

# **PHILIPPINE BIDDING DOCUMENTS**

**Procurement of Three-Year Janitorial Services  
for PhilHealth Regional Office IVA (PRO IVA)  
Offices**

**Per IB no. 2025-PB-15**

**Government of the Republic of the  
Philippines**

**Sixth Edition  
July 2020**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

# Table of Contents

<b>Glossary of Acronyms, Terms, and Abbreviations</b>	<b>5</b>
<b>Section I. Invitation to Bid</b>	<b>8</b>
<b>Section II. Instructions to Bidders</b>	<b>12</b>
1. Scope of Bid	13
2. Funding Information	13
3. Bidding Requirements	13
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	13
5. Eligible Bidders	14
6. Origin of Goods	14
7. Subcontracts	14
8. Pre-Bid Conference	15
9. Clarification and Amendment of Bidding Documents	15
10. Documents comprising the Bid: Eligibility and Technical Components	15
11. Documents comprising the Bid: Financial Component	15
12. Bid Prices	16
13. Bid and Payment Currencies	16
14. Bid Security	17
15. Sealing and Marking of Bids	17
16. Deadline for Submission of Bids	17
17. Opening and Preliminary Examination of Bids	17
18. Domestic Preference	18
19. Detailed Evaluation and Comparison of Bids	18
20. Post-Qualification	18
21. Signing of the Contract	19
<b>Section III. Bid Data Sheet</b>	<b>20</b>
<b>Section IV. General Conditions of Contract</b>	<b>24</b>
1. Scope of Contract	25
2. Advance Payment and Terms of Payment	25
3. Performance Security	25
4. Inspection and Tests	25
5. Warranty	26
6. Liability of the Supplier	26
<b>Section V. Special Conditions of Contract</b>	<b>27</b>
<b>Section VI. Schedule of Requirements</b>	<b>31</b>
<b>Section VII. Technical Specifications</b>	<b>32</b>
<b>Section VIII. Checklist of Technical and Financial Documents</b>	<b>45</b>

~      ✓      ✓      ✓      ✓      ✓

# ***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])

**CDA** - Cooperative Development Authority.

**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***

## **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 Revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



**INVITATION TO BID**  
**FOR**  
**Procurement of Three-Year Janitorial Services**  
**for PhilHealth Regional Office IVA (PRO IVA)**  
**Offices**  
**Per IB no. 2025-PB-15**

1. The **PhilHealth Regional Office IVA (PRO IVA)**, through the Corporate Operating Budget (COB) 2025 and Approved Budget for the Contract (ABC) intends to apply the sum of **Six Million Three Hundred Ninety-Nine Thousand Six Hundred Thirty-Five Pesos and 11/100 only (P6,399,635.11)** for first year only being the ABC to payments under the contract for the **Procurement of Three-Year Janitorial Services for PhilHealth Regional Office IVA (PRO IVA) Offices**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Year	Approved Budget for the Contract (ABC)
1 <sup>st</sup> Year	P 6,399,635.113
2 <sup>nd</sup> Year	P 6,399,635.113
3 <sup>rd</sup> Year	P 6,399,635.113
<b>Total Amount</b>	<b>P 19,198,905.34</b>

2. The **PhilHealth Regional Office IVA (PRO IVA)** now invites bids for the above Procurement Project. Delivery of the Service is required by **January 1, 2026**. Bidders should have completed, within 3 years (June 19, 2022- June 18, 2025) 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. Prospective Bidders are reminded of compliance to **GPPB Resolution No. 16-2020**.

Handwritten signatures and initials in blue ink.

4. Prospective Bidders may obtain further information from **PhilHealth Regional Office IVA (PRO IVA)** and inspect the Bidding Documents at the address given below during working days at 8:00 am to 5:00 pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **May 27, 2025 to June 19, 2025, 9:30 a.m. (during working days only)**, from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **₱ 19,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees thru any of the following:

**A. Presented in Person**

**B. Bank deposit** following the conditions hereunder:

- Deposit shall only be in a form of Cash or Manager's Check; Deposit shall be made on or before **June 18, 2025** (a day before Opening of Bid). Likewise, deposit of payment shall be made before the bank's cut-off time or **11am**. Bank details shall be provided to the bidder upon expression of their interest to use this manner of payment;
- Bank validated deposit slip shall be sent to the official email of PRO IVA BAC (bac.pro4a@philhealth.gov.ph) for validation purposes of our Fund Management Section (FMS);
- Interested bidder shall make sure that PRO IVA BAC, thru its Secretariat, is immediately informed of the payment made;
- PhilHealth Official Receipt (POR) shall be issued within the payment date provided that the above requirements were met. It is the responsibility of the bidder to pick-up the original copy of the official receipt of the bidding documents. Sending it thru courier in favor of the bidder is not the responsibility of the BAC. A copy of POR shall be sent to the bidder thru email the soonest possible time it becomes available.

**C. Online Payment Facility** following the conditions hereunder:

- Transfer of Fund shall be made on or before **June 18, 2025** (a day before Opening of Bid). Likewise, it shall be made before **11am**. Bank details shall be provided to the bidder upon expression of their interest to use this manner of payment;
- Confirmation Slip for transfer of fund shall be sent to the official email of PRO IVA BAC (bac.pro4a@philhealth.gov.ph) for validation purposes of our Fund Management Section (FMS);
- Interested bidder shall make sure that PRO IVA BAC, thru its Secretariat, is immediately informed of the payment made;
- PhilHealth Official Receipt (POR) shall be issued within the payment date provided that the above requirements were met. It is the responsibility of the bidder to pick-up the original copy of the official receipt of the bidding documents. Sending it thru courier in favor of the bidder is not the responsibility of the BAC. A copy of POR shall be sent to the bidder thru email the soonest possible time it becomes available.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of

the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than **June 19, 2025, 9:30AM**.

6. The **PhilHealth Regional Office IVA (PRO IVA)** will hold a Pre-Bid Conference<sup>1</sup> on **June 4, 2025 1:30 p.m.** at PRO IVA Main Office Training Room and/or through video conferencing or webcasting - Microsoft Teams, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat-manual submission at the office address indicated below on or before **June 19, 2025 9:30 a.m.** 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 **June 19, 2025, 9:30 a.m.** at the given address below and/or via Microsoft Teams. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Bidders who have acquired the bidding documents and have submitted their bid proposal prior to the scheduled deadline of submission of bids and Opening of Bid may inform the BAC Secretariat if they want to participate thru online using MS Teams platform.
11. The official time clock shall be the clock located at the lobby of PRO IVA Main Office following the Philippine Standard Time (PST).
12. The **PhilHealth Regional Office IVA (PRO IVA)** 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.
13. For further information, please refer to:  
  
PRO IVA SBAC  
Lucena Grand Central Terminal Brgy. Ilayang Dupay Lucena City  
Email Address:  
bac.pro4a@philhealth.gov.ph  
Tel. No.: (042) 373-7782/373-7056
14. You may visit the following websites:  
For downloading of Bidding Documents: [www.philhealth.gov.ph](http://www.philhealth.gov.ph)

*Date of Issue:*  
*May 27, 2025*

  
\_\_\_\_\_  
**ATTY. JIANDRA CARMELA P. PANGANIBAN**  
PRO IVA BAC Chairperson

<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, from **PhilHealth Regional Office IVA (PRO IVA)** wishes to receive Bids for the **Procurement of Three-Year Janitorial Services for PhilHealth Regional Office IVA (PRO IVA) Offices and Warehouse** with identification number **2025-PB-15**.

The Procurement Project (referred to herein as "Project") is composed of one (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 CY 2025 in the amount of **Six Million Three Hundred Ninety-Nine Thousand Six Hundred Thirty-Five Pesos and 113/100 only (P6,399,635.113)** for first year only.

2.2. The source of funding is GOCC and GFIs, the Corporate Operating Budget.

## 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 pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 Revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 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 at least equivalent for the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, 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 Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. 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 and/or through videoconferencing/webcasting as 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 three (3) 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, listed in e.
  - 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 **Section VII (Technical 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:

- a. Philippine Pesos.

#### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> 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 and bid security shall be valid until **October 16, 2025**. 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**

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity 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.

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.

---

<sup>2</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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 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 15 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 follows:
- One Project having several items that shall be awarded as one 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***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause	
1	This bidding shall have one (1) lot.
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</li> <li>b. Completed within three (3) years (June 19, 2022- June 18, 2025) prior to the deadline for the submission and receipt of bids.</li> <li>c. For Goods, the relevant period or delivery date when the said SLCC was completed;</li> </ul> <p>Any of the following must be attached as supporting documents for SLCC based on GPPB Resolution No. 16-2020 6.1.k.:</p> <ul style="list-style-type: none"> <li><b>1. end user's acceptance or</b></li> <li><b>2. official receipt(s) or</b></li> <li><b>3. sales invoice issued for the contract, if completed</b></li> </ul>
7.1	<i>Subcontracting is not allowed.</i>
11.3	<p>The Total ABC is <b>Nineteen Million One Hundred Ninety-Eight Thousand Nine Hundred Five Pesos and 34/100 only (P19,198,905.34)</b></p> <p>Any bid with financial component exceeding the total ABC shall not be accepted.</p>
12	<p>The price of the Goods shall be quoted DDP Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.</p> <p>Cost Distribution Form shall be attached to the Price Schedule.</p>

14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:			
	<b>Item</b>	<b>a) Cash, cashier's /manager's check issued by a Universal or Commercial Bank; b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank  [at least Two Percent (2%) of the ABC]</b>	<b>c) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the insurance Commission authorized to issue said security specific for the project  [at least Five Percent (5%) of the ABC]</b>	<b>Bid-Securing Declaration as provided in Section VIII hereof (Bidding Forms)  [No percentage required]</b>
	<b>1</b>	<b>₱ 383,978.11</b>	<b>₱ 959,945.27</b>	<b>No amount required.</b>
15	<p>Bidders shall submit at least one copy of both Technical and Financial Components properly labelled as Original.</p> <p>The bidder may submit additional copy/ies of the Technical and Financial Components properly labelled as Copy 1 and Copy 2.</p>			
19.5	Prospective Bidders are reminded of compliance to <b>GPPB Resolution No. 16-2020.</b>			
20	<p>1. Eligibility Documents as listed in "Annex A" of the Certificate of PhilGEPS Registration (Platinum Membership):</p> <p>a. Registration Certificate from Securities and Exchange Commission (SEC) with latest General Information Sheet (GIS) or Department of Trade and Industry (DTI), whichever is applicable;</p> <p>b. CY 2025 Mayor's or Business Permit;</p> <p>c. Valid Tax Clearance; and</p> <p>d. Audited Financial Statement for CY 2024</p>			

	<p>2. BIR Certificate of Registration (BIR F 2303)</p> <p>3. The latest income and business tax returns are those within the last six (6) months preceding the date of bid submission or annual income tax return for CY 2024 (whichever is applicable based on registered activities indicated in BIR F 2303)</p> <p><b>Additional requirement:</b></p> <p>a. NLRC Certificate stating that the agency has no adverse decided case in areas where it has on-going or completed contracts as of December 2022 to present, or details/nature of case/s if any.</p> <p>b. SSS and PAG-IBIG certification of no delinquency of monthly premium payments for both the employer and employees or proof of remittance for twelve (12) months prior to Opening of Bid of the janitorial agency concerned.</p> <p>d. PhilHealth Certificate of Remittance from twelve (12) months prior to Opening of Bid.</p> <p>d. Valid Permits/Licenses/documents (for those submitted during application for PhilGEPS Registration Certificate but already reached their expiration date).</p>
--	---



## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. **Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 Revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 Revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. **Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 Revised IRR of RA No. 9184.

## 4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (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***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad:]</i> “The delivery terms applicable to the Contract are DDP delivered to PhilHealth Regional Office IVA, Philippines in accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines:]</i> “The delivery terms applicable to this Contract are delivered to PhilHealth Regional Office IVA, Philippines. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Services shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p><b>CECILIA I. PUREZA</b>  Administrative Officer III  PhilHealth Regional Office IVA (PRO IVA)  Lucena Grand Central Terminal, Brgy. Ilayang Dupay, Lucena City</p> <p><b>Incidental Services –</b>  The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>e. training of the Procuring Entity’s personnel, at the</li> </ol>



Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

#### **Transportation –**

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.

Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.

The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.

2.2

Partial payment is not allowed.

Payment shall be made within thirty (30) days after complete delivery to and acceptance by **PHILHEALTH** and upon submission of **winning bidder** of the **STATEMENT OF BILLING ACCOUNT** and other documentary requirements as may be required by **PHILHEALTH**

4	<p>The inspections and tests that will be conducted are:</p> <p>Visual, physical inspection and actual testing shall be done by the Procuring Entity to verify that delivered item/s is/are of good quality and in conformity to the Contract specification.</p>
---	--

~ ↓ n | o k p

## ***Section VI. Schedule of Requirements***

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

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Delivered, Weeks/Months</b>
1	Procurement of Three-Year Janitorial Services for PhilHealth Regional Office IVA (PRO IVA) Offices	1	lot	Delivery of the Service is required by January 1, 2025 to December 31, 2027

## ***Section VII. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (e.g. production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other

authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

32

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.



# Technical Specifications

*[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.]*

Lot	Specification	Statement of Compliance (Comply / Not Comply)
1	<p><b>Procurement of Three-Year Janitorial Services for PhilHealth Regional Office IVA (PRO IVA) Offices</b></p> <p><b>A. OBJECTIVE</b></p> <p>To acquire a reputable supplier of janitorial services that will provide efficient janitorial services to the Corporation; has a pool of well trained personnel who are able to provide adequate, reliable maintenance services to ensure orderliness and sanitation within the Corporation's premises.</p> <p><b>B. SCOPE OF SERVICES</b></p> <p>Janitors shall render eight (8) hours of work every day from MONDAY to SATURDAY on a shifting schedule between 6:00 a.m. to 8:00 p.m. (unless otherwise requested in writing by the General Service Unit (GSU) in order to perform the following tasks to the satisfaction of the Offices concerned. Weekly routine shall be done on Saturdays between 6:00 a.m. to 5:30 p.m. (maximum of 8 working hours).</p> <p><b>I. Daily Routine.</b> The daily routine services to be rendered by the janitors assigned by the Janitorial Agency shall include:</p> <ul style="list-style-type: none"> <li>a. Sweeping, dusting, mopping and polishing floors of all rooms, corridors, lobbies, stairs and entrances or areas which may be specified by the client;</li> <li>b. Cleaning and wiping of all office tables, glass tops, furniture and fixture, equipment, appliances, window</li> </ul>	

	<p>ledges, counters, doorknobs, and glass partitions and doors;</p> <ul style="list-style-type: none"> <li>c. Cleaning and sanitizing of comfort rooms and pantries, bath and kitchens sinks and removal of spots or stains from floors and other surfaces;</li> <li>d. Fetching water and filling of containers in the comfort rooms when water is not available;</li> <li>e. Cleaning driveways, parking spaces and immediate surroundings of the buildings (for rented office space and warehouses);</li> <li>f. Proper disposal of solid waste from various parts of the area assigned to the designated trash storage of PROIVA compound;</li> <li>g. Upkeep of indoor potted plants.</li> <li>h. Keeping free of obstructions of all corridors/hallways, lobbies, entrances, and stairways.</li> <li>i. Switching off all lighting when not in use and report areas where illumination is necessary.</li> <li>j. Checking/closing of all windows and doors before retiring at 5:00 p.m.</li> <li>k. Report necessary repair works in their work areas to GSU immediately.</li> <li>l. Perform other duties as may be required/assigned from time to time with respect to janitorial sanitation and utility works.</li> <li>m. Removal of dried leaves from indoor plants and outdoor trees and shrubs.</li> <li>n. Watering of plants and orchids.</li> <li>o. Stay in respective post for janitorial/errand work.</li> <li>p. Attend to the needs of the weekly staff meeting as required.</li> <li>q. Monitor water dispenser/s within the assigned area/s &amp; replace empty water container/s with filled one/s.</li> </ul>	
--	--	--

Handwritten marks at the bottom of the page, including several checkmarks and a large stylized signature or set of initials.

	<p><b>II. Weekly Routine.</b> The weekly routine services to be rendered by janitors assigned by the Janitorial Agency include:</p> <ul style="list-style-type: none"> <li>a. Spot scrubbing, dirt stain removal and cleaning of chairs, carpets, and rugs;</li> <li>b. Thorough cleaning, washing and scrubbing of all rooms and comfort rooms facilities;</li> <li>c. Cleaning and polishing on the inner surfaces of all window glasses, sun baffles, walls, counters, light diffusers, picture frames and wall hanging, and;</li> <li>d. Washing, scrubbing, stripping, waxing and polishing floors.</li> </ul> <p><b>III. Monthly Routine.</b> Monthly routine services to be rendered by janitors assigned by the Janitorial Agency include:</p> <ul style="list-style-type: none"> <li>a. Dusting and removing of cobwebs from ceiling of the premises;</li> <li>b. Cleaning of ornamental plants and polishing of metal signs;</li> <li>c. General cleaning of draperies and blinds;</li> <li>d. Spraying of insecticides and other pest control activities;</li> <li>e. Disinfecting of all bathrooms.</li> <li>f. Refilling of liquid deodorizers in all bathrooms.</li> <li>g. Application of fertilizer.</li> <li>h. Grass cutting of PRO IVA Lot.</li> </ul> <p><b>IV. Quarterly Routine.</b> Quarterly routine services to be rendered by janitors assigned by the Janitorial Agency include:</p> <ul style="list-style-type: none"> <li>a. Thorough and general cleaning of all areas</li> <li>b. Thorough shampooing of all chairs, panels, carpets and rugs.</li> </ul>	
--	--	--

✓ ✓ ✓ ✓ ✓

**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 determined by GSU and subject to approval of Division Chief of Management Service Division (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.

## **VI. SUPPLIES, MATERIALS AND EQUIPMENT**

The Janitorial Agency shall provide enough supplies and materials to ensure and maintain cleanliness and orderliness of the area/s being serviced. All supplies and materials to be provided by janitorial services should be of guaranteed high – grade quality to ensure and maintain maximum cleaning results.

Minimum supplies to be provided are as follows:

### **A.) Regional Main Office**

#### **1. Monthly Supplies**

1	Rags	3	kilos
2	Powder Soap (all purpose)	9	kilos
3	Insecticide Spray, (500 ml), water-based	2	cans
4	Air Freshener Spray (325 ml.)	6	cans
5	Plastic Garbage, 10" x 10" x 12"	300	pcs
6	Plastic Garbage, 18" x 18" x 36"	100	pcs
7	Mop Head	4	pcs
8	Zonrox/Clorox, or equivalent	4	gallons
9	Toilet Bowl Cleaner (TBC)	1	gallons
10	Rubber Glove	6	pairs
11	Scrub Pad (Scotch Brite or equivalent)	6	Pcs
12	Liquid hand soap	5	gallons
13	Face Mask	8	boxes

2. Quarterly Supplies			
1	Doormat	20	pcs
2	Soft Broom	8	pcs
3	Stick Broom	6	pcs
4	Toilet Bowl Brush, Heavy Duty	6	pcs
5	Hand Brush	6	pcs
6	Floor Mop Head Microfiber (Spinning)	6	pcs
3. Semi-Annual Supplies			
1	Mop Handle	6	pcs
2	Ceiling Broom	6	pcs
3	Dust Pan	8	pcs
4	Toilet Pump with Handle	5	pcs
5	Deodorant Cake (100g)	45	pcs
4. One Time Issuance			
1	Push Brush	5	pcs
2	Small trash can	30	pcs
3	360° Rotating Head Floor Mop Bucket with Head Microfiber (Spinning)	6	units
4	Pail, 4 Gallon Capacity (damaged/broken ones shall be replaced by Janitorial Agency)	8	pcs
5	Dipper (preferably color white/gray)	8	pcs
B.) <u>Local Health Insurance Offices</u>			
1. Monthly Supplies			
1	Rags	1	kilo
2	Powder Soap (all purpose)	4	kilos
3	Deodorant Cake	24	pcs
4	Insecticide Spray, (500 ml), water-based	1	can
5	Air Freshener Spray (325 ml.)	2	cans
6	Plastic Garbage, 10" x 10" x 12"	100	pcs
7	Plastic Garbage, 18" x 18" x 36"	40	pcs
8	Mop Head	2	pc
9	Zonrox/Clorox, or equivalent	6	liters
10	Toilet Bowl Cleaner (TBC)	1	liter
11	Rubber Glove	3	pair
12	Scrub Pad (Scotch Brite or equivalent)	3	pcs

Handwritten notes and signatures in blue ink at the bottom right of the page.

<b>2. Quarterly Supplies</b>			
1	Doormat	6	pcs
2	Soft Broom	3	pcs
3	Stick Broom	3	pcs
4	Toilet Bowl Brush, Heavy Duty	3	pcs
5	Hand Brush	2	pcs
5	Floor Mop Head Microfiber (Spinning)	3	pc
<b>3. Semi-Annual Supplies</b>			
1	Mop Handle	3	pc
2	Ceiling Broom	3	pc
3	Dust Pan	3	pcs
4	Toilet Pump with Handle	3	pcs
5	Deodorant Cake (100g)	45	pcs
<b>4. One Time Issuance</b>			
1	Push Brush	3	pcs
2	Small trash can	20	pcs
3	360° Rotating Head Floor Mop Bucket with Head Microfiber (Spinning)	3	unit
4	Pail, 4 Gallon Capacity (damaged/broken ones shall be replaced by Janitorial Agency)	3	pcs
5	Dipper (preferably color white/gray)	4	pcs
<p>Janitorial Agency shall provide equipment listed below in working conditions to be used by janitors in performing the above tasks:</p> <p><b>Main Office</b></p> <p>1 unit Vacuum Cleaner</p> <p>2 units Mop Squeezer</p> <p>4 units 10 meter Extension Wire</p> <p><b>Local Health Insurance Office</b></p> <p>1 unit Vacuum Cleaner</p> <p>2 units Mop Squeezer</p> <p>2 units 10 meter Extension Wire</p>			



## VII. UNIFORM

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

## VIII. MANPOWER

Janitorial Agency shall provide the Corporation with twenty-two (22) contracted janitors. Janitors shall render eight (8) hours per workday inclusive of one (1) hour break time for meals and rest.

The contractor shall provide sufficient number of efficient, well-trained, dependable, experienced and trustworthy personnel for janitorial and other related services within the office premises of the CLIENT, to be detailed at:

OFFICES	No. of Utility Aide per day (8-hr period)
Main Office & Storage Bldg., Lucena City, Quezon	One (1) Supervisor Six (6)
LHIO- Lucena City, Quezon	Three (3)
LHIO- San Pablo City, Laguna	Three(3)
LHIO- Calamba City, Laguna	Three (3)
LHIO- Dasmariñas City, Cavite	Two (2)
LHIO- Trece Martirez City, Cavite	Two (2)
LHIO- Gumaca, Quezon	Two (2)
<b>TOTAL NO. OF UTILITY AIDES</b>	<b>Twenty-two (22)</b>

## IX. QUALIFICATION AND CONDITION

1. The 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 (3) years of college, and are properly trained on janitorial services.
- ✓ At least 20 years old.
- ✓ Physically and mentally fit as indicated in a neuro-psychiatric clearance from a competent authority.

	<p>2. Regular janitors and/or reliever shall be screened by GSU. The following documents should be submitted for evaluation:</p> <ul style="list-style-type: none"> <li>✓ Medical Certificate</li> <li>✓ NBI Clearance</li> <li>✓ Copy of Diploma of highest educational attainment and transcript of records if a college undergraduate.</li> <li>✓ Copy of birth certificate</li> <li>✓ One (1) 2x2 picture and two (2) 1x1 pictures</li> <li>✓ Copy of SSS membership card</li> </ul> <p>3. Janitorial Agency shall submit result of Janitor's Chest X-ray annually.</p> <p>4. The Janitorial Agency shall, from among the said twenty-two (22) Utility workers, assign at least one (1) Supervisor, who shall have the primary responsibility of monitoring the daily tasks of the rest of the utility workers and ensuring that the janitorial services are rendered efficiently and effectively.</p> <p>5. The janitor shall render satisfactory services from MONDAYS through SATURDAYS, services to be certified by the LHIOs where they are assigned, and submit to GSU.</p> <p>6. The Janitorial Agency shall provide GSU a complete list of its personnel assigned to work in PRO IVA and the Janitorial Agency shall not assign or allow to continue to work in the premises janitors who are not acceptable to PRO IVA. The Janitorial Agency shall give a written notice to the office concerned whenever any of these janitors are to be removed or replaced.</p> <p>7. 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.</p> <p>8. PRO IVA reserves the right to request for an increase and decrease in the number of janitors if the exigency of work requires.</p> <p>9. The Janitorial Agency shall submit a schedule of periodic general cleaning of areas herein covered for reference and guidance of PRO IVA. All areas covered under the contract shall be maintained clean and sanitary at all times. Cleaning includes floor, toilet, walls, windows, grounds and other areas.</p>	
--	--	--

10. The Janitorial Agency together with its employees agree to abide with the performance and janitorial requirements of PRO IVA 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 PRO IVA.
11. The Janitors shall be under the supervision of MSD-GSU. Before they assumed their function, an orientation of the scope of responsibility, rules and regulations of the PRO IVA and related matters shall be conducted by GSU. No janitor shall assume his post/her post without this orientation.
12. 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.
13. 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.
14. Any janitor who may be found and considered undesirable and incompetent by the Head of Office concerned shall be replaced by the Janitorial Agency immediately upon receipt of request and verification.

**X. PAYMENT OF JANITORIAL SERVICES RENDERED**

1. Payments for service rendered in accordance with the contract shall be made by the Corporation with the Janitorial Agency on a twice a month or monthly basis as may be subsequently agreed upon in the Contract by the Parties. It is understood that any and all payments to be released by PhilHealth to the Janitorial Agency shall be subject to the applicable withholding of any lawful charges and subject further to the presentation by the Janitorial Agency of a certification that the wages have been paid and that all remittances due to the government are made as required under existing government auditing rules and regulations.

***The Corporation reserves the right to inspect the payroll of the Janitorial Agency in order to verify that the wages have been paid. Any violation shall be a sufficient ground for the termination of the contract without prejudice to***

***the liability of the Janitorial Agency.***

2. Claims for payment by the Janitorial Agency must be supported by the following:
  - 1.) Summary Report of attendance approved by GSU or LHIO Head or Administrative Officer and including original Daily Time Record Card;
  - 2.) Certification from the General Service Unit/LHIO Head that the services have actually been duly rendered;
  - 3.) Notarized Payment of Wage or a Certification to effect that all wages for the preceding month have been fully paid, including a Certification that all remittances due to SSS, Pag-Ibig and PhilHealth have been duly paid;
  - 4.) Certification from the Janitorial Agency that they are compliant with labor laws and the provision of the Terms of Reference;
  - 5.) Payroll Summary
  - 6.) Proof of Payment of SSS, Pag-Ibig and PhilHealth (updated)

The Janitorial Agency shall also be required to submit the PhilHealth Remittance Report, R-3 (SSS) and HDMF remittance list for Pag-Ibig.

3. All taxes payable to the Government shall be borne by the Janitorial Agency.
4. Latest issuances of the following agencies: PhilHealth, SSS and Pag-Ibig effective as of July 30, 2024 will be the baseline for the computation of remittances due to the government.

Minimum wage of personnel shall be based on latest DOLE issuances.

In case of increase of wages rate and Remittances Due to the Government because of enactment of **new** laws and agencies **new** issuances, the Janitorial Agency may seek adjustment in writing, subject to the approval of the authorities concerned.

5. The Janitorial Agency's performance security shall be liable for damages or losses that may arise directly or indirectly attributable to the negligence or misbehavior or direct participation of the janitor assigned by the Janitorial Agency. In case the bond is not sufficient to cover such losses or damages, the Janitorial Agency will have to pay the balance directly to the Philippine Health Insurance Corporation.

	<p>6. The Janitorial Agency shall assume full responsibility for any claim(s) for any unpaid and or underpaid compensation and/or benefits on injuries from accidents in connection with the performance of the duties of janitorial personnel. The Janitorial Agency shall accordingly hold free the Philippine Health Insurance Corporation from any liability and/or potential legal suit in connection therewith.</p> <p><b>XI. PERIOD OF CONTRACT</b></p> <p>A Three-Year Janitorial Services Contract shall be entered into by PRO IVA and the winning bidder which shall take effect on the date specified in the Notice to Proceed.</p>	
--	---	--

**I hereby certify to comply and deliver all the above Technical Specifications and requirements:**

\_\_\_\_\_  
**Name of Company/ Bidder**

\_\_\_\_\_  
**Signature over Printed Name of Representative**

\_\_\_\_\_  
**Date**

Handwritten signatures and initials in blue ink at the bottom right of the page.

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 Revised IRR of RA No. 9184.



# 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.

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

- ☐ (i) *[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.
- ☐ (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**II. FINANCIAL COMPONENT ENVELOPE**

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

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

**BID FORM**

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

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

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

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

**If our Bid is accepted, we undertake:**

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

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

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

\_\_\_\_\_  
**Signature**

*[Handwritten signatures and initials in blue ink]*

Name and address Amount and  
Purpose of agent Currency  
Commission or gratuity

(if none, state "None") ]

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

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

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

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

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

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

Legal Capacity: \_\_\_\_\_

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

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

## ***Price Schedule for Goods Offered from Abroad***

***[shall be submitted with the Bid if bidder is offering goods from Abroad]***

### **For Goods Offered from Abroad**

**Name of Bidder** \_\_\_\_\_ **Project ID No.** \_\_\_\_\_ **Page** \_\_\_\_ **of** \_\_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

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

**Legal Capacity:** \_\_\_\_\_

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

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

*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

**Name of Bidder** \_\_\_\_\_ **Project ID No.** \_\_\_\_\_ **Page** \_\_\_\_ **of** \_\_\_\_

[illegible]

Legal Capacity: \_\_\_\_\_

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

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



## Cost Distribution per Month Janitorial Services

Particulars		PRO, Lucena, SPC, Calamba, TMC	Gumaca	Dasma
Daily Wage (DW)	Wage Order No. IVA-21			
No. of days per year				
<b>SCHEDULE 1</b>				
Amount Directly to Janitor				
Average Pay per month	(DW x No. of Days)/12	-	-	-
5 Days Incentive	(DW x 5)/12	-	-	-
13th month pay	(DW x 313/12/12)	-	-	-
<b>Total Amount Directly to Utilities</b>	<b>Sums of Schedule 1</b>	-	-	-
<b>SCHEDULE 2</b>				
Social Security Services (Employer Share)				
PhilHealth Contribution (Employer Share)		-	-	-
ECC				
Pag-Ibig Fund (RA 7742)				
<b>Total Amount to Government in favor of the Utilities</b>	<b>Sums of Schedule 2</b>	-	-	-
<b>TOTAL AMOUNT TO JANITOR AND GOVERNMENT</b>	<b>Sums of Schedule 1 &amp; 2</b>	-	-	-
<b>SCHEDULE 3</b>				
Agency Fee (Administrative Overhead & Margin)		-	-	-
Cost of Supplies and Materials				
<b>Total</b>	<b>Sum of Schedule 3</b>	-	-	-
<b>TOTAL</b>	<b>Total Amount of Schedule 1,2 &amp; 3</b>	-	-	-
<b>SCHEDULE 4</b>				
Value Added Tax		-	-	-
<b>MINIMUM CONTRACT RATE (Schedule 1,2,3 &amp;4)</b>		-	-	-
	No. of Utilities			
		-	-	-
	Total Contract per Month			-
	Total Contract per Year			-
	<b>Total Contract for Three Years</b>			-

## ***Bid Securing Declaration Form***

***[shall be submitted with the Bid if bidder opts to provide this form of bid security]***

**REPUBLIC OF THE PHILIPPINES)**  
**CITY OF \_\_\_\_\_) S.S.**

### **BID SECURING DECLARATION** **Project Identification No.: *[Insert number]***

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

**I/We, the undersigned, declare that:**

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

**IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this\_day of [month] [year] at [place of execution].**

***[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant***

[Jurat]

*[Format shall be based on the latest Rules on Notarial Practice]*

***Contract Agreement Form for the Procurement of Goods  
(Revised)***

*[Not required to be submitted with the Bid, but it shall be submitted within  
ten (10) days after receiving the Notice of Award]*

**CONTRACT AGREEMENT**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ between [name of PROCURING ENTITY] of the Philippines (hereinafter called "the Entity") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures in specified currency]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as they are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

- iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Name of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
  4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

for:

for:

*[Insert Name of Supplier]*

*[Insert Procuring Entity]*

### **Acknowledgment**

*[Format shall be based on the latest Rules on Notarial Practice]*

## ***Omnibus Sworn Statement (Revised)***

***[shall be submitted with the Bid]***

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

### **AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

**1. *[Select one, delete the other:]***

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

**2. *[Select one, delete the other:]***

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

**3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

**4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information**



provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act



No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at  
\_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

[Jurat]

*[Format shall be based on the latest Rules on Notarial Practice]*

## NFCC COMPUTATION

NAME OF BIDDER: \_\_\_\_\_

PB NUMBER: **2025-PB-15**

APPROVED BUDGET FOR THE CONTRACT: **₱ 19,198,905.34**

PARTICULARS	AMOUNT
CURRENT ASSETS <i>(based on current Audited Financial Statement)</i>	
MINUS CURRENT LIABILITIES <i>(based on current Audited Financial Statement)</i>	
SUB TOTAL	
MULTIPLY BY VALUE OF K	15
SUB TOTAL	
MINUS TOTAL VALUE OF ALL OUTSTANDING CONTRACTS, INCLUDING THOSE AWARDED BUT NOT YET STARTED <i>(Based on Statement of All Ongoing Government and Private Contracts including Contracts Awarded But Not Yet Started)</i>	
TOTAL NFCC COMPUTATION	

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
In the Capacity of

Duly authorized to sign Bid for and on Behalf of  
\_\_\_\_\_

**STATEMENT OF ALL ONGOING GOVERNMENT AND  
PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED  
BUT NOT YET STARTED**

Name of Bidder: \_\_\_\_\_

Name of Contract	Date of the Contract	Contract Period	a. Owner Name b. Address c. Telephone Nos.	Kinds of Goods	Date of Delivery	Amount of Contract	Value of Outstanding Contracts
<b>GOVERNMENT</b>							
<b>PRIVATE</b>							
					<b>TOTAL COST</b>		

Submitted by: \_\_\_\_\_

Printed Name & Signature

Designation : \_\_\_\_\_

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

7  
P. 8  
A  
h

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC)  
SIMILAR TO THE CONTRACT TO BE BID**

Name of Bidder: \_\_\_\_\_

<b>Name of Contract</b>	<b>Date of the Contract</b>	<b>Contract Period</b>	<b>a. Owner Name b. Address c. Telephone Nos.</b>	<b>Kinds of Goods</b>	<b>Amount of Contract</b>	<b>Date of Delivery</b>	<b>End-User's Acceptance or Official Receipt(s) or Sales Invoice shall be attached to the statement</b>

Submitted by: \_\_\_\_\_

Printed Name & Signature

Designation : \_\_\_\_\_

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



Handwritten blue ink marks and signatures at the bottom right of the page.