

BUREAU OF LOCAL GOVERNMENT FINANCE

**Bidding Documents
for the Procurement of
JANITORIAL
SERVICES**

For the period April 1, 2025 to December 31, 2025

*Bids and Awards Committee
2025*

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

INVITATION TO BID FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR THE PERIOD APRIL 1, 2025 TO DECEMBER 31, 2025

1. The Bureau of Local Government Finance, through the General Funds of the Fiscal Year 2025 intends to apply the sum of **Two Million Sixty-Four Thousand Five Hundred Sixty-Nine and 51/100 (₱2,064,569.51)** being the ABC to payments under the contract for the Procurement of Janitorial Services/IB 001-2025. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Bureau of Local Government Finance now invites bids for the above Procurement Project. Delivery of the Services is required by April 1, 2025 to December 31, 2025. Bidders should have completed, within 2019-2024 from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the Bureau of Local Government Finance and inspect the Bidding Documents at the 8th Floor EDPC Building, BSP Complex, Roxas Boulevard, Malate, Manila, during office hours 8:00 A.M. to 4:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **February 12, 2025**, during office hours, **8:00 AM to 5:00 PM**, from the given address at the BLGF Central Office, and in the websites of BLGF and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB amounting to **Five Thousand Pesos (₱5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees upon submission of bids.
6. The Bureau of Local Government Finance will hold a Pre-Bid Conference on February 20, 2025, at the BLGF Conference Room, 8th Floor EDPC Building, BSP Complex, Roxas Boulevard, Malate, Manila, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat, through manual submission at the office address indicated below. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **March 4, 2025, 1:00 PM** at the **8th Floor EDPC Building, BSP Complex, Roxas Boulevard, Malate, Manila**. Thereafter, opening of bids will commence. Bidders may attend the opening of bids.
10. Submission and receipt of bids shall be on **March 4, 2025, until 11:00 AM** either at the designated area at the entrance of the Department of Finance or at the **8th Floor EDPC Building, BSP Complex, Roxas Boulevard, Malate, Manila**.
11. The Bureau of Local Government Finance reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. You may visit the following websites:

For downloading of Bidding Documents: www.blgf.gov.ph or www.philgeps.gov.ph.

February 11, 2025

PASCUALITO V. LAPIÑA
Acting Deputy Executive Director
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, Bureau of Local Government Finance, wishes to receive Bids for the Procurement of Janitorial Services for the period April 01, 2025 to December 31, 2025 with identification number IB 001-2025.

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for General Funds FY 2025 in the amount of **Two Million Sixty-Four Thousand Five Hundred Sixty-Nine and 51/100 (₱2,064,569.51)**.

2.2. The source of funding is:

- a. NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership exceeding those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

7.1 The Procuring Entity has prescribed that *subcontracting is NOT allowed*.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the

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

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The *bid validity* and the *bid security* shall be valid for **one hundred twenty (120) calendar days from the date of the opening of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

- 15.1 Each Bidder shall submit one copy of the first and second components of its Bid.
- 15.2 The Procuring Entity (BLGF) may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.
- 15.3 If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one (1) contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit *its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the bds.*

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

| ITB Clause | |
|------------|---|
| 5.3 | <p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <i>Procurement of Janitorial Services.</i></p> <p>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</p> |
| 7.1 | <i>Subcontracting is not allowed.</i> |
| 12 | The price of the Goods shall be quoted DDP <i>in the NCR, Philippines</i> or the applicable International Commercial Terms (INCOTERMS) for this Project. |
| 14.1 | <p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than ₱ 41,291.39, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than ₱ 103,228.48 if bid security is in Surety Bond.</p> |
| 19.3 | The Project will be awarded as One (1) Contract with the ABC amounting not greater than ₱ 2,064,569.51 . |
| 20.2 | <p>Post-Qualification: Within a non-extendible period of five (5) days from the receipt by the bidder of the notice from BLGF-BAC that it submitted the Lowest Calculated bid, the bidder shall submit the following documentary requirements:</p> <p>a) Certified true copies of the Class A documents enumerated in the PhilGEPS Registration Platinum Membership;</p> <p>b) Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);</p> <ul style="list-style-type: none"> • Annual Income Tax Returns within the last six (6) months preceding the date of the submission of bids; and • Quarterly Value Added Tax (VAT) return covering the previous six (6) months from the date of the submission of bid; <p>c) And other appropriate licenses and permits required by law.</p> |
| 21.2 | Subject to submission of documents that may be required by existing laws and the Procuring Entity. |

Section IV. General 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. *{[Include if Framework Agreement will be used:]} In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.*

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 *{[Include if Framework Agreement will be used:]} or Framework Agreement* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

| GCC Clause | |
|------------|--|
| 1. | Regular and Recurring Services – “The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.” |
| 2.2 | “The terms of payment shall be as follows: Monthly basis upon receipt of Statement of Account/Billing” |
| 4 | Applicable inspection and testing shall be conducted by the Inspection Committee of the Bureau. |

Section VI. Schedule of Requirements

Schedule of Requirements

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

| Item Number | Description | Quantity | Total | Delivered, Weeks/Months |
|--------------------|---|-----------------|--------------|--|
| 1. | Procurement of Janitorial Services | 1 lot | 1 lot | 9 months For the period April 1, 2025 to December 31, 2025. |
| | Janitors | 7 | 7 | 9 months |
| | Materials/Supplies/Cleaning Agents to be provided by the Supplier | | | |
| | Air Freshener | 8 cans | 8 cans | MONTHLY |
| | All Purpose Cleaner | 4 gals. | 4 gals. | MONTHLY |
| | Bowl and Urinal Cleaner, Bactericidal | 2 gals. | 2 gals. | MONTHLY |
| | Deodorant Cake (deodorizer, moth proofer) 99% par dichlorobenzene, 50gms. Multi scent brand Air Freshener | 28 pcs. | 28 pcs. | MONTHLY |
| | Complete Wax | 2 gals. | 2 gals. | MONTHLY |
| | Disinfectant | 8 cans | 8 cans | MONTHLY |
| | Furniture Polish (ordinary furniture) | 4 cans | 4 cans | MONTHLY |
| | Glass Cleaner | 1gals | 1gals | MONTHLY |
| | Gloves | 8 pairs | 8 pairs | MONTHLY |
| | Insecticide, aerosol type | 2 cans | 2 cans | MONTHLY |
| | Liquid Hand Soap with Dispenser | 12 gals. | 12 gals. | MONTHLY |
| | Metal Polish (stain remover) | 4 cans | 4 cans | MONTHLY |
| | Mop Heads, cotton twisted, color coded (3 colors) | 4 pcs. | 4 pcs | MONTHLY |
| | Paper Towel | 50 packs | 50 packs | MONTHLY |
| | Powder Soap | 4 pcs. | 4 pcs. | MONTHLY |
| | Rags | 4 pcs. | 4 pcs. | MONTHLY |
| | Scouring Pad | 4 pcs. | 4 pcs. | MONTHLY |
| | Steel Wool | 2 pcs. | 2 pcs | MONTHLY |
| | Tissue, Bathroom, Jumbo Roll | 8 rolls | 8 rolls | MONTHLY |
| | Trash Bag (XL/XXL) Plastic, gusseted type Color Coded (3 color) | 1200 pcs. | 1200 pcs | MONTHLY |
| | Wax Stripper | 8 pcs. | 8 pcs | MONTHLY |

| | | | | |
|--|---------------------------------------|---------|---------|-----------|
| | Liquid de-Clogger | 1 gal. | 1 gal. | MONTHLY |
| | Bowl Brush, Plastic | 4 pcs. | 4 pcs. | QUARTERLY |
| | Bowl Pump | 4 pcs. | 4 pcs. | QUARTERLY |
| | Brush-Nylon | 4 pcs. | 4 pcs. | QUARTERLY |
| | Dust Pan | 8 pcs. | 8 pcs. | QUARTERLY |
| | Glass Squeegee Metal | 4 pcs. | 4 pcs. | QUARTERLY |
| | Mop Handle Stainless Handle | 4 pcs. | 4 pcs. | QUARTERLY |
| | Pail | 8 pcs. | 8 pcs. | QUARTERLY |
| | Pad holder | 8 pcs. | 8 pcs. | QUARTERLY |
| | Polishing Pad | 4 pcs. | 4 pcs. | QUARTERLY |
| | Push Brush | 4 pcs. | 4 pcs. | QUARTERLY |
| | Spatula | 4 pcs. | 4 pcs. | QUARTERLY |
| | Stripping Pad | 8 pcs. | 8 pcs. | QUARTERLY |
| | Spray Gun | 8 pcs. | 8 pcs. | QUARTERLY |
| | Stick Broom | 8 pcs. | 8 pcs. | QUARTERLY |
| | Soft broom | 8 pcs. | 8 pcs. | QUARTERLY |
| | Hand Brush | 8 pcs. | 8 pcs. | QUARTERLY |
| | Foot Rug | 8 pcs. | 8 pcs. | QUARTERLY |
| | Cleaning Towel, color coded (3) | 8 pcs. | 8 pcs. | QUARTERLY |
| | Paper Towel Dispenser | 5 pcs. | 5 pcs. | QUARTERLY |
| | CLEANING EQUIPMENT | | | |
| | Dusting Wand | 8 pcs. | 8 pcs. | YEARLY |
| | Floor Polisher (Electric) – brand new | 2 unit | 2 unit | YEARLY |
| | Extension Cord | 2 pcs. | 2 pcs. | YEARLY |
| | Mop Squeezer with wringer | 2 pcs. | 2 pcs. | YEARLY |
| | Polisher Floor, High speed | 2 units | 2 units | YEARLY |
| | Trash Can (Big) | 5 pcs. | 5 pcs. | YEARLY |
| | Vacuum cleaner (wet/dry) | 3 units | 3 units | YEARLY |
| | Push cart | 2 units | 2 units | YEARLY |
| | Caution Sign with rope | 2 pcs. | 2 pcs. | YEARLY |

Section VII. Technical Specifications

Technical Specifications

| Item | Specification | Statement of Compliance |
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| | | <i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i> |
| | Seven (7) JANITORS | |
| | SCOPE OF WORK | |
| | I. GENERAL 1. Daily Routine Operations a. Sweeping, scrubbing, mopping and polishing of hallways, floor and walls b. Cleaning and sanitizing of toilets, restrooms, using special disinfecting chemical on wash basins, urinals, toilets and bowls c. Dusting of ceiling, glass top, furniture, fixtures, inside windows, window ledges, air vents and portions that requires attention | |

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| | <ul style="list-style-type: none"> d. Cleaning of trash receptacles/waste basket e. Fogging of toilets and halls with deodorants f. General cleaning of the premises g. Watering and cultivation of plants h. Messengerial work within the office and extra hour service during special occasions in the Bureau i. Serving snacks/refreshments during meetings and conferences j. Disposal of trash from the confines of the building k. Stay in respective posts for Messengerial/errand work <p>2. Weekly periodic Operations</p> <ul style="list-style-type: none"> a. Washing, scrubbing and polishing of floors according to schedule b. Washing inside window frames and screens on schedule c. Cleaning and polishing furniture and fixtures, counters, etc. excluding equipment that needs special maintenance/care. <p>3. Monthly Periodic Operation</p> <ul style="list-style-type: none"> a. Thorough general cleaning, sanitizing and disinfecting of washroom and toilets b. Thorough cleaning of all areas c. Cleaning and checking of lighting fixtures and diffusers for adequate cleanliness. <p>4. Semi-Annually Periodic Operation</p> <ul style="list-style-type: none"> a. Assist (labor only) in the conduct carpet deep cleaning once every six (6) months. <p>5. Additional Service Free of Charge</p> <ul style="list-style-type: none"> a. Handling/hauling of office furniture and equipment within the premises b. Pest control maintenance services (labor only) against | |
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| | <p>rats, flies, cockroaches, mosquitoes, ants and other insects</p> <p>c. Provide drums and plastic pails for four (4) comfort rooms and three (3) sets for pantry</p> <p>II. PERSONNEL</p> <p>1. For the performance of foregoing maintenance and sanitation job, the Contractor shall furnish the BLGF with seven (7) janitors at all times who shall undertake the foregoing janitorial and sanitation work, all of whom should be healthy, reliable, professionally trained and carefully selected provided with proper uniform and ID cards which they shall wear at all times while performing their duties.</p> <p>2. The Contractor shall submit to the Chief, Administration Division of the Bureau a weekly list of persons or janitors he employs to perform the job for the week indicating the definite assignment of each. Said official shall be duly informed of any change in assignment of personnel.</p> <p>3. The Contractor shall maintain the same number of personnel at all times and shall provide a reliever for those who may be absent.</p> <p>4. The BLGF reserves the right to require the Contractor to make corresponding reduction of its personnel for any particular period during the term of this Agreement on account of budgetary constraints.</p> <p>5. The Contractor shall provide additional janitors upon request of the BLGF whenever the exigency of the service so requires, in which case the</p> | |
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| | <p>necessary expenditures for employment of such additional janitors shall be paid by the BLGF in accordance with this Agreement.</p> <p>6. The Contractor shall undergo close supervision and monitoring of the performance of its personnel to ensure that their services are efficiently rendered.</p> <p>7. The Contractor's personnel shall not use any of the toilet cubicles or washrooms to store their personal belonging.</p> <p>III. EQUIPMENT AND MATERIALS</p> <p>1. In order to carry out effectively the maintenance, janitorial and sanitation services under this contract, the Contractor shall furnish its personnel with:</p> <p>a. Electric floor polishers (heavy duty), professional vacuum cleaners and their complete accessories, the repair and maintenance cost and other supplies which shall be for the Contractor's account.</p> <p>b. Miscellaneous tools, implements and supplies for cleaning purposes such as mops, mop handlers, mop wringers, feather duster, brushers, ceiling duster brooms, buckets, floor wax, soap, cleaners, deodorants, etc. shall also be at the Contractor's account.</p> <p>2. The Contractor shall likewise provide the BLGF with sufficient garbage boxes and garbage cans.</p> <p>3. The BLGF, on the other hand shall, provide a storage room within the office where the aforementioned equipment/materials of the Contractor shall be stored.</p> | |
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| | <p>Moreover, the Contractor shall see to it that the storage room shall be open at all times to the BLGF Bids and Awards Committee or its duly authorized representative for inspection of said equipment and materials.</p> <p>IV. CONSIDERATION</p> <p>1. For and in consideration of the foregoing services, the BLGF agrees to pay the Contractor in accordance with the terms and conditions stated in the contract, including the 12% VAT pursuant to Section 108 (A) of RA 7716, less any amount that shall correspond to short manpower services and/or short working period. It is understood that this includes the wages of personnel, allowances and/or emolument due them pursuant to existing labor laws and unlawful issuances in effect and in force at the time of the execution of contract. The BLGF shall pay the Contractor every 15th and the end of each calendar month upon presentation of the corresponding bill therefore and of proof to the effects that the wages of janitors including emoluments and/or allowances due them together with the mandatory contributions to SSS, Pag-ibig, etc. for the preceding month have all been paid on time and that pay slips have been issued to the janitors.</p> <p>2. The Contractor agrees that payment of the amount due each janitor per month, and of all allowances, thirteenth month pay and other benefits as reflected in the submitted breakdown of the salary which</p> | |
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| | <p>are adopted as an integral hereof will be strictly enforced and failure to comply therewith shall be sufficient cause for BLGF to terminate the contract.</p> <p>3. The salaries of the janitors including other emoluments and/or allowances shall be paid by the Contractor within four (4) days after each quincena on payroll supported by proper daily time records certified by the Supervisor of the janitors.</p> <p>4. The BLGF shall have the right to look into the veracity of whether or not janitors are really receiving the agreed take-home pay and if such payments are made within the agreed terms and conditions as provided in the next preceding paragraph. Should circumstances warrant, the BLGF shall have the right to advise/caution the Contractor to comply with its obligations on the matter.</p> <p>V. LOSSES AND DAMAGES</p> <p>1. The Contractor shall be answerable for losses and damages to property of the Government, to offices, employees or agent or to the third parties, caused by Contractor's personnel or for personal injury, including death which may arise from the negligence or misbehavior of the employees of the Contractor.</p> <p>VI. BREACH OF CONTRACT</p> <p>1. In the event that the Contractor fails to comply strictly with and/or violates any of the terms and conditions of the Agreement, the same may be terminated by the BLGF upon</p> | |
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| | <p>written notice and shall take effect thirty (30) days from service of such notice. The Contractor hereby agrees to answer for any losses or damages that may be suffered by the BLGF on account of such termination.</p> <p>2. Any expenses or additional janitorial costs incurred by the BLGF which are in excess of the corresponding amount payable to the Contractor under the terms and conditions of the contract arising from the termination of service shall be charged against the latter and the performance bond shall be answerable therefore.</p> <p>I. OTHER CONDITIONS</p> <p>1. That a survey be conducted every six (6) months by the Chief, Administration Division to ensure effective and satisfactory service and any finding default or performance that is below satisfactory shall be grounds for termination.</p> <p>2. That the performance evaluation of the service provider may be used as basis for renewal of contract subject to the provisions in the GPPB-Resolution-No.-06-2022 <i>“APPROVING THE GUIDELINES ON THE RENEWAL OF REGULAR AND RECURRING SERVICES”.</i></p> | |
| | Stability of the Company | |
| | <p>a) Years of Experiences</p> <ul style="list-style-type: none"> - Has been in the business for five (5) years - Has provided janitorial services to government or financial institution. | |

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| | <p>-Bidder shall submit certification under oath of list of contracts completed for the past three (3) years</p> <p>b) Liquidity of the Contractor</p> <ul style="list-style-type: none"> - Submit Audited Financial Statement for CY 2023 and CY 2024 duly stamped received by BIR or its duly accredited and authorized institutions) - Computation: - Current Assets over Current Liabilities <p>The ratio should be at least 3:1 based on CY 2023 and CY 2024 Audited Financial Statements</p> <p>c) Organizational Set-up</p> <ul style="list-style-type: none"> - Submit a certification under oath of an updated copy of Company profile, list of key officials, incorporators or stockholders. | |
| | Resources | |
| | <p>a) Number and Kind of Cleaning Equipment</p> <ul style="list-style-type: none"> - Submit an undertaking on the ownership of the equipment - Submit an undertaking on the adequacy of supply for one (1) month <p>b) Number of Janitors/Supervisors</p> <ul style="list-style-type: none"> - Submit certification under oath of its janitorial service complement of at least 100 personnel (supervisor and staff) deployed to clients for CY 2023 & CY 2024. | |
| | Housekeeping Plan | |
| | <p>a) Scope of work should be:</p> <ul style="list-style-type: none"> - BLGF Office at 8th EDPC Bldg. and 3rd Floor Palacio Del Gobernador Building, Intramuros, Manila. | |
| | Other Factors | |
| | <p>a) Recruitment and Selection Criteria</p> <p>b) Completeness of Uniforms and Other Paraphernalia.</p> | |

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

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

Financial Documents

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

Class “B” Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

- ☐ (k) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government

- office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

