



REQUEST FOR QUOTATION RFQ No. 2022-02b-GS

Procurement of Service Provider for the Janitorial Services 2022-02b- GS of PRO III

The PhilHealth Regional Office III through Section 53.1 Negotiated Procurement After Two Failed Bidding of 2016 RIRR of R.A. 9184 intends to apply the sum of TWO MILLION TWO HUNDRED NINE THOUSAND TWENTY-FOUR PESOS AND TWENTY CENTAVOS (**Php 2,209,024.20**) being the Approved Budget for the Contract (ABC) for the **Procurement of Service Provider for the Janitorial Services 2022-02b-GS of PRO III.**

A. LOCATION: PhilHealth Bldg., No. 168 Lazatin Blvd., San Agustin, City of San Fernando, Pampanga

B. TECHNICAL REQUIREMENTS/TERM OF REFERENCE

A. SCOPE OF SERVICES

Janitors shall render 8 hours of work every day from MONDAY to SATURDAY on a shifting schedule from 6:00 a.m. to 3:00 p.m. and 10:00 a.m. to 7:00 p.m. (unless otherwise requested in writing by the General Services Unit) in order to perform the following tasks to the satisfaction of the Offices concerned.

I. Daily Routine. The daily routine services to be rendered by the janitors assigned by the Janitorial Agency shall include:

- a. Sweeping, dusting, mopping and polishing floors of all rooms, corridors, lobbies, stairs and entrances or areas which may be specified by the client;
- b. Cleaning and wiping of all office tables, glass tops, furniture and fixture, equipment, appliances, window ledges, counters, doorknobs, and glass partitions and doors;
- c. Cleaning and sanitizing of comfort rooms and pantries, bath and kitchens sinks and removal of spots or stains from floors and other surfaces;
- d. Fetching water and filling of containers in the comfort rooms when water is not available;
- e. Cleaning driveways, parking spaces and immediate surroundings of the buildings (for rented office space and warehouses);
- f. Proper disposal of solid waste from various parts of the area assigned to the designated trash storage of the Philippine Health Insurance Corporation compound;



g. Upkeep of indoor potted plants.

II. Weekly Routine. The weekly routine services to be rendered by janitors assigned by the Janitorial Agency include:

- a. Spot scrubbing, dirt stain removal and cleaning of chairs, carpets, and rugs;
- b. Thorough cleaning, washing and scrubbing of all rooms and comfort rooms facilities;
- c. Cleaning and polishing on the inner surfaces of all window glasses, sun baffles, walls, counters, light diffusers, picture frames and wall hanging, and;
- d. Washing, scrubbing, stripping, waxing and polishing floors.

III. Monthly Routine. Monthly routine services to be rendered by janitors assigned by the Janitorial Agency include:

- a. Dusting and removing of cobwebs from ceiling of the premises;
- b. Cleaning of ornamental plants and polishing of metal signs;
- c. General cleaning of draperies and blinds;
- d. Spraying of insecticides and other pest control activities;
- e. Disinfecting of all bathrooms.
- f. Refilling of liquid deodorizers in all bathrooms.
- g. Grass cutting of PhilHealth Lot located at *Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga.*

IV. Quarterly Routine. Quarterly routine services to be rendered by janitors assigned by the Janitorial Agency include:

- a. Thorough and general cleaning of all areas
- b. Thorough shampooing of all chairs, panels, carpets and rugs.

V. Miscellaneous Routine. Miscellaneous services to be rendered by janitors as per request of the concerned units through the *GSU* include but not limited to:

- a. Miscellaneous work such as carrying, transporting or moving of office furniture, equipment supplies within the premises as may be assigned from time to time.
- b. Rendition of overtime services during emergency and urgent situations may be allowed as



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determined by *GSU* and subject to approval of *MSD*.

- c. Report to the Administrative Officer any damaged/leaking pipe plumbing, water and toilet facilities, electrical installations, and any damaged furniture and fixture that will need immediate repair.

B. SUPPLIES, MATERIALS AND EQUIPMENT

The Janitorial Agency shall provide the following type and quantity of needed tools, supplies, materials and equipment. All supplies and materials to be provided by janitorial services should be of guaranteed high – grade quality to ensure and maintain maximum cleaning results.

d. To be provided per month:

1. Rags	17 kilo
2. Liquid Wax, concentrated, diluted to 205	15 gallon
3. Cleanser	20 kilo
4. Powder soap (Tide) all-purpose	20 kilo
5. Soft Broom	15 piece
6. Liquid Bathroom deodorizer	18 gallon
7. Metal Polish 150ml/can	05 can
8. Surface Cleanser 150ml/can	25 can
9. Scrubbing Pad Scotch Brite or equivalent	28 piece
10. Plastic Garbage size: 13"x13"x32"	1500 piece
11. Plastic Garbage size: 9"x9"x20"	1500 piece
12. Insecticides spray 500ml/can. water base	20 can
13. Mop (Head)	20 piece
14. Muriatic Acid Apollo	12 gallon
15. Toilet Bowl Cleaner	20 gallon

e. To be provided quarterly:

1. Stripping Pads	12 piece
2. Floor Polishing Pad 3M	12 piece
3. Disinfectant Lysol	20 gallon
4. Dry Cleaning Fluid/ Air freshener	20 gallon
5. Mop Handles	15 piece

f. To be provided per semester:

1. Toilet Bowl Brush	15 piece
2. Push Brush	15 piece
3. Toilet Rubber Pump/Flusher	15 piece
4. Hand Brush	15 piece
5. Stick Broom	15 piece





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g. To be provided Annually

1. Dust Pan (Plastic/Big)	20 piece
2. Pail (4 gal./capacity) l	20 piece
3. Ceiling Broom	20 piece
4. Spray Gun	20 piece

Janitorial Agency shall provide at least 15 floor polishers and 5 vacuum cleaners in working conditions to be used by janitors in performing the above tasks.

C. UNIFORM

The janitors shall be provided by the Janitorial Agency with clean uniform with ID card. In addition, the Corporation shall provide each janitor with a second ID Card for access and security purposes.

D. MANPOWER

Janitorial Agency shall provide the Corporation with thirty-eight (38) contracted janitors and One (1) team leader. The team leader or supervisor, shall render eight (8) hours per workday inclusive of one (1) hour break time for meals and rest.

The janitors shall work for the First Shift which is 6:00 a.m. to 3:00 p.m. and for the Second Shift which is 10:00 a.m. to 7:00 p.m. Those who will be deployed at the warehouse and service offices shall render eight (8) hours per workday depending on the schedule assigned by the Officer in Charge. The breakdown is as follows:

ITEM	POST	1st Shift (6:00 am - 3:00 pm)	2nd Shift (10:00am - 7:00 pm)	No. of Janitors
1.	PRO III –Ground Floor	2	1	3
2.	2 nd Floor	3	1	4
3.	3 rd Floor	1	3	4
4.	4 th Floor	1	1	2
5.	LHIO Cabanatuan	0	2	2
6.	LHIO Bataan	0	2	2
7.	LHIO Gapan	0	2	2
8.	LHIO Tarlac	1	1	2
9.	LHIO Iba	1	1	2
10.	LHIO Angeles	1	1	2
11.	LHIO Olongapo	0	2	2
12.	LHIO Sta. Maria	1	1	2
13.	LHIO Malolos	0	2	2
14.	LHIO Baler	0	2	2
15.	Branch B	1	4	5
TOTAL		12	26	38





E. QUALIFICATION AND CONDITION

1. The supervisor and janitors to be assigned by the Janitorial Agency must possess the following qualifications:
 - ✓ Filipino Citizen
 - ✓ Of good moral character, cleared by law enforcement or police agencies and without previous record of any conviction of a criminal offense involving moral turpitude.
 - ✓ At least high school level for janitors and for supervisors, has reached at least three years of college, and are properly trained on janitorial services.
 - ✓ Physically and mentally fit as indicated in a DOH accredited institution and confirmed by the Physicians of the Corporation.
2. Regular janitors and/or reliver shall be screened by *GSU*. The following documents should be submitted for evaluation:
 - ✓ Medical Certificate
 - ✓ NBI Clearance
 - ✓ Copy of Diploma of highest educational attainment and transcript of records if a college undergraduate.
 - ✓ Copy of birth certificate
 - ✓ One (1) 2x2 picture and two (2) 1x1 pictures
 - ✓ Copy of SSS membership card
3. The janitor shall render satisfactory services from MONDAYS through SATURDAYS, services to be certified by the Office/Services where they are assigned, and submit to *GSU*.
4. The Janitorial Agency shall provide the Philippine Health Insurance Corporation through *GSU* a complete list of its personnel assigned to work in the Philippine Health Insurance Corporation and the Janitorial Agency shall not assign or allow to continue to work in the premises janitors who are not acceptable to the Philippine Health Insurance Corporation. The Janitorial Agency shall give a written notice to the office concerned whenever any of these janitors are to be removed or replaced.
5. The Janitorial Agency shall ensure that their employees be provided pay slip and individual savings account Automatic Teller Machine (ATM) cards from a reputable bank whose ATM machines are easily accessible to their employees. All forms of salaries, allowances, remunerations and similar monetary concerns of utility personnel shall be deposited on time to the said savings account of each employee.
6. The Janitorial Agency shall provide relievers/replacements in case of absences of any assigned janitors to ensure continuous and uninterrupted service. The Head of Office/Service must be informed accordingly.
7. The Philippine Health Insurance Corporation reserves the right to request for an increase and decrease in the number of janitors if the exigency of work requires.
8. The Janitorial Agency shall submit a schedule of periodic general cleaning of areas herein covered for reference and guidance of the Philippine Health Insurance Corporation. All



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areas covered under the contract shall be maintained clean and sanitary at all times. Cleaning includes floor, toilet, walls, windows, grounds and other areas. Likewise, the Janitorial Agency shall deliver all the required supplies at the beginning of the period (month/quarter/semester) to *GSU*.

9. The Janitorial Agency together with its employees agree to abide with the performance and janitorial requirements of the Philippine Health Insurance Corporation in general and in the office where they are assigned at all times and comply promptly with directives, instructions and existing rules and regulations of the Philippine Health Insurance Corporation.
10. The Janitors shall be under the supervision of *GSU*. Before they assumed their function, an orientation of the scope of responsibility, rules and regulations of the Philippine Health Insurance Corporation and related matters shall be conducted by *GSU*. No janitor shall assume his post/her post without this orientation.
11. The janitors to be assigned by the Janitorial Agency to restricted office(s) where highly accountable assets and security documents are kept shall perform their duties under the supervision of officials designated by the client concerned.
12. The Janitorial Agency shall see to it that the janitors are screened and declared physically and mentally fit before they are allowed to report to their assigned post.
13. Any janitor who may be found and considered undesirable and incompetent by the Head of Office/Services concerned shall be replaced by the Janitorial Agency immediately upon receipt of request and verification.

F. PERIOD OF CONTRACT

1. The basic term of contract shall be for a period of **three (3) months (October 01, 2022 to December 31, 2022)** period shall be entered into by the Philippine Health Insurance Corporation and the winning bidder shall take effect upon the perfection on the Contract.
2. All bid prices for the duration of the contract shall be fixed and shall be fixed and shall not be adjusted during the contract implementation, except to the following:
 - Increase in minimum daily wage pursuant to law or new wage order issued after date of bidding,
 - Increase in taxes as well as corresponding mandatory government contributions in PhilHealth, SSS and Pag-Ibig as prescribed by their respective implementing rules and regulations.
 - If during the term of the contract, the procuring entity sees the need for an increase or decrease in the number of janitorial personnel, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded.
3. The financial proposal shall contain breakdown of all costs, including cost of the supplies and equipment, necessary for the execution of the contract.





C. APPROVED BUDGET FOR THE CONTRACT: of TWO MILLION TWO HUNDRED NINE THOUSAND TWENTY-FOUR PESOS AND TWENTY CENTAVOS (Php 2,209,024.20).

(Bids in excess of the ABC will automatically be disqualified)

D. TECHNICAL AND ELIGIBILITY AND FINANCIAL REQUIREMENTS:

- a. Valid PhilGEPS Registration Certificate (Platinum Membership) all pages;
- b. Conformity with the Technical Specifications/Term of Reference; and
- c. Financial Bid Form
- d. Price Schedule

E. POST QUALIFICATION DOCUMENTS:

- e. Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industries (DTI) for sole proprietorship, or Cooperative Development authority (CDA) for cooperatives or its equivalent documents; and
- f. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; and
- g. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
- h. 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.
- i. Updated PhilHealth Premium Contribution; and

E. OTHER PROVISION THAT SHALL BE INCLUDED IN THE CONTRACT

Performance Security

Within ten (10) calendar days from receipt of the Notice of Award 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 the forms prescribed in Section of the RIRR of R.A.9184.

The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.



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F. PROCUREMENT AND POST-QUALIFICATION PROCESS

Bids received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected at Opening of Financial Bid.

- G. PRO-III now invites legally, technically, and financially capable suppliers/contractors for the Procurement of Service Provider for the Janitorial Services 2022-02b-GS of PRO III.** Procurement of the project will be conducted through Negotiated Procurement pursuant Section 53.1 Two Failed Bidding of the Revised Implementing Rules and Regulations of Republic Act No. 9184 and is restricted to Filipino Citizens/Sole Proprietorships, 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 of regulations of which grant similar rights or privileges to Filipino Citizens, pursuant to Republic Act 5183 and subject to Commonwealth Act 138.

Bidders shall submit their Financial Proposal/Price Quotation using the official **Financial Bid Form** and **Price Schedule** used for Public Bidding and shall indicate therein the total amount proposed sealed in the 1st envelope and the Technical, Eligibility and Financial Documents in the 2nd sealed envelope.

The Bid price must be in words and figures as appearing in the form. Abbreviations shall not be accepted. The BAC reserves the right to re-compute the detailed costs presented by the bidder in order to reflect the true and actual amount of the bid, in case of conflict between the price expressed in words and the price in figures, the one expressed in words shall prevail. Any erasure or alteration on the Bid Form must be signed by the bidder's authorized representative.

The bidder with an offer compliant to the technical requirements of PhilHealth and with the Lowest Financial Proposal/Bid shall be declared as the Lowest Calculated Bid (LCB). The bidder with the LCB shall advance to the post-qualification stage. PhilHealth Regional Office-III shall negotiate only to the bidder with the Lowest Calculated Bid (LCB). If the negotiation succeeds, the bidder with LCB shall advance to the post qualification stage in order to finally determine responsiveness of the bid to technical and financial requirements of the project. The contract shall then be awarded to the Lowest Calculated and Responsive Bidder (LCRB) who was determined as such during the post-qualification procedure. If the negotiation with the bidder who submitted the Lowest Calculated Bid (LCB) failed, PRO III shall negotiate with the bidder having second (2nd) to the lowest bid, and so on, until a bidder with bid responsive or most responsive to the original specifications and ABC has been determined.

The contract shall then be awarded to the bidder with the Lowest Calculated Responsive Bid (LCRB) who would be determined as such after the post-qualification procedure.

PRO III – BAC will be conducting a **Preliminary Conference for the Procurement of Service Provider for the Janitorial Services 2022-02b-GS of PRO III** through video conferencing via MS Team/Face to Face on **September 29, 2022 at 9:00** in the morning.





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The bidder's sealed Technical, Eligibility and Financial Proposal/Price Quotation must be delivered/dropped at the designated drop box intended for bidding documents at the ground floor of PhilHealth Regional Office Region III Bldg. on or before **October 10, 2022, 9:00 in the morning**. The official time clock shall be the Bundy clock located at the ground floor of the building. Bid opening shall be on **October 10, 2022 at 1:00 in the afternoon**. BAC meeting will be conducted through Video Conferencing via MS Team/Face to Face. Interested bidder who want to join the Bid Opening may join by sending letter of intent to our official email address for them to receive the MS Link for the virtual meeting.

PhilHealth assumes no responsibility whatsoever, to compensate or indemnify proponents for any expense incurred in the preparation of the proposal.

The invited bidders may obtain further information (detailed specifications and descriptions) from September 24 to October 10, 2022, during Mondays to Fridays at 8:30 AM. to 5:00 PM at the address and telephone numbers and email address stated below.

For further information, please refer to:

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Chairperson
Bids and Awards Committee

