which prescribes that the minimum administrative fee should not be less than 20% of the total contract cost.

- 14) Per Sec. III(1) of Revenue MC No. 39-2007 dated Jan. 22, 2007, tax obligations of Security Agency is at 12% of the Agency Fee.



## PRICE SCHEDULE

Name of Project: Lot 2 Delivery of Janitorial Services  
 Name of Bidder: \_\_\_\_\_

Particulars	Amount
<b>REIMBURSABLE COSTS:</b>	
<b>A. Payable Directly to Janitor</b>	
Basic Salary [(P375 x 28.60)]	
Uniform Allowance	
13th Month Pay (P375 x 28.60)/12)	
Service Incentive Leave (SIL) [(P375 x 5)/12]	
<b>Sub-total</b>	
<b>B. Amount to Government - Employer Share</b>	
Retirement Benefit (RA 7641) (P375 x 22.5 days)/12	
SSS Premium	
State Insurance Fund (EC)	
PHIC Premium (P10,209.38 x 2%)	
HDMF	
<b>Sub-total</b>	
<b>C. Total Reimbursable Costs (A + B)</b>	
<b>D. Administrative Cost/Agency Fee</b>	
<b>E. Contract Cost Before Tax (C + D)</b>	
<b>F. Tax Obligations (12% VAT of Contract Cost per BIR Ruling No. 213-15 dated June 19, 2015)</b>	
<b>G. Total Monthly Contract Rate (F + G)</b>	
<b>H. Total Contract Rate for the month of December 2023 for three (3) Janitors</b>	

*Note: The rounding off per item was based on the general rule of rounding of decimal numbers to the nearest hundredths.*

\_\_\_\_\_  
 Name & Signature of Authorized Representative

*Note: In preparing your bid, please consider the assumptions listed in the succeeding pages subject to labor laws and existing rules and regulations.*



**Assumptions and Parameters used in the above computation:**

- 1) Number of months for Procurement: 1 month
- 2) Basic Salary Computation is based on Wage Order No. RB VIII-22 effective June 27, 2022, "Providing for a Minimum Wage Increase in Region VIII" for the month of December 2023.

	Calendar Days	Equivalent No. Of Days
Ordinary Working Days	22	22
Regular Holidays x 200%	2	4
Special Days x 130%	2	2.6
<b>TOTAL</b>	<b>26</b>	<b>28.6</b>

- 3) Uniform Allowance is P100/month
- 4) Per DOLE Labor Advisory No. 17, s. 2016 and Handbook on Workers' Statutory Monetary Benefits, 2023 Edition, the thirteenth-month pay shall not be less than one-twelfth (1/12) of the total basic salary earned by an employee in a calendar year.

**Formula and Computation of 13th Month Pay**

$$\frac{\text{Total basic salary earned during the year}}{12 \text{ months}} = \text{proportionate 13th month pay}$$

- 5) Per Omnibus Rules Implementing the Labor Code, Rule V and Handbook on Workers' Statutory Monetary Benefits FY 2023 (Article 95), provides that "Every employee who has rendered at least one (1) year of service is entitled to Service Incentive Leave (SIL) of five (5) days with pay."
- 6) Retirement Benefit pursuant to RA 7641 approved on Dec. 9, 1992 is equivalent to one-half (1/2) month salary for every year of service. The term 1/2 month salary shall mean fifteen (15) days plus 1/12 of the 13th month pay and the cash equivalent of not more than five (5) days of service incentive leaves.  
Per Handbook on Workers' Statutory Monetary Benefits FY 2023, for the purpose of computing retirement pay, "one-half month salary" shall include all of the following:
  1. Fifteen (15) days salary based on the latest salary rate;
  2. Cash equivalent of five (5) days of service incentive leave;
  3. One-twelfth (1/12) of the thirteenth-month pay ( $1/12 \times 365/12 = 0.083 \times 30.41 = 2.5$ )
 Thus, "one-half month salary" is equivalent to 22.5 days.
- 7) SSS Premium is based on SSS Contribution Schedule effective January 2023 for Regular Employers and Employees which varies depending on compensation base. Compensation base refers to Basic Salary + 13th month pay + SIL + OT Pay + Night Differential. Table below shows the compensation base and amount of Employer SSS contribution per Janitor:

Compensation Base	Employer Contribution
11,775.00	1,140.00

The SSS contribution is based on Social Security Commission (SSC) Resolution No. 751-S 2022 dated November 25, 2022 which is 14% composes of 9.5% for employer and 4.5% for employees.

- 8) State Insurance Fund - P10.00 per employee per month in accordance with page 2 of the ECC's Employer's Guide on Employees' Compensation Program.
- 9) Philhealth Premium Contribution is based on Sec. 10. of Republic Act No. 11223 (Universal Health Care Act) approved on February 20, 2019. For direct contributors, premium rates shall be in accordance with the following schedule and monthly income floor and ceiling.

Year	Premium Rate	Income Floor	Income Ceiling
2020	3.00%	Php 10,000.00	Php 60,000.00
2021	3.50%	Php 10,000.00	Php 70,000.00
2022	4.00%	Php 10,000.00	Php 80,000.00
2023	4.50%	Php 10,000.00	Php 90,000.00

However, the President of the Philippines ordered Philhealth to suspend the premium contribution increase. For year 2023, the premium rate will remain at 4.00% with income ceiling of Php80,000.00, per its memorandum to DOH and Philhealth (copy attached).

- 10) Per BIR Ruling No. 213-15 dated June 19, 2015, tax obligations is at 12% on the gross amount of the Contract Cost.



## 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:
- Carefully examining all of the Bidding Documents;
  - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - 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]*