



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1

This SBB No. 1 dated November 24, 2023 for **Project ID No. DBM-2024-18, “Outsourcing of Janitorial, Building and Facilities Maintenance, and Other Allied Manpower Services,”** is issued pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents.

PARTICULARS	AMENDMENTS/CLARIFICATIONS
<p>Section I. Invitation to Bid</p> <p style="text-align: center;">xxx</p> <p>1. The Department of Budget and Management (DBM), through the FY 2024 General Appropriations Act and Multi-Year Contractual Authority No. MYCA-BMB-C-230000113, intends to apply the sum of Sixty-One Million Pesos (P61,000,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the “Outsourcing of Janitorial, Building and Facilities Maintenance, and other Allied Manpower Services” (Project ID No. DBM-2024-18). For the purpose of early procurement authorized under Section 7.6 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the proposed budget under the FY 2024 National Expenditure Program shall be used as basis. Further, consistent with the requirement in the same Section 7.6, no award of contract shall be made until the approval and effectivity of the FY 2024 General Appropriations Act. The period for the performance of the obligations under the Contract shall not go beyond the validity of the corresponding appropriations for the Project. Bids received in excess of the ABC shall be automatically rejected at bid opening.</p>	<p>Section I. Invitation to Bid</p> <p style="text-align: center;">xxx</p> <p>1. The Department of Budget and Management (DBM), through the FY 2024 General Appropriations Act and Multi-Year Contractual Authority No. MYCA-BMB-C-230000113, intends to apply the sum of Sixty-One Million Pesos (P61,000,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the “Outsourcing of Janitorial, Building and Facilities Maintenance, and other Allied Manpower Services” (Project ID No. DBM-2024-18). THE ABC SHALL COVER FYS 2024 AND 2025, P29,900,000.00 IN FY 2024 AND P31,100,000.00 IN FY 2025. For the purpose of early procurement authorized under Section 7.6 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the proposed budget under the FY 2024 National Expenditure Program shall be used as basis. Further, consistent with the requirement in the same Section 7.6, no award of contract shall be made until the approval and effectivity of the FY 2024 General Appropriations Act. The period for the performance of the obligations under the Contract shall not go beyond the validity of the</p>

PARTICULARS	AMENDMENTS/CLARIFICATIONS
<p>2. The DBM now invites bids for the above-entitled Procurement Project. Delivery of the Goods is required as specified in Section VI (Schedule of Requirements) of the Bidding Documents. Bidders should have completed within the period of November 28, 2018 to November 27, 2023 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).</p> <p style="text-align: center;">xxx</p> <p>5. A complete set of Bidding Documents may be acquired by interested Bidders on November 7, 2023 from the given address and website below and upon payment of a fee in the amount of Fifty Thousand Pesos (P50,000.00).</p> <p>Payment may be made in either mode, as follows:</p> <p>a) Online payment through the Landbank Link.Biz Portal. However, this mode of payment may only be done until November 24, 2023 (four [4] calendar days before the Submission of Bids), 11:00 p.m., for crediting and recording purposes. Procedural guidelines for online payment may be accessed via https://dbm.gov.ph/images/Advisory_for_Bidders_Suppliers-LinkBiz.pdf. Bidders shall present its confirmation receipt to the BAC Secretariat in person, by facsimile, or through electronic means, which shall be used as proof of payment for the bidding documents fee.</p>	<p>corresponding appropriations for the Project. Bids received in excess of the ABC shall be automatically rejected at bid opening.</p> <p>2. The DBM now invites bids for the above-entitled Procurement Project. Delivery of the Goods is required as specified in Section VI (Schedule of Requirements) of the Bidding Documents. Bidders should have completed within the period of November 28 DECEMBER 1, 2018 to November 27 30, 2023 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).</p> <p style="text-align: center;">xxx</p> <p>5. A complete set of Bidding Documents may be acquired by interested Bidders on November 7, 2023 from the given address and website below and upon payment of a fee in the amount of Fifty Thousand Pesos (P50,000.00).</p> <p>Payment may be made in either mode, as follows:</p> <p>a) Online payment through the Landbank Link.Biz Portal. However, this mode of payment may only be done until November 24 27, 2023 (four [4] calendar days before the Submission of Bids), 11:00 p.m., for crediting and recording purposes. Procedural guidelines for online payment may be accessed via https://dbm.gov.ph/images/Advisory_for_Bidders_Suppliers-LinkBiz.pdf. Bidders shall present its confirmation receipt to the BAC Secretariat in person, by facsimile, or through electronic means, which shall be used as proof of payment for the bidding documents fee.</p>

PARTICULARS	AMENDMENTS/CLARIFICATIONS
<p style="text-align: center;">xxx</p> <p>7. Bids must be duly received by the BAC Secretariat or the DBM-Central Records Division through manual submission at the office address indicated below on or before November 28, 2023, 9:30 a.m. Late bids shall not be accepted.</p> <p style="text-align: center;">xxx</p> <p>9. Bid opening shall be on November 28, 2023, 9:30 a.m., at the given address below and via video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the BAC Conference Room, DBM Building III, General Solano St., San Miguel, Manila shall likewise join the meeting via videoconferencing.</p> <p style="text-align: center;">xxx</p>	<p style="text-align: center;">xxx</p> <p>7. Bids must be duly received by the BAC Secretariat or the DBM-Central Records Division through manual submission at the office address indicated below on or before November 28 DECEMBER 1, 2023, 9 8:30 a.m. Late bids shall not be accepted.</p> <p style="text-align: center;">xxx</p> <p>9. Bid opening shall be on November 28 DECEMBER 1, 2023, 9 8:30 a.m., at the given address below and via video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the BAC Conference Room, DBM Building III, General Solano St., San Miguel, Manila shall likewise join the meeting via videoconferencing.</p> <p style="text-align: center;">xxx</p>
<p>Section II. Instructions to Bidders</p> <p style="text-align: center;">xxx</p> <p>10. Documents comprising the Bid: Eligibility and Technical Components</p> <p style="text-align: center;">xxx</p> <p>10.2. The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within the period of November 28, 2018 to November 27, 2023.</p>	<p>Section II. Instructions to Bidders</p> <p style="text-align: center;">xxx</p> <p>11. Documents comprising the Bid: Eligibility and Technical Components</p> <p style="text-align: center;">xxx</p> <p>10.2. The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within the period of November 28 DECEMBER 1, 2018 to November 27 30, 2023.</p>

PARTICULARS		AMENDMENTS/CLARIFICATIONS	
<p style="text-align: center;">xxx</p> <p>14. Bid Security</p> <p style="text-align: center;">xxx</p> <p>14.2 The Bid and bid security shall be valid until March 27, 2024. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.</p> <p style="text-align: center;">xxx</p>		<p style="text-align: center;">xxx</p> <p>15. Bid Security</p> <p style="text-align: center;">xxx</p> <p>14.2 The Bid and bid security shall be valid until March 27 30, 2024. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.</p> <p style="text-align: center;">xxx</p>	
Section III. Bid Data Sheet		Section III. Bid Data Sheet	
ITB Clause		ITB Clause	
xxx		xxx	
5.3	<p>For this purpose, contracts similar to the Project shall:</p> <p style="text-align: center;">xxx</p> <p>b. have been completed within the period of November 28, 2018 to November 27, 2023.</p>	5.3	<p>For this purpose, contracts similar to the Project shall:</p> <p style="text-align: center;">xxx</p> <p>b. have been completed within the period of November 28 DECEMBER 1, 2018 to November-27 30, 2023.</p>

PARTICULARS		AMENDMENTS/CLARIFICATIONS	
20	<p>The bidder with the Lowest Calculated Bid shall submit ALL of the following post-qualification requirements:</p> <p style="text-align: center;">xxx</p> <p>3. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payment System (EFPS), consisting of the following:</p> <p style="text-align: center;">xxx</p> <p>ii. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from April 2023 to September 2023.</p> <p style="text-align: center;">xxx</p>	20	<p>The bidder with the Lowest Calculated Bid shall submit ALL of the following post-qualification requirements:</p> <p style="text-align: center;">xxx</p> <p>3. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payment System (EFPS), consisting of the following:</p> <p style="text-align: center;">xxx</p> <p>ii. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from April MAY 2023 to September OCTOBER 2023.</p> <p style="text-align: center;">xxx</p>
<p style="text-align: center;">Annex A</p> <p style="text-align: center;">Detailed Technical Specifications</p> <p style="text-align: center;">xxx</p> <p>8. Performance Review and Assessment</p> <p>The Service Provider shall undergo a periodic review- to be conducted every six (6) months to ensure compliance with technical specifications, as well as the other terms and conditions during the contract implementation.</p>		<p style="text-align: center;">Annex A</p> <p style="text-align: center;">Detailed Technical Specifications (REVISED)</p> <p style="text-align: center;">xxx</p> <p>8. Performance Review and Assessment</p> <p>The Service Provider shall undergo a periodic review to be conducted every six (6) months to ensure compliance with technical specifications, as well as the other terms and conditions during the contract implementation.</p>	

THE SERVICE PROVIDER SHALL MAINTAIN A SATISFACTORY LEVEL OF PERFORMANCE THROUGHOUT THE CONTRACT PERIOD BASED ON THE FOLLOWING SET OF PERFORMANCE CRITERIA:

PERFORMANCE CRITERIA		WEIGHT
I	CONFORMITY TO TECHNICAL REQUIREMENTS	(20)
II	TIMELINESS IN THE DELIVERY OF SERVICES	(20)
III	BEHAVIOR OF PERSONNEL (COURTEOUS, PROFESSIONAL AND KNOWLEDGEABLE)	(20)
IV	RESPONSE TO COMPLAINTS	(20)
V	COMPLIANCE WITH SET OFFICE POLICIES FOR SUCH SERVICES	(20)
PERFORMANCE RATING PASSING RATE: 80 POINTS		

FURTHER, A MID-TERM ASSESSMENT OR EVALUATION OF THE PERFORMANCE OF THE SERVICE PROVIDER SHALL BE UNDERTAKEN BY THE DBM. BASED ON THIS ASSESSMENT, THE DBM MAY TERMINATE THE CONTRACT FOR FAILURE OF THE SERVICE PROVIDER TO PERFORM ITS OBLIGATIONS THEREON.

Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started

xxx

Instructions:

**Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started
(REVISED)**

xxx

Instructions:

<p>i. State ALL ongoing contracts including those awarded but not yet started (government [including the DBM] and private contracts which may be similar or not similar to the project being bid) up to November 27, 2023.</p> <p style="text-align: center;">xxx</p>	<p>i. State ALL ongoing contracts including those awarded but not yet started (government [including the DBM] and private contracts which may be similar or not similar to the project being bid) up to November-27 30, 2023.</p> <p style="text-align: center;">xxx</p>																																																																								
<p>Statement of Single Largest Completed Contract which is Similar in Nature</p> <p style="text-align: center;">xxx</p> <p>Instructions:</p> <p>b. The SLCC should have been completed (i.e., accepted) within the period of November 28, 2018 to November 27, 2023.</p> <p style="text-align: center;">xxx</p>	<p>Statement of Single Largest Completed Contract which is Similar in Nature</p> <p style="text-align: center;">(REVISED)</p> <p style="text-align: center;">xxx</p> <p>Instructions:</p> <p>b. The SLCC should have been completed (i.e., accepted) within the period of November 28 DECEMBER 1, 2018 to November 27 30, 2023.</p> <p style="text-align: center;">xxx</p>																																																																								
<p style="text-align: center;">BID FORM</p> <p style="text-align: center;">xxx</p> <p>I. PROVISION OF JANITORIAL SERVICES FOR FYS 2024 AND 2025</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">PARTICULAR</th> <th rowspan="2">NO. OF WORKER</th> <th>RATE PER WORKER PER MONTH</th> <th>MONTHLY RATE</th> <th>ANNUAL RATE</th> <th rowspan="2">12% VAT</th> <th>ANNUAL RATE</th> </tr> <tr> <th>(EXCLUSIVE OF VAT)</th> <th>(EXCLUSIVE OF VAT)</th> <th>(EXCLUSIVE OF VAT)</th> <th>(INCLUSIVE OF 12% VAT)</th> </tr> <tr> <th></th> <th>(a)</th> <th>(b)</th> <th>(c)</th> <th>(d)=(b) x (c)</th> <th>(e)=(d) x 12 months</th> <th>(f)=(e) x 12%</th> <th>(g)= (e) + (f)</th> </tr> </thead> <tbody> <tr> <td>A</td> <td colspan="7">PROVISION OF JANITORIAL SERVICES FOR FY 2024</td> </tr> <tr> <td></td> <td colspan="7" style="text-align: center;">xxx</td> </tr> </tbody> </table>		PARTICULAR	NO. OF WORKER	RATE PER WORKER PER MONTH	MONTHLY RATE	ANNUAL RATE	12% VAT	ANNUAL RATE	(EXCLUSIVE OF VAT)	(EXCLUSIVE OF VAT)	(EXCLUSIVE OF VAT)	(INCLUSIVE OF 12% VAT)		(a)	(b)	(c)	(d)=(b) x (c)	(e)=(d) x 12 months	(f)=(e) x 12%	(g)= (e) + (f)	A	PROVISION OF JANITORIAL SERVICES FOR FY 2024								xxx							<p style="text-align: center;">BID FORM</p> <p style="text-align: center;">(REVISED)</p> <p style="text-align: center;">xxx</p> <p>I. PROVISION OF JANITORIAL SERVICES FOR FYS 2024 AND 2025*</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">PARTICULAR</th> <th rowspan="2">NO. OF WORKER</th> <th>RATE PER WORKER PER MONTH</th> <th>MONTHLY RATE</th> <th>ANNUAL RATE</th> <th rowspan="2">12% VAT</th> <th>ANNUAL RATE</th> </tr> <tr> <th>(EXCLUSIVE OF VAT)</th> <th>(EXCLUSIVE OF VAT)</th> <th>(EXCLUSIVE OF VAT)</th> <th>(INCLUSIVE OF 12% VAT)</th> </tr> <tr> <th></th> <th>(a)</th> <th>(b)</th> <th>(c)</th> <th>(d)=(b) x (c)</th> <th>(e)=(d) x 12 months</th> <th>(f)=(e) x 12%</th> <th>(g)= (e) + (f)</th> </tr> </thead> <tbody> <tr> <td>A</td> <td colspan="7">PROVISION OF JANITORIAL SERVICES FOR FY 2024</td> </tr> <tr> <td></td> <td colspan="7" style="text-align: center;">xxx</td> </tr> </tbody> </table>		PARTICULAR	NO. OF WORKER	RATE PER WORKER PER MONTH	MONTHLY RATE	ANNUAL RATE	12% VAT	ANNUAL RATE	(EXCLUSIVE OF VAT)	(EXCLUSIVE OF VAT)	(EXCLUSIVE OF VAT)	(INCLUSIVE OF 12% VAT)		(a)	(b)	(c)	(d)=(b) x (c)	(e)=(d) x 12 months	(f)=(e) x 12%	(g)= (e) + (f)	A	PROVISION OF JANITORIAL SERVICES FOR FY 2024								xxx						
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2	Employers Share of Monthly Contributions in Favor of Janitorial Personnel	59	2,190.77	129,255.43	1,551,065.75	0.00	1,551,065.16
	SSS Premium		1,663.00	98,117.00	1,177,404.00	0.00	1,177,404.00
xxx							
4	Total Compensation for the Provision of Janitorial Services (Item 1 + Item 2 + Item 3)		21,181.67	1,164,218.69	13,970,624.92	1,490,347.10	15,460,971.43
xxx							
7	Contingency for Janitorial Supplies (In accordance to Item 4.2.2 of the Detailed Technical Specification)						
8	Total for the Provision of Janitorial Services for FY 2024 (Item 4 +						
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Item 5 + Item 6 + Item 7)									(Item 4 + Item 5 + Item 6 + Item 7)							
									7	TOTAL FOR THE PROVISION OF JANITORIAL SERVICES (ITEM 4 + ITEM 5+ITEM 6)						
									8	CONTINGENCY FOR JANITORIAL SUPPLIES (IN ACCORDANCE TO ITEM 4.2.2 OF THE DETAILED TECHNICAL SPECIFICATION)**				1,000,000.00		
									9	GRAND TOTAL FOR FY 2024						
B PROVISION OF JANITORIAL SERVICES FOR FY 2025																
xxx																
2	Employers Share of Monthly Contributions in Favor of Janitorial Personnel	59	2,190.77	129,255.43	1,551,065.75	0.00	1,551,065.16		2	Employers Share of Monthly Contributions in Favor of Janitorial Personnel	59	2,190.77	129,255.43 129,225.93	1,551,065.75 1,550,711.16	0.00	1,551,065.16 1,550,711.16

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8	Total for the Provision of Janitorial Services for FY 2025 (Item 4 + Item 5 + Item 6 + Item 7)								8	Total for the Provision of Janitorial Services for FY 2025 (Item 4 + Item 5 + Item 6 + Item 7)						
									7	TOTAL FOR THE PROVISION OF JANITOR						

								IAL SERVICE S (ITEM 4 + ITEM 5+ITEM 6)				
								8	CONTINGENCY FOR JANITORIAL SUPPLIES (IN ACCORDANCE TO ITEM 4.2.2 OF THE DETAILED TECHNICAL SPECIFICATION)**			1,000,000.00
								9	GRAND TOTAL FOR FY 2025 (ITEM 7 + ITEM 8)			
C	GRAND TOTAL FOR THE PROVISION OF JANITORIAL SERVICES (A.8 + B.8)							C	GRAND TOTAL FOR THE PROVISION OF JANITORIAL SERVICES FOR FY 2024 AND FY 2025 (A.89 + B.89)			

**IN PHILIPPINE PESO
 **CONTINGENCY WILL ONLY BE LIMITED TO THE CONSUMABLES. FOR THE PRICES PER ITEM, PLEASE REFER TO ANNEX "B." THIS SHALL FORM PART OF THE BID SUBMISSION.*

ANNEX B

MATRIX OF UNIT PRICE FOR CONSUMABLE JANITORIAL SUPPLIES

PARTICULARS*	QUANTITY	UNIT	UNIT PRICE (PER ITEM)
BROOM (TAMBO)	400	PCS	
MICROFIBER CLOTH/RAGS	1500	PCS	
TRASH BAG (LARGE)	500	PACKS	
TRASH BAG (SMALL)	30	PACKS	
TRASH BAG (MEDIUM)	20	PACKS	
BOWL BRUSH	150	PCS	
HAND BRUSH	150	PCS	
PUSH BRUSH	150	PCS	
DUST PAN	150	PCS	
MOP HANDLE	150	PCS	

	MOP HEAD	300	PCS	
	DUST MOP HEAD	20	PCS	
	DUST MOP	6	PCS	
	SPATULA	500	PCS	
	POLISHER BRUSH (FOR FLOOR POLISHER)	12	PCS	
	POWDER DETERGENT	600	KILO	
	LIQUID SOAP, HIGH VISCOSITY, GREASE CUTTING POWER, MULTI-PURPOSE	100	GALLON	
	DISINFECTANT SPRAY	2880	CAN	
	FABRIC CONDITIONER	2880	LITERS	
	FURNITURE CLEANER AEROSOL	2880	CANS	
	SCRUBBING PAD	720	PCS	
	DEODORANT CAKE	1500	PCS	
	GLOVES RUBBER LATEX	720	PAIRS	
	BROOM STICK (TING-TING)	400	PCS	
	SPRAY BOTTLE 500ML	300	PCS	
	TOILET BOWL CLEANER	2880	GALLONS	
	SODIUM HYPOCHLORITE GRANULES	4320	KILOS	

LIQUID DECLOGGING SOLUTION	200	BOTTLES	
WASTE BASKET PLASTIC	300	PCS	

**IN ACCORDANCE WITH ITEM 4.2.2 OF THE REVISED DETAILED TECHNICAL SPECIFICATIONS
NOTE: PRICES OF CONSUMABLES ARE FIXED FOR THE DURATION OF THE CONTRACT.*

Note:

Attached are the following documents which should be used as part of the Bidding Documents to be submitted by the bidders:

- 1. Detailed Technical Specifications (Revised);**
- 2. Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Revised);**
- 3. Statement of Single Largest Completed Contract which is Similar in Nature (Revised);**
- 4. Bid Form (Revised); and**
- 5. Annex B. Matrix of Unit Price of Consumable Janitorial Supplies.**

Clarifications:

1. The administrative fee should be compliant with Section 9 (b) ii of Department of Labor and Employment Department Order No. 18-A, s. 2011, which provides that:

“Section 9. Required contracts under these Rules. – xxx The Service Agreement shall include the following: xxx ii. The place

Queries:

1. Could you please tell us if you adhere to the DOLE's minimum administrative fee of 10%? Is it automatically a ground for disqualification if the Service Provider uses less than 10% Administrative Fee?

<p>2. According to your Terms of Reference, Annex A - Technical Specifications Pages 37- 40 (4.2.2), the Service Provider shall provide the following high-quality, essential janitorial and cleaning supplies, materials, and consumables <i>per annum</i>, but only upon the AS-GSD's request. We would like to confirm whether the goods and quantities specified herein are just for one year or are good for two years already, because our estimations show that the budget for supplies and consumables is only good for one year.</p>	<p>of work and terms and conditions governing the contracting arrangement, to include the agreed amount of the services to be rendered, the standard administrative fee of not less than ten percent (10%) of the total contract cost (emphasis supplied).</p> <p>Non-compliance thereof will render the bidder disqualified.</p> <p>2. In accordance with the revised Bid Form, the Contingency for Janitorial Supplies shall be fixed to an amount of Php 1,000,000.00. Said supplies shall be consumable within the duration of the contract subject to the AS-GSD's request. As basis of the amount during the contract implementation, the bidders are required to accomplish Annex B-Matrix of Unit Price of Consumable Janitorial Supplies.</p>
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Other matters:

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to communicate with any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective December 1, 2023 right after the opening of bids.
- For guidance and information of all concerned.

RAMON VICENTE B. ASUNCION
Director IV
Vice Chairperson, DBM-BAC

**Detailed Technical Specifications
(Revised)**

1. Title

Outsourcing of Janitorial, Building and Facilities Maintenance, and other Allied Manpower Services

2. Objective

To provide assistance to offices in the DBM Central Office premises and support the day-to-day building maintenance, sanitation, and cleaning of its buildings and facilities.

3. Qualifications of the Service Provider

3.1. Technical Parameters

3.1.1 The Service Provider should be registered under DOLE Department Order No. 174, s. 2017 and licensed to provide and engage in manpower services based on the proof of registration from DOLE to be submitted as one of the post qualification documents.

3.1.2 The Service Provider should be in the business for a minimum of five (5) years based on its Securities and Exchange Commission Registration to be submitted as one of the post qualification documents.

3.2 Licenses/Certifications

3.2.1 At the commencement of contract implementation, the Service Provider shall secure and maintain, at its own expense, all necessary registrations, licenses, and/or permits as required by laws, rules, and regulations. The Service Provider shall likewise comply with all pertinent laws, rules, and regulations.

3.2.2 The Service Provider shall submit within fifteen (15) calendar days from receipt of Notice of Award the employee file of each personnel with complete attachments, such as but not limited to, resume, training certificate/s, government mandated clearances, medical certificate, and other requirements mentioned herein.

4. Provision of Janitorial Services

4.1. Janitorial Personnel

4.1.1. The Service Provider shall provide a total number of **fifty-nine (59) janitorial personnel** consisting of the following:

4.1.1.1. One (1) Janitorial/Grounds Supervisor

a. Qualifications

- At least five years of work experience in the industry and/or length of deployment, preferably in the government or the DBM, with at least satisfactory performance evaluation
- At least High School Graduate
- At least 8 hours of training in leadership/administrative work

b. Main Duties

- Supervision over building team leaders and individual staff/personnel
- Roving, inspection and monitoring of DBM Central Office buildings and premises
- Direct coordination with AS-GSD regarding day-to-day contract implementation on the ground, as well as contractual compliance, billings, and HR concerns of the outsourced personnel

4.1.1.2. Four (4) Building Team Leaders - who shall, likewise, form part of the regular staff/personnel

a. Qualifications

- At least five years of work experience in the industry and/or length of deployment, preferably in the government or in the DBM, with at least satisfactory performance evaluation
- Completion of at least two years in High School
- With administrative skills, with a proof of at least satisfactory performance from previous work's evaluation
- With basic computer skills, with a proof of at least satisfactory performance from previous work's evaluation

b. Main Duties

- Supervision over the individual staff/personnel assigned to particular Buildings/areas
- Roving, inspection and monitoring of particular building/area of assignment

4.1.1.3. Fifty-eight (58) Staff/Personnel, inclusive of the Building Team Leaders (for Regular Deployment)

4.1.1.3.1 For deployment in the various key **Bureaus/Services/Offices in the DBM Central Office buildings**

- a. **Qualifications**
- Five-year work experience in janitorial/housekeeping and related office administrative work
 - Five-year of deployment in the government, with at least satisfactory performance evaluation
 - At least Elementary School Graduate
 - With administrative skills, with a proof of at least satisfactory performance from previous work's evaluation
 - With basic computer skills, with a proof of at least satisfactory performance from previous work's evaluation
 - With good work ethics, trustworthy and reliable, effective in working with a team, through a relevant recommendation

- b. **Main Duties**
- Cleaning and housekeeping of the B/S/O room and workstations, including internal rooms, such as that of the B/S/O head, toilet, conference room, pantry, storage rooms, etc.
 - Assist the B/S/O administrative staff in relevant clerical, messengerial, storage work during high-volume of workload
 - Administrative support during official events, activities and functions

4.1.1.3.2 **For deployment in various key common areas, general purpose rooms and facilities, and special concerns related to the day-to-day official operations**

- a. **Qualifications**
- Preferably male
 - At least 3 years of work experience in janitorial/housekeeping, basic office administration, and related building maintenance services
 - At least 3 years of deployment in the government or in the DBM, with at

least satisfactory performance evaluation

- Versatile and with special manual labor skills, e.g. building maintenance, gardening, scaling of trees and buildings for purposes of pruning and cleaning of building walls and roofs
- With good work ethic, trustworthy and reliable, effective in working with a team, with relevant favorable recommendation

b. Main Duties

- Cleaning and general maintenance of common areas and facilities outside B/S/O rooms
- Cleaning and rearrangement works in support of building and facilities maintenance services and other essential services providers
- Garbage disposal
- Hauling, portering, and storage of official records, properties, and supplies
- Administrative support during official events, activities, and functions
- Gardening, tree-pruning, and plant-trimming activities
- Other miscellaneous tasks that involve strenuous manual labor

4.1.1.3.3 **For general deployment in other common areas**

a. Qualifications

- Good work ethic, trustworthy and reliable, effective in working with a team, with relevant favorable recommendation

b. Main Duties

- Cleaning and general maintenance of common areas and facilities outside the B/S/O rooms
- Garbage disposal
- Administrative support during official events, activities, and functions

4.1.2 The Service Provider shall ensure that all the deployed personnel have the following requirements:

- Good moral character and without criminal or police records;
- Physically fit to work, and has the capability to carry heavy equipment, supplies, and materials, as necessary, as evidenced by a medical certificate issued within the last two (2) months; and
- Underwent basic janitorial/housekeeping training, as evidenced by a training certificate.

4.2 Tools, Equipment, and Supplies

4.2.1 The Service Provider shall provide, at the minimum, the following tools and equipment in the performance of their tasks, which shall be stored in the DBM CO for the whole duration of the contract. In case of defects, the Service Provider shall replace it with a similar or higher specification at no additional cost to the DBM.

Quantity	Unit	Description
9	Pcs	Heavy-duty floor polisher, size 16, with bumper, 1m adjustable, stainless tube, 220v, 60 cycles
2	Pcs	Heavy-duty pressure washer, at least 1500w, at least 6.0L/m, 100bar (1450 psi) minimum, at least 8m pressure hose, 1.5m pvc hose, quick connector, water filter, pressure gun
9	Pcs	Mop wringer/squeezer, bucket with 4 wheels, at least 36L
20	Sets	Glass squeegee, stainless steel, at least 8", with handle
4	Pcs	Heavy-duty vacuum cleaner (wet and dry), at least 6 gallons/22L, with 4 wheels, flexible hose and handle set,
6	Pcs	Stainless step ladder, 6 ft, aluminum
2	Pcs	Stainless step ladder, 14 ft, aluminum
8	Pcs	Heavy duty push cart, big, minimum of 300kg capacity, foldable
3	Pcs	Heavy duty garbage buggy, 1100L, seamless pan design, ergonomic handle
16	Pcs	Floor warning sign, two-sided, foldable, caution warning message imprinted in English, durable
32	Pcs	Putty knife, stainless steel, handle is rubberized, heavy duty
2	Pcs	Wheelbarrow, powder coated tray, full tubular undercarriage, 13 x 3"

2	Pcs	2-wheel push cart, at least 150kg capacity, 8" solid rubber tire
2	Pcs	Grass cutter
3	Pcs	Extension cords, 20m
2	Pcs	Bolo knife
2	Sets	Garden tools (cultivator, weeder, transplanter, rake, and trowel)
2	Sets	Garden hose, 100m/set

4.2.2 The Service Provider shall provide the following high-quality, essential janitorial and cleaning supplies, materials, and consumables per annum but shall only be delivered upon the request by the AS-GSD:

Quantity	Unit	Description
400	pcs	Broom (Tambo) Handle: Metal, plastic coated OR Wood, machine turned finish Length of handle: at least 545mm
1500	pcs	Microfiber cloth/rags
500	packs	Trash Bag (Large), Black 100's per pack Tear Resistant, Leak-proof bottom seal
30	packs	Trash Bag (Small), Black 100's per pack Tear Resistant, Leak-proof bottom seal
20	packs	Trash Bag (medium), Yellow 100's per pack Tear Resistant, Leak-proof bottom seal
150	pcs	Bowl Brush
150	pcs	Hand Brush
150	pcs	Push Brush
150	pcs	Dust Pan
150	pcs	Mop Handle
300	pcs	Mop Head

20	pcs	Dust Mop Head
6	pcs	Dust Mop
500	pcs	Spatula
12	pcs	Polisher Brush (for floor polisher)
600	kilo	Powder detergent
100	gallon	Liquid soap, high viscosity, grease cutting power, multi-purpose
2880	can	Disinfectant spray, Anti-bacterial, aerosol type, Kills 99.9% of viruses and bacteria, including cold and flu, Kills the COVID-19 virus and emerging variants, Sanitizes soft surfaces, control and prevent mold and mildew, Deodorize and Disinfect, scented, minimum 500g per can, with FDA approval/certificate
2880	Liters	Fabric Conditioner
2880	cans	Furniture Cleaner aerosol For all types of surfaces such as furniture, cabinets, countertops, vinyl and leather
720	pcs	Scrubbing pad
1500	pcs	Deodorant cake
720	pairs	Gloves rubber latex
400	pcs	Broom Stick (ting-ting)
300	pcs	Spray bottle 500ml
2880	Gallons	Toilet bowl cleaner
4320	kilos	Sodium Hypochlorite granules

200	bottles	Liquid declogging Solution "SOSA" 250ml
300	pcs	Waste basket plastic

4.2.3. The AS-GSD shall inspect all the above-mentioned items upon delivery and shall keep the same in a secure and dedicated storage space. The cost component shall be included in the billing statement, after inspection and acceptance by the DBM.

4.2.4. Requisition and release to the personnel shall be regulated by the Grounds Supervisor, under the supervision of the AS-GSD.

4.3. Scope of Work

4.3.1. The Service Provider shall submit a Housekeeping Plan **within fifteen (15) calendar days upon receipt of the Notice of Award**, taking into account the following:

- Protection of DBM properties from damage or destruction
- Preservation and confidentiality of DBM records
- Proper collection and disposal of garbage

Deployment shall be made within five (5) calendar days upon approval of the Housekeeping Plan or as scheduled by the AS.

4.3.2. The Service Provider shall assign a Roving Supervisor from its own account, separate from the working Janitorial Supervisor, who shall regularly visit the DBM to monitor the performance of the janitorial attendants and handle the consolidation of daily time cards periodically in preparation for the monthly billing to the DBM. Specifically, he/she will handle the following:

- Supervision over the Grounds Supervisor and the Building Team Leaders
- Coordinate with the AS-GSD regarding contract implementation, e.g., obligations and deliverables, billings, client comments, concerns and feedback
- Handle and facilitate resolution of the HR and labor-related concerns and issues of the outsourced personnel

4.3.3. The Service Provider shall perform the following activities:

4.3.3.1. Daily Routine Operations

- Damp wipe office tables and chairs, office equipment, such as but not limited to, computer screens, keyboards, telephones, filing cabinets, etc.

- Sweep mop, and polish all floors particularly the main lobby, entrance ways, waiting areas, and comfort rooms
- Clean, sanitize, fog, and unclog toilets and restrooms, including the washbasins, urinals, toilet bowls, and hallways
- Dust, polish, and clean all glass tops, glass doors, glass partitions, inside windows ledges, air vents, etc.
- Wash kitchen utensils used by officials and employees during official meetings
- Disinfect work areas and frequently used objects such as but not limited to door handles, door knobs, etc.
- Empty and clean waste bins, cigarette trays, and wash as necessary
- Maintain indoor and ornamental plants

4.3.3.2. Weekly Routine Operations

- Machine scrub, wax, polish, and buff hard floors and stairways
- Wash/wipe/clean window shades, windows, doors, indoor jams/balusters/handrails, glass walls/partitions, blinds, and drapers, metal signs/brass plates,
- Clean, wax, polish all office furniture and fixtures, counters, kitchen equipment
- Vacuum cleaning of carpets
- Bring out and cultivate indoor plants

4.3.3.3. Monthly Routine Operations

- Remove cobwebs on ceilings, lighting fixtures, and other areas
- Wash walls with dirt and stain mark
- Wet cleaning/dusting/vacuuming upholstered furniture such as sofa, office chairs, etc.
- Dust mop/spot mop/buff the floors

4.3.3.4. The Service Provider shall, likewise, perform the following miscellaneous activities, as necessary or as required by the AS:

- Wash of carpets and other fabric furniture quarterly, or as necessary
- Assist in necessary repairs, maintenance, painting, varnishing, construction or improvement activities
- Haul office furniture and equipment
- Report needed repairs such as pipe and faucet leaks, clog drains, and assist in the declogging of roof decks, gutters, downspouts, etc.

4.3.4. The deployed personnel shall work eight (8) hours a day, six (6) days a week, from Mondays to Saturdays. Deployment schedule shall be managed by the AS and subject to change upon notice.

- 4.3.5. Overtime works shall be limited and a maximum of two (2) hours in a day shall only be allowed upon the request/recommendation of the Bureau/Service/Office Head, subject to approval by the AS. Overtime works beyond the limit stated herein shall be subject to evaluation, approval, and adjustments by the AS.
- 4.3.6. The AS Director or his/her duly authorized representative, however, may request the assistance of janitorial personnel outside the regular working hours or during weekends or holidays to do special works and assignments.
- 4.3.7. No janitorial personnel shall be allowed to reject or deny any request for assistance or instructions from the AS during special works and/or assignments, unless with a written valid reason.

5. Provision of Building and Facilities Maintenance Personnel

5.1. Multi-Skilled Personnel

- 5.1.1. The Service Provider shall provide a total number of eight (8) multi-skilled personnel which shall have the following specializations:

Skilled Worker	Minimum Qualifications
Two (2) Carpenters	<ul style="list-style-type: none"> - With at least three (3) years of relevant experience - With knowledge and experience in rough carpentry, glass partition installation, as certified by the Service Provider
One (1) Steel Fabricator/Welder	<ul style="list-style-type: none"> - With at least three (3) years of relevant experience in steel fabrication, as certified by the Service Provider - With TESDA Shielded Metal Arc Welding (SMAW) National Certificate II (NCII)
Two (2) Plumbers	<ul style="list-style-type: none"> - With at least three (3) years of relevant experience in drainage, sewerage, and water pipes - With TESDA Plumbing National Certificate II (NCII)
Two (2) Electricians	<ul style="list-style-type: none"> - With at least three (3) years of relevant experience - With knowledge and experience in audio-visual operation and repair - With TESDA Electrical Installation and Maintenance National Certificate II (NCII)
One (1) Modular/ Cabinet Installer (Finishing Carpenter)	<ul style="list-style-type: none"> - With at least three (3) years of relevant experience - With knowledge and experience in masonry and tile setting, as certified by the Service Provider

Regardless of their specializations, the Service Provider shall ensure that **each of the skilled workers shall be able to perform all of the other above functions and other repair, construction, renovation, and maintenance works, as evidenced by personnel’s previous experience and as certified by the Service Provider.** Service Provider’s deployed personnel shall be evaluated by the AS-GSD, through physical demonstration, prior to contract implementation.

5.1.2. The Service Provider shall ensure that all the deployed personnel have the following requirements:

- Good moral character and without criminal or police records;
- Physically fit to work, as evidenced by a medical certificate issued within the last two (2) months; and
- Underwent basic/refresher/update training on at least one of the above-mentioned areas of specialization within the last two years, as evidenced by a training certificate.

5.2. Tools, Equipment, and Supplies

5.2.1. The Service Provider shall provide, at the minimum, the following tools and equipment in the performance of their tasks, which shall be stored in the DBM for the whole duration of the contract:

Quantity	Unit	Description
2	Sets	7” pliers
2	Sets	24” wire cutters
2	Sets	#2 x 4” Philips and 1/4 “ flat screwdrivers with rubber grip and magnetic tip
2	Sets	Networking crimping tools and LAN tester for RJ45, RJ11, RJ12
2	Sets	Hole saw (21mm up to 64mm)
2	Sets	½” drive socket wrenches with 5” and 10” extension, 10-32mm (or English equivalent) sockets, 27 pcs/set
2	Sets	Back wrenches (8mm up to 32mm, 9 pcs/set)
2	Sets	Pipe wrenches (8”-18” with cast iron body, satin finish)
2	Sets	Diagonal cutter pliers 7” with bi-material handle, meets ANSI specifications
2	Sets	Leather tool pouch holsters (½ up to 2”)
2	Sets	Ball peen hammer, carbon steel hammerhead, fiberglass handle, 16oz/32oz
2	Sets	Rubber mallet, fiberglass handle, 16oz
2	Sets	Box wrenches, chrome vanadium, 6mm-32mm, 12 pcs/set
2	Sets	Open-end wrenches, 6mm-32mm, 12pcs
2	Sets	Adjustable wrenches (6”, 8”, 10”, 12”)
2	Sets	Pipe wrenches (12”, 14”, 24”)
2	Sets	Hexagonal allen wrenches 12pcs/set Metric variable size

2	Sets	Hexagonal allen wrenches 12pcs/set English variable size
2	Pcs	Cast steel bench vise 4"
2	Pcs	Grease gun with 12" Flexible Hose, non-slip grip
2	Pcs	Riveters with non-slip grip, all steel body
2	Sets	Flaring tools, 3/16" to 5/8"
2	Sets	Measuring tools (5meter tape measure, stainless caliper)
2	Pcs	Locking pliers, straight jaw, 10"
2	Pcs	Locking pliers, wide jaw 12"
2	Sets	50W trouble light thread bulb 10m cord
2	Pcs	Pushcarts, heavy duty, foldable, 400kg capacity, 23x35" platform, 5" wheels
2	Sets	Ladders (4ft, 6ft, and 8ft)
2	Pcs	Foldable ladder (12 ft)
2	Sets	Bulb changer for high ceilings 1 meter
1	Pc	Cutting outfit (acetylene)
2	Pcs	Ladders, A-frame, 8 steps
1	Set	First aid kit, class A
5	Pcs	Welding gloves, 17", leather
10	Pcs	Safety goggles, clear
10	Sets	Safety shoes, steel toe, various sizes for personnel
40	Pcs	Cotton hand gloves
4	Sets	Full body harness
1	Pc	R22 pressure gauge with hose
1	Pc	134A pressure gauge with hose for inverter
1	Pc	Thermometer laser gun
1	Pc	Hacksaw frame with thermoplastic rubber handle
2	Pcs	Glass suction 2 cups
2	Sets	Silicon guns
2	Sets	Handheld drain snake cleaners 15 meters
2	Sets	Carpentry tools (claw hammer small (wt. 8oz) and big (wt. 20oz), hacksaw 6 inches and 12 inches, wood saw 12 inches and 24 inches, tape measurement 5 meter and 7.5 meter, level bar magnetic 12 inches and 24 inches, plumb bob (wt.8oz), adjustable skwala ruler 12 inches, wire cutter 6 or 8 inches, chisel hand tool 1/2, 3/4, 1 inches)
1	Pc	500 amp welding machine including wires/cables
1	Pc	300 amp portable inverter welding machine including wires/cables
1	Pc	Welding mask, auto darkening, full face
2	Pcs	Electric grinder 5"
2	Pcs	Electric grinder 4"
1	Pc	Electric cordless drill with hammer, 20V, 70Nm max torque

1	Pc	Electric drill with hammer, 220V, 550W
1	Pc	Electric impact drill, 18/20V, brushless, 380W
1	Pc	Electric planer 800W
1	Pc	Electric router 1200W with bits and accessories
1	Pc	Air compressor, 30L capacity, 100psi, 220V
1	Pc	Paint sprayer, 900mL capacity, 400W, 220V
1	Pc	High pressure hose for paint sprayer
1	Pc	Handheld circular saw, 7" diameter, 1600W
1	Pc	Pressure washer 1200W, 300ltr/hr
2	Pcs	Soldering iron, flat pinhead, 45W
1	Pc	Oxygen tank, 20 cubic meter
1	Pc	Acetylene tank, 10 cubic meter
1	Pc	Insulation resistance tester, 1000V
1	Pc	Clamp meter, 600 ACV DCM 60L true RMS
1	Pc	Digital multi-tester, cd770 true RMS
1	Set	Adaptor for nitrogen tank
1	Pc	Industrial blower, 14"
1	Pc	Vacuum cleaner, 20 ltrs. Cap
1	Set	Gauge manifold
1	Set	PVC PPR heater/fusion (½" up to 4")
1	Set	PVC PPR pipe cutter (½" up to 2")
1	Set	Portable ventilation 12" fan with 32' flexible ducting
1	Set	Vacuum pump, ½ HP, for HVAC
1	Set	Portable Ventilation Fan 10 inch, 220V, 180W, pipe 10 inches -10 meter long
5	Pairs	Communication Radio, 3km communication range
1	Set	Auger Machine 1HP
1	Set	Cut-off Machine 14"
1	Set	Jigsaw, 500W, 220V
1	Set	SDS Drill, rotary, 1000W, 220V

In case of defects, the Service Provider shall replace the tool/s and equipment/s with a similar or higher specifications at no additional cost to the DBM.

5.3. Scope of Work

5.3.1. The Service Provider shall maintain the satisfactory condition of all DBM buildings in the Central Office including its relative facilities and equipment and submit a Maintenance Plan and Schedule within fifteen (15) calendar days upon receipt of Notice of Award, taking into account the following:

- Preventive maintenance of the building structures and facilities, including its utility and electrical systems
- Protection of DBM properties from damage or destruction
- Safety Plan

5.3.2. The Service Provider shall ensure the day-to-day operations of the utilities' systems and perform, but not limited to, the following:

- Log, operate, and monitor systems parameters such as water pressure and temperature, water and oil levels, equipment amperes and voltages, including generator set
- Inspect systems and its corresponding machines and make necessary adjustments and/or lubrications
- Detect and/or predict and prevent possible problems in the building structures, facilities, equipment, and systems, recommending measures to avoid or minimize damage and service interruption. Recommend the procurement of materials and supplies and assist in the preparation of item specification and in the conduct of market research, as necessary
- Troubleshoot building and utility system's malfunction and repair components in case of breakdown
- Document, file, and submit to AS all records of maintenance works, monitoring log sheets, service and incident reports, and other pertinent documents relevant to work and maintenance operations
- Install and repair electrical systems and equipment and tightening of electrical connection, cleaning, adjustment, alignment, of service and utilities systems, including the audio-visual equipment, such as but not limited to bearing, belt, filter/drier
- Inspect and repair roof and its components, such as but not limited to, roof drains and downspouts
- Clean and clear all blockages to manholes and drainages, repair and install flush, shower and kitchen fixtures, pipelines and surface drains
- Clean and repair water and cistern tanks
- Built and fabricate wooden and steel office furniture, door sets, etc., including varnishing works
- Perform door sealing, tiling works, concrete works, cement plasters, and other masonry works
- Restore, paint, repaint DBM buildings and facilities, as instructed by the AS
- Assist during meetings, events, conferences, and the likes, including in the operation of audio-visual equipment
- Perform other similar or corresponding tasks related to building and facilities management, maintenance, repair, constructions, and improvement

5.3.3. The deployed personnel shall work eight (8) hours a day, six (6) days a week, from Mondays to Saturdays. Overtime works shall be limited and only upon the instructions from the AS.

5.3.4. No multi-skilled personnel shall be allowed to reject or deny any request for assistance or instructions from the AS during special works and/or assignments, unless with a written valid reason.

- 5.3.5. In cases of power failures and water interruptions, the Service Provider shall immediately check the operation of the generator systems, monitor the incident, and report to the AS.
- 5.3.6. In cases of emergencies, such as but not limited to earthquakes and floods, the Service Provider shall immediately assist in the inspection, repair, and monitoring of the conditions of the DBM buildings in the Central Office, including its premises and its relative facilities and equipment.

5.4. **Limitations**

- 5.4.1. The Service Provider will not cover the maintenance of the following:
 - Fire Systems
 - Passenger Elevators
 - Closed Circuit Television
 - Pest and Termite Control
 - Motor Vehicles
 - Photocopying Machines and Scanners
 - Water Dispensers
 - Data Centers and ICT Servers/Equipment

6. **Service Standards and General Conditions**

- 6.1. The Service Provider shall maintain a professional working etiquette and relationship with the DBM employees at all times. In cases of repair and maintenance works during work hours, the Service Provider's personnel shall inform the office concerned before the commencement of the activity to avoid disruptions and interruptions.
- 6.2. In the deployment of personnel, the Service Provider shall give priority to applicants recommended by the DBM, with proof of relevant qualifications and satisfactory performance.

The Service Provider agrees that the DBM, through the AS, reserves the right to screen and accept or deny the deployment of any personnel recommended by the Service Provider. It is understood that in case the Service Provider deployed a personnel who do not meet the requirements of the DBM, the DBM has no obligation to pay any services provided by such.

- 6.3. The AS has the right to effect changes in the assignment/deployment of the outsourced personnel any time during the contract period. Likewise, it may increase or decrease the number of personnel as necessary and reserves the right to increase, reduce, or limit the scope of services of the Service Provider. In such an event, any corresponding adjustment shall not exceed the contract price.
- 6.4. The Service Provider shall not reshuffle personnel without prior clearance/approval from the AS. The AS reserves the right to reject any proposal or reassignment if found to pose imminent danger or prejudice the service. Matters of disciplinary action toward the personnel shall be a mutual cooperation between the Service Provider and the AS.

- 6.5. The Service Provider shall make available relievers and/or replacement at all times to ensure continuous and uninterrupted service. A minimum of ten (10) shall be allotted for the janitorial services and an equal number of personnel per specialization for the multi-skilled workers, at no extra cost to the DBM. No trainee shall be allowed and assigned to the DBM at any time during the contract implementation.
- 6.6. The Service Provider's personnel shall take all necessary precaution for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules and practices.
- 6.7. The Service Provider shall compensate the personnel commensurate to their qualifications and skills, and in accordance with their deployment as specified above. The Service Provider shall pay its personnel not less than the minimum wage and other benefits mandated by the laws, rules and regulations. The Service Provider shall provide the deployed 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 by the AS for every billing period to the Service Provider.
- 6.8. Unless approved by the Administrative Service due to extreme necessity or highly urgent circumstances in the course of official operations, there shall be no rendition of services on holidays and special working days.
 - 6.8.1. As a general rule, rendition of overtime (OT) services shall be authorized only when extremely necessary or in the exigency of the service, and during regular working days only.
 - 6.8.2. OT work shall be approved by the Administrative Service (AS), through the AS-GSD, upon prior request made by the head of the B/S/O to which the personnel is assigned.
 - 6.8.3. Due to budgetary constraints, OT hours shall be capped at two (2) hours on any given working day, excluding Friday. OT services shall be authorized only when necessary, as evaluated and approved by the AS-GSD.
 - 6.8.4. Claims for OT work shall comply with existing labor laws, rules and regulations.
- 6.9. Should there be an AS project at the DBM Regional Offices, particularly in the DBM Secretary's Cottage in Baguio City, requiring the assistance of the Service Provider, the DBM will provide or shoulder the cost of transportation and accommodation for the personnel. The Service Provider may provide a travel allowance and insurance to its personnel, as may be required by existing labor laws, at no additional cost to the DBM.
- 6.10. The Service Provider shall provide the personnel with appropriate uniforms, Identification Cards (IDs), protective gear, if necessary, at no additional cost to the DBM; and ensure that they shall observe proper personal hygiene and appear neat and clean at all times. Safety shall be the first priority in the performance of

their functions, avoiding the creation of *safety hazards* both in the condition of the work performed and while doing the work.

6.11. The Service Provider shall be responsible and liable for:

- 6.11.1. The cost of repair/replacement due to damages caused by its own staff to any DBM property while conducting its maintenance activities, including construction and improvement works.
- 6.11.2. Any work-related accident or illness inflicted by and to their own personnel or any DBM employee during contract implementation.

7. Payment Terms

7.1. The payment for the project is on a monthly basis subject to the Service Provider's submission of the following within five (5) working days after the cut-off period:

- Certified true copy of duly accomplished payroll sheet
- Proof of previous or current month's remittances of employer and employees' contributions to SSS, PhilHealth, Pag-IBIG, and ECC, together with the transmittal sheet stamped received by the agencies concerned
- Certification from the Service Provider that all personnel deployed in the DBM have been paid their salaries/wages and other benefits in accordance with the prevailing laws, rules, and regulations
- Other documents that may be required by the agency, subject to accounting and auditing rules and regulations

7.2. The Service Provider shall also submit the following requirements for the multi-skilled personnel:

- Daily Time Records, signed by the AS Director or his duly authorized representative
- Signed monthly Maintenance Report, including checklist.

8. Performance Review and Assessment

The Service Provider shall maintain a satisfactory level of performance throughout the contract period based on the following set of performance criteria:

Performance criteria		Weight
i	Conformity to technical requirements	(20)
ii	Timeliness in the delivery of services	(20)
iii	Behavior of personnel (courteous, professional and knowledgeable)	(20)
iv	Response to complaints	(20)
v	Compliance with set office policies for such services	(20)
Performance rating		
Passing rate: 80 points		

Further, a mid-term assessment or evaluation of the performance of the Service Provider shall be undertaken by the DBM. Based on this assessment, the DBM may terminate the contract for failure of the Service Provider to perform its obligations thereon.

**Statement of all Ongoing Government and Private Contracts
Including Contracts Awarded but not yet Started**

[shall be submitted with the Bid]

(Revised)

Business Name: _____

Business Address: _____

Name of Client/Contact Person/Contact Number/Contact Email Address	Date of the Contract	Title of the Contract / Name of the Project	Kinds of Goods	Total Amount of Contract	Value of Outstanding Contract	Date of Delivery
<u>Government</u>						
<u>Private</u>						

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- i. State **ALL** ongoing contracts including those awarded but not yet started (government **[including the DBM]** and private contracts which may be **similar or not similar** to the project being bid) up to November 30, 2023.
- ii. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).
- iv. Please note that item 6.4 of the Government Procurement Policy Board (GPPB) Circular No. 04-2020 dated September 16, 2020 states that, "[t]he PEs shall check **compliance of the submitted forms with the mandatory provisions stated above. Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required Forms shall be a ground for disqualification.**"

Moreover, GPPB Non-Policy Matter Opinion No. 041-2014 dated October 9, 2014 partially states that **“even contracts that include non-disclosure agreements or confidentiality clauses are required to be disclosed.** It is likewise good to clarify that the requirement refers to a “statement” to be made by the bidder relative to all its ongoing and private contracts, and not the actual submission of the physical contracts.”

**Statement of Single Largest Completed Contract
which is Similar in Nature**

[shall be submitted with the Bid]

(Revised)

Business Name: _____

Business Address: _____

Name of Client/Contact Person/Contact Number/Contact Email Address	Date of the Contract	Title of the Contract / Name of the Project	Kinds of Goods	Amount of Contract	Date of Acceptance *	End User's Acceptance or Official Receipt(s) Issued for the Contract

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- a. 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 the following requirements:
 - i. a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC; **OR**
 - ii. at least two (2) similar contracts: (a) the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC for this Project; **AND** (b) the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above (i.e., twenty-five percent [25%]).
- b. The SLCC should have been completed (i.e., accepted) within the period of **December 1, 2018 to November 30, 2023**.
- c. The similar contract for this Project shall refer to:
 - i. outsourcing of housekeeping/janitorial and maintenance/multi-skilled services/workers in a single contract; or
 - ii. combination of at least one contract on outsourcing of housekeeping/janitorial and at least one contract on maintenance/multi-skilled services/workers; or
 - iii. combination of items a.i. and a.ii.

If the i. outsourcing of housekeeping/janitorial and maintenance/multi-skilled services/workers in a single contract; ii. combination of at least one contract on outsourcing of housekeeping/janitorial and at least one contract on maintenance/multi-skilled services/workers; or iii. combination of items a.i. and a.ii forms part of a bigger contract, only the cost component of the i. outsourcing of housekeeping/janitorial and maintenance/multi-skilled services/workers in a single contract; ii. combination of at least one contract on outsourcing of housekeeping/janitorial and at least one contract on maintenance/multi-skilled services/workers; or iii. combination of items a.i. and a.ii shall

be considered for purposes of comparing the value thereof to at least fifty percent (50%) of the ABC.

- d. Please note that item 6.4 of the Government Procurement Policy Board (GPPB) Circular No. 04-2020 dated September 16, 2020 states that, "[t]he PEs shall check **compliance of the submitted forms with the mandatory provisions stated above. Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required Forms shall be a ground for disqualification.**"

Moreover, GPPB Non-Policy Matter Opinion No. 041-2014 dated October 9, 2014 partially states that "**even contracts that include non-disclosure agreements or confidentiality clauses are required to be disclosed.** It is likewise good to clarify that the requirement refers to a "statement" to be made by the bidder relative to all its ongoing and private contracts, and not the actual submission of the physical contracts."

- * Date of Acceptance shall mean the date when the items delivered have **satisfactorily met** the requirements of the procuring entity, as evidenced by either a Certificate of Final Acceptance/Completion from the bidder's client, or an Official Receipt or a Sales Invoice (to be submitted during post-qualification).

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

BID FORM

(Revised)

Date : _____

Project Identification No. : **DBM-2024-18**

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 **Outsourcing of Janitorial, Building and Facilities Maintenance, and other Allied Manpower Services** 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 details provided herein and made part of this Bid. The total bid price includes the cost of all taxes.

I. PROVISION OF JANITORIAL SERVICES FOR FYS 2024 AND 2025 *

	PARTICULAR	NO. OF WORKER	RATE PER WORKER PER MONTH	MONTHLY RATE	ANNUAL RATE	12% VAT	ANNUAL RATE
			(EXCLUSIVE OF VAT)	(EXCLUSIVE OF VAT)	(EXCLUSIVE OF VAT)		(INCLUSIVE OF 12% VAT)
	(a)	(b)	(c)	(d)=(b) x (c)	(e)=(d) x 12 months	(f)=(e) x 12%	(g)= (e) + (f)
A. PROVISION OF JANITORIAL SERVICES FOR FY 2024							
1	Total Due to Janitorial Personnel	59	<u>17,490.90</u>	<u>1,031,963.26</u>	<u>12,383,559.17</u>	<u>1,486,027.10</u>	<u>13,869,586.27</u>
	Basic Wage Rate (P610/day*313 work days) / 12 months		15,910.83	938,739.17	11,264,870.00	1,351,784.40	12,616,654.40
	Five (5) Day Service Incentive Leave (P610/day*5 days)/12 months		254.17	14,995.83	179,950.00	21,594.00	201,544.00
	13th month Pay (15,910.83/12 months)		1,325.90	78,228.26	938,739.17	112,648.70	1,051,387.87
2	Employers Share of Monthly Contributions in Favor of Janitorial Personnel	59	<u>2,190.27</u>	<u>129,225.93</u>	<u>1,550,711.16</u>	<u>0.00</u>	<u>1,550,711.16</u>
	SSS Premium		1,662.50	98,087.50	1,177,050.00	0.00	1,177,050.00
	PhilHealth Premium		397.77	23,468.43	281,621.16	0.00	281,621.16
	Pag-IBIG Fund Premium		100.00	5,900.00	70,800.00	0.00	70,800.00
	ECC Premium		30.00	1,770.00	21,240.00	0.00	21,240.00
3	Allowance		<u>1,500.00</u>	<u>3,000.00</u>	<u>36,000.00</u>	<u>4,320.00</u>	<u>40,320.00</u>
	Allowance for Janitorial/Ground Supervisor	1	1,000.00	1,000.00	12,000.00	1,440.00	13,440.00

Signature of Authorized Signatory: _____

	PARTICULAR	NO. OF WORKER	RATE PER WORKER PER MONTH	MONTHLY RATE	ANNUAL RATE	12% VAT	ANNUAL RATE
			(EXCLUSIVE OF VAT)	(EXCLUSIVE OF VAT)	(EXCLUSIVE OF VAT)		(INCLUSIVE OF 12% VAT)
	(a)	(b)	(c)	(d)=(b) x (c)	(e)=(d) x 12 months	(f)=(e) x 12%	(g)= (e) + (f)
	Allowance for Each Team Leader	4	500.00	2,000.00	24,000.00	2,880.00	26,880.00
4	Total Compensation for the Provision of Janitorial Services (Item 1 + Item 2 + Item 3)		<u>21,181.17</u>	<u>1,164,189.19</u>	<u>13,970,270.33</u>	<u>1,490,347.10</u>	<u>15,460,617.43</u>
5	Administrative and Operating Overhead and Margin, Including Cost for Cleaning Equipment/Tools						
6	Contingency to Cover Cost of Additional Janitorial Personnel that may be required Cost of Overtime				5,392,736.24	647,128.35	6,039,864.59
7	Total for the Provision of Janitorial Services for FY 2024 (Item 4 + Item 5 + Item 6)						
8	Contingency for Janitorial Supplies (In accordance to Item 4.2.2 of the Detailed Technical Specification)**						1,000,000.00
9	GRAND TOTAL FOR FY 2024 (Item 7+ Item 8)						
B.	PROVISION OF JANITORIAL SERVICES FOR FY 2025						
1	Total Due to Janitorial Personnel		<u>17,490.90</u>	<u>1,031,963.26</u>	<u>12,383,559.17</u>	<u>1,486,027.10</u>	<u>13,869,586.27</u>
	Basic Wage Rate (P610/day*313 work days) / 12 months	59	15,910.83	938,739.17	11,264,870.00	1,351,784.40	12,616,654.40
	Five (5) Day Service Incentive Leave (P610/day*5 days)/12 months		254.17	14,995.83	179,950.00	21,594.00	201,544.00

Signature of Authorized Signatory: _____

	PARTICULAR	NO. OF WORKER	RATE PER WORKER PER MONTH	MONTHLY RATE	ANNUAL RATE	12% VAT	ANNUAL RATE
			(EXCLUSIVE OF VAT)	(EXCLUSIVE OF VAT)	(EXCLUSIVE OF VAT)		(INCLUSIVE OF 12% VAT)
	(a)	(b)	(c)	(d)=(b) x (c)	(e)=(d) x 12 months	(f)=(e) x 12%	(g)= (e) + (f)
	13th month Pay (15,910.83/12 months)		1,325.90	78,228.26	938,739.17	112,648.70	1,051,387.87
2	Employers Share of Monthly Contributions in Favor of Janitorial Personnel	59	<u>2,190.27</u>	<u>129,225.93</u>	<u>1,550,711.16</u>	<u>0.00</u>	<u>1,550,711.16</u>
	SSS Premium		1,662.50	98,087.50	1,177,050.00	0.00	1,177,050.00
	PhilHealth Premium		397.77	23,468.43	281,621.16	0.00	281,621.16
	Pag-IBIG Fund Premium		100.00	5,900.00	70,800.00	0.00	70,800.00
	ECC Premium		30.00	1,770.00	21,240.00	0.00	21,240.00
3	Allowance		<u>1,500.00</u>	<u>3,000.00</u>	<u>36,000.00</u>	<u>4,320.00</u>	<u>40,320.00</u>
	Allowance for Janitorial/Ground Supervisor	1	1,000.00	1,000.00	12,000.00	1,440.00	13,440.00
	Allowance for Team Leader	4	500.00	2,000.00	24,000.00	2,880.00	26,880.00
4	Total Compensation for the Provision of Janitorial Services (Item 1 + Item 2 + Item 3)		<u>21,181.17</u>	<u>1,164,189.19</u>	<u>13,970,270.33</u>	<u>1,490,347.10</u>	<u>15,460,617.43</u>
5	Administrative and Operating Overhead and Margin, Including Cost for Cleaning Equipment/Tools						
6	Contingency to Cover Cost of Additional Janitorial Personnel that may be required Cost of Overtime				5,737,201.64	688,464.20	6,425,665.84
7	Total for the Provision of Janitorial Services For FY 2025 (Item 4 + Item 5 + Item 6 + Item 7)						
8	Contingency for Janitorial Supplies (In accordance to Item 4.2.2 of the Detailed Technical Specification)*						1,000,000.00

Signature of Authorized Signatory: _____

	PARTICULAR	NO. OF WORKER	RATE PER WORKER PER MONTH	MONTHLY RATE	ANNUAL RATE	12% VAT	ANNUAL RATE
			(EXCLUSIVE OF VAT)	(EXCLUSIVE OF VAT)	(EXCLUSIVE OF VAT)		(INCLUSIVE OF 12% VAT)
	(a)	(b)	(c)	(d)=(b) x (c)	(e)=(d) x 12 months	(f)=(e) x 12%	(g)= (e) + (f)
9	GRAND TOTAL FOR FY 2025 (Item 7+ Item 8)						
C	GRAND TOTAL FOR THE PROVISION OF JANITORIAL SERVICES FOR FY 2024 AND FY 2025 (A.9 + B.9)						

*in Philippine Peso

**Contingency will only be limited to the consumables. For the prices per item, please refer to Annex "B." This shall form part of the bid submission.

II. PROVISION OF BUILDING AND FACILITIES MAINTENANCE PERSONNEL FYS 2024 AND 2025

	PARTICULARS	NO. OF WORKER	RATE PER WORKER PER MONTH	MONTHLY RATE	ANNUAL RATE
			(EXCLUSIVE OF VAT)	(EXCLUSIVE OF VAT)	(EXCLUSIVE OF VAT)
	(a)	(b)	(c)	(d)=(b) x (c)	(e)=(d) x 12 months
A	PROVISION OF BUILDING AND FACILITIES MAINTENANCE PERSONNEL FOR FY 2024				
1	Total Due to Multi-Skilled Workers				
1.1	Carpenter	2			
	Wage rate/month				
	Five (5) Day Service Incentive Leave				
	13 th Month Pay				
1.2	Steel Fabricator. Welder	1			
	Wage rate/month				
	Five (5) Day Service Incentive Leave				
	13 th Month Pay				
1.3	Plumbers	2			
	Wage rate/month				
	Five (5) Day Service Incentive Leave				
	13 th Month Pay				
1.4	Electrician	2			
	Wage rate/month				
	Five (5) Day Service Incentive Leave				
	13 th Month Pay				
1.5	Modular/ Cabinet Installer (Finishing Carpenter)	1			
	Wage rate/month				
	Five (5) Day Service Incentive Leave				
	13 th Month Pay				
2	Employer's Share of Monthly Contribution in favor of the Multi-Skilled Workers				
2.1	Carpenter	2			
	SSS Premium				
	PhilHealth Premium				
	Pag-IBIG Fund Premium				
	ECC Premium				
2.2	Steel Fabricator. Welder	1			

	PARTICULARS	NO. OF WORKER	RATE PER WORKER PER MONTH	MONTHLY RATE	ANNUAL RATE
			(EXCLUSIVE OF VAT)	(EXCLUSIVE OF VAT)	(EXCLUSIVE OF VAT)
	(a)	(b)	(c)	(d)=(b) x (c)	(e)=(d) x 12 months
	SSS Premium				
	PhilHealth Premium				
	Pag-IBIG Fund Premium				
	ECC Premium				
2.3	Plumbers	2			
	SSS Premium				
	PhilHealth Premium				
	Pag-IBIG Fund Premium				
	ECC Premium				
2.4	Electrician	2			
	SSS Premium				
	PhilHealth Premium				
	Pag-IBIG Fund Premium				
	ECC Premium				
2.5	Modular/ Cabinet Installer (Finishing Carpenter)	1			
	SSS Premium				
	PhilHealth Premium				
	Pag-IBIG Fund Premium				
	ECC Premium				
3	Total Compensation for the Provision of Multi-Skilled Services (Item 1 + Item 2)				
4	Administrative and Operating Overhead and Margin, Including Cost for Maintenance Equipment/Tools				
5	TOTAL (Item 3 + Item 4)			P	P
6	12% VAT (Item 5 x 12%)			P	P
7	Contingency to Cover Cost of Additional Personnel that may be required and Cost of Overtime (Inclusive of 12% VAT)				P
8	TOTAL FOR FY 2024 (Item 5 + Item 6 + Item 7 + Item 8)				P

Signature of Authorized Signatory: _____

	PARTICULARS	NO. OF WORKER	RATE PER WORKER PER MONTH	MONTHLY RATE	ANNUAL RATE
			(EXCLUSIVE OF VAT)	(EXCLUSIVE OF VAT)	(EXCLUSIVE OF VAT)
	(a)	(b)	(c)	(d)=(b) x (c)	(e)=(d) x 12 months
B	PROVISION OF BUILDING AND FACILITIES MAINTENANCE PERSONNEL FOR FY 2025				
1	Total Due to Multi-Skilled Workers				
1.1	Carpenter	2			
	Wage rate/month				
	Five (5) Day Service Incentive Leave				
	13 th Month Pay				
1.2	Steel Fabricator. Welder	1			
	Wage rate/month				
	Five (5) Day Service Incentive Leave				
	13 th Month Pay				
1.3	Plumbers	2			
	Wage rate/month				
	Five (5) Day Service Incentive Leave				
	13 th Month Pay				
1.4	Electrician	2			
	Wage rate/month				
	Five (5) Day Service Incentive Leave				
	13 th Month Pay				
1.5	Modular/ Cabinet Installer (Finishing Carpenter)	1			
	Wage rate/month				
	Five (5) Day Service Incentive Leave				
	13 th Month Pay				
2	Employer's Share of Monthly Contribution in favor of the Multi-Skilled Workers				
2.1	Carpenter	2			
	SSS Premium				
	PhilHealth Premium				
	Pag-IBIG Fund Premium				
	ECC Premium				
2.2	Steel Fabricator. Welder	1			
	SSS Premium				
	PhilHealth Premium				
	Pag-IBIG Fund Premium				
	ECC Premium				
2.3	Plumbers	2			
	SSS Premium				
	PhilHealth Premium				
	Pag-IBIG Fund Premium				
	ECC Premium				
2.4	Electrician	2			
	SSS Premium				
	PhilHealth Premium				
	Pag-IBIG Fund Premium				
	ECC Premium				
2.5	Modular/ Cabinet Installer (Finishing Carpenter)	1			
	SSS Premium				
	PhilHealth Premium				
	Pag-IBIG Fund Premium				
	ECC Premium				

Signature of Authorized Signatory: _____

	PARTICULARS	NO. OF WORKER	RATE PER WORKER PER MONTH	MONTHLY RATE	ANNUAL RATE
			(EXCLUSIVE OF VAT)	(EXCLUSIVE OF VAT)	(EXCLUSIVE OF VAT)
			(c)	(d)=(b) x (c)	(e)=(d) x 12 months
3	Total Compensation for the Provision of Multi-Skilled Services (Item 1 + Item 2)				
4	Administrative and Operating Overhead and Margin, Including Cost for Maintenance Equipment/Tools				
5	TOTAL (Item 3 + Item 4)			P	P
6	12% VAT (Item 5 x 12%)			P	P
7	Contingency to Cover Cost of Additional Personnel that may be required and Cost of Overtime (Inclusive of 12% VAT)				P
8	TOTAL FOR FY 2025 (Item 5 + Item 6 + Item 7 + Item 8)				P
C	GRAND TOTAL FOR THE PROVISION OF BUILDING AND FACILITIES MAINTENANCE PERSONNEL FOR FY 2024 & FY 2025 (Item A.8 + Item B.8)				P

RECAPITULATION	
I. PROVISION OF JANITORIAL SERVICES	
FY 2024	
FY 2025	
II. PROVISION OF BUILDING AND FACILITIES MAINTENANCE PERSONNEL	
FY 2024	
FY 2025	
TOTAL BID AMOUNT	

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;

Signature of Authorized Signatory: _____

- 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.

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, 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: _____

Matrix of Unit Price for Consumable Janitorial Supplies

Particulars*	Quantity	Unit	Unit Price (per item)
Broom (Tambo)	400	pcs	
Microfiber cloth/rags	1500	pcs	
Trash Bag (Large)	500	packs	
Trash Bag (Small)	30	packs	
Trash Bag (medium)	20	packs	
Bowl Brush	150	pcs	
Hand Brush	150	pcs	
Push Brush	150	pcs	
Dust Pan	150	pcs	
Mop Handle	150	pcs	
Mop Head	300	pcs	
Dust Mop Head	20	pcs	
Dust Mop	6	pcs	
Spatula	500	pcs	
Polisher Brush (for floor polisher)	12	pcs	
Powder detergent	600	kilo	
Liquid soap, high viscosity, grease cutting power, multi-purpose	100	gallon	
Disinfectant spray	2880	can	
Fabric Conditioner	2880	Liters	
Furniture Cleaner aerosol	2880	cans	
Scrubbing pad	720	pcs	
Deodorant cake	1500	pcs	

**In accordance with item 4.2.2 of the Revised Detailed Technical Specifications*

Gloves rubber latex	720	pairs	
Broom Stick (ting-ting)	400	pcs	
Spray bottle 500ml	300	pcs	
Toilet bowl cleaner	2880	Gallons	
Sodium Hypochlorite granules	4320	kilos	
Liquid declogging Solution	200	bottles	
Waste basket plastic	300	pcs	

Note: Prices of consumables are fixed for the duration of the contract.

Signature of Authorized Signatory: _____