



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

January 24, 2025

REQUEST FOR QUOTATION
(RFQ No. 2025-005)

PROVISION OF JANITORIAL MANPOWER SERVICES, INCLUDING CLEANING SUPPLIES AND MATERIALS, FOR THE PERIOD FEBRUARY 1 TO DECEMBER 31, 2025

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 February 1 to December 31, 2025**, through Negotiated Procurement - Small Value Procurement (Sec. 53.9, IRR of R.A. No. 9184) with an Approved Budget for the Contract (ABC) of **Six Hundred Ninety-One Thousand Pesos (P691,000.00)**.

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 February 1 to December 31, 2025 (RFQ No. 2025-005)"** and must be delivered/submitted on or before **January 31, 2025, 10:00 am** 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 January 31, 2025, 10:30 am 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 incurring any liability to the affected bidder(s) or service provider(s). The DBM MIMAROPA Regional Office also reserves the right to waive any required formality in the proposals received and to select the proposal deemed most advantageous to the government.

For further information/clarification, you may contact us at telephone no. (02) 8374-7839 or email address at jgamboa@dbm.gov.ph

CHRISTIAN G. MENDOZA
BAC Chairperson

QUOTATION FORM

THE CHAIRPERSON

Bids and Awards Committee
Department of Budget and Management
MIMAROPA Regional Office
2nd 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 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 February 1 to December 31, 2025. <i>(See attached Attachment B for the detailed specifications and requirements)</i>		

Total Price in Words: _____

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.

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
Designation: _____
Name of Company: _____
Address: _____
Contact No.: _____
Tax Identification Number (TIN): _____
PhilGEPS Registration Number: _____

Date

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".

Item	Specification	Statement of Compliance
1	General Objective The Contractor shall maintain the sanitation and orderliness of the DBM MIMAROPA Regional Office premises throughout the Contract Period covering eleven (11) months, from February 1, 2025 to December 31, 2025	
2	Manpower Two (2) Janitors (6 days a week, 8 hours a day)	
3	Scope of Works The maintenance and sanitation services shall include, but shall not be limited to the following: a. Daily services (Monday to Friday) <ol style="list-style-type: none"> 1. Sweeping, scrubbing, mopping, and polishing of floors; 2. Cleaning, dusting and polishing of office furniture and equipment, emptying wastebaskets and disposal of garbage thru waste segregation management to include implementation of trash bags using color scheme; 3. Cleaning of rooms, walls, doors, and fixtures. Sanitizing of toilets and washrooms using special cleaning and sanitizing solutions in basins and toilet bowls; 5. Watering and cultivation of plants 6. Vacuuming of rooms, offices, conference rooms; and 7. Do other related janitorial works, e.g., washing and cleaning of utensils and plates during official meetings, etc. 8. 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>b. Once every week services (Saturday)</p> <p>1. General cleaning of the office premises</p>	
4	<p>Contractor's Responsibilities</p> <p>a. Timely monthly full payment of wages to their assigned personnel;</p> <p>b. The Contractor shall assign a Roving Supervisor for its own account to physically monitor the effective performance of assigned janitors at least once a month.</p> <p>c. Submission of the respective Police Clearance, NBI Clearance, Barangay Clearance, Medical Certificate of all its personnel to be assigned prior to deployment or assignment. The DBM MIMAROPA RO may refuse to accept any janitor from the contractor for being a security risk, health risk, and not compliant with the requirements.</p> <p>d. The Contractor shall submit on or before the 7th day of the following month its bill on services rendered for the preceding month accompanied by proof of the official copy of their remittances (premiums for SSS, EC, Pag-ibig, and Philhealth monthly contributions) reflecting the names of their assigned personnel.</p>	
5	<p>Cleaning Supplies and Materials</p> <p>The Contractor shall provide tools, supplies and materials (enlisted in Annex B) which must be of guaranteed high quality to ensure maximum cleaning results. The Contractor 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 Contractor.</p>	
6	<p>Additional Set of Technical Parameters:</p> <p>a. Stability</p> <p>i. Years of Experience – at least (five) 5 years in the janitorial business.</p> <p>ii. Organizational Set-up – with good and efficient office set-up, personnel, office tools, and equipment.</p> <p>b. Resources</p> <p>i. Number of Janitors – at least 20 Janitors</p> <p>ii. Number of Supervisors – at least 3</p>	

	Supervisors c. Housekeeping Plan Said Plan must be tailored fit to the service requirements of the DBM MIMAROPA RO. The Contractor 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.	
8	Approved Budget for the Contract (ABC) of Six Hundred Ninety-One Thousand Pesos (P691,000.00).	

Note: Purchaser's specifications are minimum requirements. The Bidder/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 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 the **Provision of Janitorial Manpower Services, including Cleaning Supplies and Materials, for the period February 1 to December 31, 2025 (RFQ No. 2025-005)** 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 Cleaning Supplies and Materials, for the period February 1 to December 31, 2025 (RFQ No. 2025-005).**

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 _____, 2025 at _____, Philippines.

Bidder/Authorized Representative Signature