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# **PHILIPPINE BIDDING DOCUMENTS**

## **Bidding for One (1) Lot Provision of Janitorial (Including Supplies) and Other Support Services for the OWWA RWO-NCR for CY 2024**

**PB No. 2024-04-002**

**Sixth Edition**

# 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.

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**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 ONE (1) LOT – PROVISION OF JANITORIAL (INCLUDING SUPPLIES) AND OTHER SUPPORT SERVICES FOR OWWA RWO-NCR FOR CY 2024**

1. The **OVERSEAS WORKERS WELFARE ADMINISTRATION REGIONAL WELFARE OFFICE-NATIONAL CAPITAL REGION (OWWA RWO-NCR)**, in consistent with the **FY 2024 General Appropriations Act (GAA)** intends to apply the sum of **Seven Million Four Hundred Sixty Thousand Six Hundred Thirty-Nine and 33/100 (Php 7,460,639.33)** being the ABC to payments under the contract for **Bidding of One (1) Lot – Provision of Janitorial (including supplies) and Other Support Services for OWWA RWO-NCR for CY 2024**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **OWWA RWO-NCR** now invites bids for the above Procurement Project. Delivery of the Services is required by **June 2024**. Bidders should have completed, within **the last two (2) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from **OWWA RWO-NCR BAC Secretariat and/or End-User**. The Bidding Documents can be viewed at the OWWA website at [www.owwa.gov.ph](http://www.owwa.gov.ph) click the “Bids and Awards” icon.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **30 April 2024** 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 **Ten Thousand Pesos (Php10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, or by facsimile, or through electronic means. (See attached Guidelines on the Payment of Fees).
6. The **OWWA** will hold a Pre-Bid Conference on **08 May 2024, 10:00 a.m.** through video conferencing or webcasting *via ZOOM*, which shall be open to prospective bidders. (See attached Guidelines on the Conduct of Pre-Bid Conference).

7. Bids must be duly received by the BAC Secretariat through online or electronic submission on or before **20 May 2024, 10:00 a.m.** Late bids shall not be accepted. (See attached Guidelines on Bid Submission).
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 **21 May 2024, 2:00 p.m.** via ZOOM. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **OWWA** 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.
11. For further information, please refer to:

<i>Name of officer</i>	:	<i>Mr. Nicky Jay F. Tan</i>
<i>Name of office</i>	:	<i>Procurement and Property Unit, Administrative and Finance Division</i>
<i>Address</i>	:	<i>2<sup>nd</sup> Floor, STWLPC Bldg., Sen. Gil Puyat Ave., Pasay City</i>
<i>Telephone number</i>	:	<i>0920-601-4048</i>
<i>Email address</i>	:	<i><a href="mailto:owwancr.procurement@gmail.com">owwancr.procurement@gmail.com</a></i>
<i>Website address</i>	:	<i><a href="http://www.owwa.gov.ph">www.owwa.gov.ph</a></i>
<i>Name of End-user</i>	:	<i>Ms. Clarissa D. Cortez</i>
<i>Name of office</i>	:	<i>Human Resources, Administrative and Finance Division</i>
<i>Contact number</i>	:	<i>0920-601-4048 (02) 8-834-0721</i>
<i>Email address</i>	:	<i>owwancr2020@gmail.com</i>

12. You may visit the following websites:

For downloading of Bidding Documents: <http://bidding.owwa.gov.ph>

For online bid submission: *Please check attached Guidelines on the bid submission*

**MOHAMMAD I. VICTOR**  
BAC Chairperson

## ***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, **OWWA RWO-NCR** wishes to receive Bids for the **Bidding for the Provision of Janitorial (Including Supplies) and Other Support Services for OWWA RWO-NCR for CY 2024**, with identification number **PB-2024-04-002**.

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 **FY 2024** in the amount of **Php 7,460,639.33**.

2.2. The source of funding is:

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

## 3. Bidding Requirements

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

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

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

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

## 5. Eligible Bidders

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

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- 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.
- 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. 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 *{[insert if applicable]}* 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 **the last two (2) 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.

## **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>1</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 *[indicate date]*. 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.

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.

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<sup>1</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.

## 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 may be. 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:  
  
Option 1 – 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	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. Janitorial and Other Support Services.</li> <li>b. completed within <b>the last two (2) years</b> prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1	Not Applicable
12	The price of the Goods shall be quoted DDP in OWWA-NCR or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>a. The amount of not less than <b>One Hundred Forty-Nine Thousand Two Hundred Twelve Pesos and 79/100 (Php 149,212.79)</b> or two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Three Hundred Seventy-Three Thousand Thirty-One Pesos and 97/100 (Php 373,031.97)</b> or five percent (5%) of ABC if bid security is in Surety Bond.</li> </ol>
19.3	Not Applicable.
20.2	Not Applicable.
21.2	<p><b><i>Additional requirements/instructions relevant to the project:</i></b></p> <p>Bidder must also submit the following:</p> <ol style="list-style-type: none"> <li>1. Photocopy of certificate of registration from DOLE-NCR in compliance with Department Order No. 174 Series of 2017</li> <li>2. Certificate that the bidder has pending/no pending case/s with any of the following agencies: <ul style="list-style-type: none"> <li>● Department of Labor and Employment (DOLE-NCR)</li> <li>● National Labor Relations Commission (NLRC) – Admin Main</li> <li>● NLRC – NCR Admin</li> <li>● National Conciliation Mediation Board (NCMB)</li> </ul> </li> </ol>

If bidder has pending case/s with any of the above-mentioned agencies, it shall accomplish the “*Matrix on the Summary of Cases*” on Bidding Forms to be attached to the Certification.

*During the post qualification, the TWG shall verify, validate and ascertain the certification made by the bidder with the Lowest Calculated Bid with the abovementioned agencies. The TWG shall secure clearance of the bidder from these agencies.*

3. Certification and/or ***Proof of Payments of Remittances*** that bidder regularly remits mandated premiums to the following:

- Social Security System (SSS)
- Philippine Health Insurance Corporation (Philhealth)
- ECC
- Pag-Ibig Fund

*During the post qualification, the TWG shall verify, validate and ascertain the certifications made by the bidder with the Lowest Calculated Bid with the abovementioned agencies. The TWG shall secure clearances of the bidder from these agencies.*

4. Sworn Statement that the bidder has good citizenship record.

It should not be found guilty, of a final judgment, for violation of the provisions of labor code and other pertinent labor laws, within two (2) years from the submission of the Bid.

## ***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><i>Additional requirements for the completion of this Contract:</i></p> <p><b>Documents To be Attached to Every Billing Statement –</b></p> <p>The successful supplier shall submit to <b>OWWA RWO-NCR monthly billing rate within the first five (5) days of each month</b> for which the services were rendered, together with the following documents:</p> <ol style="list-style-type: none"> <li>1. Sworn statement showing that <b>actual services have been rendered</b> for the billing period claimed. Billing for overtime services shall be accompanied by a certification of rendition of overtime duty issued by the General Administrative Service;</li> <li>2. <b>Proof of payment of salaries, wages and/or benefits</b> of all its janitors &amp; other support services for the previous billing period.</li> <li>3. <b>Photocopy of Official Receipt (OR) of remittances of SSS / Philhealth / Pag-Ibig</b> premiums and other deductions/contributions required (i.e., loan payments) or authorized by law. The ORs shall be supported by a list of the janitorial and other support services whose premiums/payments and other deductions/contributions were remitted and the amount of remittance for each.</li> <li>4. <b>Sworn statement that the salaries and other fringe benefits of janitors &amp; other support services for the preceding month have been paid</b> without any unlawful deductions.</li> <li>5. <b>Delivery receipt of the janitorial supplies provided to OWWA RWO-NCR.</b> The delivery receipt should be certified by personnel from Procurement and Property Unit (PPUT) that supplies delivered conformed with the conditions of the contract.</li> </ol>
2.2	Not Applicable
4	Not Applicable

## ***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>Total</b>	<b>Delivered, Weeks/Months</b>
1	Provision of Janitorial (including supplies) and Other Support Services for OWWA RWO-NCR CY 2024	1 lot	1	Seven (7) months upon receipt of Notice to Proceed (Duration of contract)

## ***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.

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

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
<b>TERMS OF REFERENCE</b>		
	<p><b>I. RATIONALE</b></p> <p>The Overseas Workers Welfare Administration – Regional Welfare Administration (OWWA-NCR) commits to the promotion and protection of the welfare and interest of the OFWs and their families through the continual improvement of its programs and services, systems and procedure and to ensure viability of its fund.</p> <p>To be able to efficiently deliver its services, the OWWA-NCR requires a Service Provider who is capable of supplying janitorial and support services to augment its regular plantilla at the two (2) OWWA RWO-NCR Offices located at the Sen. Gil Puyat Avenue in Pasay City, OWWA Development Center Building in Manila, OWWA Satellite</p>	

<p>Office at the Department of Migrant Workers in Mandaluyong City and at the Assistance Counters located within the Ninoy Aquino International Airport Terminals (NAIA).</p>	
<p><b>II. TECHNICAL PARAMETERS</b></p> <p><b>A. STABILITY</b></p> <ol style="list-style-type: none"> <li>1. <b>MINIMUM SERVICE TRACK RECORD:</b> The Service Provider should have a minimum of five (5) years’ experience in providing not only janitorial services but also other support services, such as supervisor, clerical staff, Data Encoder, Driver. It should not have any record of service contract pre-termination for whatever cause.</li> <li>2. <b>LIQUIDITY OF THE CONTRACTOR:</b> The Service Provider should be in good financial standing and must have a liquidity ratio of at least 1:1.</li> <li>3. <b>ORGANIZATIONAL SET-UP:</b> The Service Provider must have enough number of personnel and staff in the office to be able to attend to the administrative needs of its workers deployed in different offices and it must be managed by professionals who have a good background on personnel management.</li> <li>4. <b>GOOD CITIZENSHIP RECORD:</b> It should not be found guilty, by final judgment, for violation of the provisions of labor code and other pertinent labor laws, within two (2) years from the submission of this Bid.</li> </ol> <p><b>B. RESOURCES</b></p> <ol style="list-style-type: none"> <li>1. <b>MATERIALS AND SUPPLIES:</b> The Service Provider should be able to provide the required materials and supplies in advance regularly.</li> <li>2. <b>NUMBER OF PERSONNEL:</b> The Service Provider must have a capacity to supply sufficient number of personnel and staff to the number of contracts.</li> </ol> <p><b>C. HOUSEKEEPING PLAN</b></p> <p>The Service Provider should be able to develop a housekeeping plan which is tailor fit to the requirements of the client organization. It should provide an overview of the housekeeping requirements of the client organization and describe the plan or actions for meeting those requirements. Further, it should also be updated and revised to reflect changing circumstances.</p>	

**D. OTHER FACTORS**

1. **RECRUITMENT AND SELECTION CRITERIA:** The personnel of the Service Provider must have the qualification described in Item IV of this agreement.
2. **COMPLETENESS OF UNIFORMS:** The Service Provider should be able to supply the uniforms of Administrative Staffs, Janitors, and Drivers.

The clerical personnel and data encoders shall wear appropriate office attire following the *prescribed color scheme for OWWA employees' uniform*. Any personnel not wearing proper uniform should be penalized by the service provider.

3. **CODE OF CONDUCT:** The Bidder must have a written Code of Conduct that sets clear standards of behavior for the personnel whom it intends to be assigned in OWWA. These standards apply while rendering services for employees who do not comply. It also includes commitments that personnel will:
  - Respect, protect and uphold the values espoused at OWWA at all times;
  - Maintain high standards of conduct and ethical behavior;
  - Uphold the virtues of being a good Filipino citizen;
  - Respect of the rights of others and the rule of law; and
  - Maintain regular attendance and punctuality;

**III. PERSONNEL TO BE PROVIDED**

The Service Provider shall provide OWWA with FORTY (40) personnel, broken down as follows:

<b>PERSONNEL POSITION</b>	<b>NUMBER</b>
Supervisor	1
Clerical	15
Data Encoders	6
Janitor/ Janitress	14
Drivers	4
<b>TOTAL</b>	<b>40</b>

The PERSONNEL to be assigned in OWWA RWO-NCR must possess the suitable educational and skills qualifications, experience, and physically and mentally fit with no derogatory record. They shall render services to OWWA eight (8) hours a day, six (6) days a week from Monday to Saturday. No services shall be rendered during legal and special holidays, except when necessary or when the exigency of service so requires.

OWWA RWO-NCR reserves the right to increase / decrease the number of personnel to be deployed by the Service Provider as it deems necessary. The increase/decrease of personnel shall be effective within five (5) days after receipt of the Service Provider of the Notice and shall not require the execution of a supplemental contract.

The Service Provider is the employer of all the personnel assigned under the Contract and shall be primarily responsible and liable for strict compliance with all pertinent labor legislations, rules and regulations.

The Chief of Administrative and Finance Division, his/her duly authorized representative shall have the direct supervision, coordination and monitoring of the Service Provider's compliance to the minimum labor standards of the law vis-a-vis the workers deployed to OWWA RWO-NCR premises.

The winning bidder shall submit to OWWA RWO-NCR upon receipt of Notice of Award and Notice to Proceed the bio-data with picture of all personnel to be deployed to OWWA.

If the OWWA RWO-NCR determines that the assigned personnel is unable or incapable of performing assigned duties or is not in compliance with the specified service requirements, it shall require the Service Provider for a replacement within twenty-four (24) hours.

The proposed replacement personnel shall meet the minimum qualifications and have experience comparable to the person(s) being replaced. Replacement personnel shall be provided at no additional cost to OWWA RWO-NCR. Bio-data and reference(s) shall be submitted to OWWA for the proposed replacement(s). OWWA may reject any replacement if references or past working performance is questionable or unfavorable.

The service contractor shall provide all the regular personnel assigned with the following minimum sets of uniform at no cost to the personnel:

1. Janitors – 4 sets upper (2- Polo and 2 – Polo Shirt / Blouse with Service Provider and OWWA logo) and Pants
2. Office Personnel (Supervisor, Office Clerks and Data Encoders) – 4 sets Polo / Blouse (with Service Provider and OWWA logo) and Pants
3. Service Driver – 4 sets Polo Barong (with Service Provider and OWWA logo) and Pants



## **IV. MINIMUM QUALIFICATIONS OF PERSONNEL**

### **1. Supervisor**

- Graduate of any four or five-year college courses
- Must be computer literate and knowledgeable in using MS Excel and MS Word
- Must have above-average communication skills - both oral and written
- With at-least two years actual janitorial supervisory experience
- Must be able to prepare communications, reports and simple computations related to wages, salaries and hours of work of agency personnel using either Microsoft Word and/or Excel.

### **2. Clerical Staff**

- Graduate of any four or five-year college courses
- Must be computer literate and can prepare draft communications and/or report in Microsoft Word and/or Microsoft Excel
- Must have average communication skills in both English and Filipino
- Can manage sorting and filing documents in the place of assignment
- Can answer phone calls and perform other duties that may be given from time to time

### **3. Data Encoders**

- At least College level or completed two-year IT related course
- Must have at least one-year computer related working experience
- Must have above average typing and encoding skills using Microsoft Word, Access, Excel and other similar computer applications
- Can perform other computer related duties and may be assigned

### **4. Janitors**

- Must be at least high school graduate
- Must be responsible and can work with minimum supervision
- Must be familiar with the use and operation of cleaning tools and equipment
- Must be honest and punctual
- Must be able to understand and carry-out simple cleaning assignments

### **5. Service Drivers**

- At least high school graduate
- Must hold the appropriate professional driver's license restriction category
- Must be able to perform vehicle cleaning and washing as may be required
- Must have excellent hearing and eye-sight

<ul style="list-style-type: none"> <li>- Must have at least three (3) years professional driving experience</li> <li>- Must be able to perform simple vehicle troubleshooting and repairs;</li> <li>- Must be polite, honest and cautious driver</li> </ul>	
<p><b>V. SERVICE REQUIREMENTS</b></p> <p><b>A. JANITORIAL, SANITATION, MAINTENANCE AND RELATED SERVICES</b></p> <p>The Service Provider shall provide personnel to perform janitorial, sanitation, maintenance and related services to cover the two (2) OWWA RWO-NCR offices, Sen. Gil Puyat Ave., Pasay City, to include BFO Development Center, Intramuros and its Extension Offices at DMW, Mandaluyong, and OWWA Counter at NAIA. The areas and properties to be serviced shall be limited to common areas of the building, including the comfort and wash rooms, corridors, lighting and other fixtures, equipment and outside premises, including the covered walks, pavements and the landscape.</p> <p><b>B. DRIVERS</b></p> <p>The winning bidder shall also provide driving services to the OWWA RWO-NCR clients including its authorized officials and staff. This shall include daily cleaning and washing and checking vehicles to ensure that they are all in good running condition.</p> <p>In case of work or travels outside the National Capital Region, the Service Provider personnel shall be entitled to the travel allowance equal to the amount stated in this agreement which shall be advanced by the Service Provider prior to the travel of the personnel.</p>	
<p><b>VI. BILLING AND PAYMENT</b></p> <p><b>A.</b> The Service Provider shall submit to OWWA RWO-NCR its monthly billing within five (5) days after services were rendered for the month, together with the following documents:</p> <ol style="list-style-type: none"> <li>1. Certification showing that actual services have been rendered by the personnel for the billing period claimed. Billing for overtime services shall be accompanied by a certification of rendition of overtime duly approved/issued by the Administrative and Finance Division and accomplishment report duly certified by the head unit/division where the overtime service has been rendered.</li> </ol>	

<p>2. Proof of payment of the salaries, wages and/or benefits of all its personnel from the previous billing period.</p> <p>3. Photocopy of Official Receipt (OR) of remittances of SSS/Philhealth/ECC/Pag-Ibig Fund premiums/payments and other deductions/ contributions required or authorized by law. The OR shall be supported by a list of the personnel whose premiums/payments and other deductions/contributions were remitted and the amount of remittance for each personnel.</p> <p>4. Certification that the salaries and other fringe benefits of personnel for the preceding month have been paid without any unlawful deductions.</p> <p>5. Daily Report on the Running Condition of the Equipment's supplied by the agency prepared by the Property Unit and signed and certified by the Chief of Administrative and Finance Division.</p> <p>6. Delivery receipt of janitorial supplies and materials issued duly certified by a regular employee from Property Unit.</p> <p><b>B.</b> The Service Provider shall pay the salaries, allowances and other benefits of all the personnel assigned under the Contract in accordance with the existing laws, rules and regulations. Payment of salary shall be done through ATM, on or before every 10th and 25th day of the month.</p> <p>Salary may be increased or decreased by the mutual agreement of the parties depending upon changes in the cost of labor, and applicable laws and regulations as implemented by the Department of Labor and Employment and other Government agencies. Both parties shall agree that the said changes shall be affected without the necessity of executing a Supplemental Contract, except in cases where the compensation for the additional personnel exceeds twenty five percent (25%) of the total amount provided in the Contract.</p> <p><b>C.</b> OWWA RWO-NCR shall pay the successful bidder's monthly billing rate within twenty (20) days from receipt of the corresponding bill covering the services already rendered, subject to its usual accounting and auditing laws, rules and regulations and the submission by the Agency of the documents enumerated in Section A above. Provided that the agency has complied with the provisions of the contract.</p>	
<p><b>VII. MATERIALS AND SUPPLIES TO BE PROVIDED BY THE SERVICE PROVIDER</b></p> <p>In order to carry out effectively the maintenance, janitorial and sanitation services, the winning bidder shall provide its personnel with the janitorial supplies and materials.</p>	

<p>The janitorial supplies as specified in the following List of Standard Quantity of Supplies and Materials shall be delivered based on the schedule:</p> <ul style="list-style-type: none"> <li>• Monthly Janitorial Supplies – first working day of the month</li> <li>• Quarterly Janitorial Supplies – first week of every quarter</li> <li>• Annual Janitorial Supplies – three days before the commencement of contract.</li> </ul> <p style="text-align: center;"><i>(Please see attached.)</i></p> <p>The supplies shall be inspected and certified by an authorized OWWA personnel. The deposit and release/issuances of janitorial supplies will also be closely monitored by the Property Unit. The OWWA-NCR shall provide a storage room where the equipment and tools of the winning supplier shall be stored.</p>	
<p><b>VIII. OTHER DOCUMENTARY REQUIREMENTS FOR CONTRACT PREPARATION</b></p> <p>Aside from the bidding documents and documents submitted by the winning bidder, the following documents shall be required for the contract preparation and signing:</p> <ol style="list-style-type: none"> <li>1. Bio-data of In-house supervisor to be assigned to OWWA RWO-NCR;</li> <li>2. Bio-data of all personnel to be assigned to OWWA RWO-NCR;</li> <li>3. Result of drug test and medical exam (i.e. chest x-ray, complete blood count, urinalysis, fecalysis and Hepatitis B surface antigen);</li> <li>4. NBI Clearance of all Agency personnel to be assigned at OWWA RWO-NCR;</li> <li>5. List of all equipment to be provided to OWWA RWO-NCR. The list shall include the serial number of each unit. The list should comply with the requirements of OWWA as indicated in the bidding documents;</li> </ol> <p>The above-mentioned documents shall form part of the contract.</p>	
<p><b>IX. TAXES</b></p> <p>The Service Provider shall pay taxes in-full and on-time and that failure to do so will entitle OWWA to suspend payments due to the Service Provider.</p>	

<p>If any condition or provision of this agreement is held invalid or declared to be contrary to law, the validity of the other conditions or provisions shall not be affected thereby.</p> <p>Service Provider reserves the right to assign and/or discount with any financial institution its receivables under this contract without prejudice to the right of the OWWA.</p>	
<p><b>X. DURATION OF THE CONTRACT</b></p> <p>The contract for janitorial and other support services shall be <b>seven (7) months of CY 2024 (June 01 to December 31)</b> and may be extended on a monthly basis up to a maximum extension of six months.</p>	
<p><b>XII. APPROVED BUDGET FOR THE CONTRACT</b></p> <p>An approved budget for the contract (ABC) in the amount equal to <b><u>Seven Million Four Hundred Sixty Thousand Six Hundred Thirty-Nine Pesos and 33/100 (Php 7,460,639.33)</u></b> or a period of seven (7) months shall be allocated for the contract, subject the provisions of R.A. 9184.</p>	

## ***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);

**or**

#### 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**
- (e) Original copy of Notarized Bid Securing Declaration; **and**
- (f) 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 Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (h) 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*

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

**II. FINANCIAL COMPONENT ENVELOPE**

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



**Bidding of One (1) Lot – Provisions of Janitorial (Including Supplies) and other  
Support Services for OWWA RWO-NCR for CY - 2024**

**GUIDELINES**

**I. Payment of non-refundable bidding documents fee**

**Manual Payment**

1. Bidder/Representative shall request for Order of Payment for the payment of bidding document at the 2<sup>nd</sup> Floor, Accounting Unit, OWWA RWO-NCR, STWLPC Building, Sen. Gil Puyat Ave., Pasay City.
2. Bidder/Representative shall pay the corresponding amount either cash or check to the Cash Unit which is also located at 2<sup>nd</sup> floor. Payment of non-refundable fee should not be later than the submission of bids.
3. Bidder/Representative shall proceed to the Procurement and Property Unit which is also located at 2<sup>nd</sup> floor and present proof of payment for the issuance of bidding documents.

**II. Pre-Bid Conference**

1. Prospective bidders shall submit a letter request signifying their intention to participate in the Pre-bid Conference either by mail or through email at [owwancr.procurement@gmail.com](mailto:owwancr.procurement@gmail.com) **before** the scheduled activity.
2. The BAC Secretariat shall assign a number to each representative for proper sequence/ arrangement during the open forum.
3. Each representative shall be given a period of **thirty (30) minutes** to raise questions and/or clarifications during the **(videoconferencing, webcasting or similar technology)**. If there are still questions or in need of clarifications after the time limit, the representative may submit a letter addressed to the BAC Chairperson. The BAC shall issue a Supplemental Bid Bulletin to address the issues and concerns.

**III. Bid Submission**

The BAC shall adhere and adopt the Government Procurement Policy Board (GPPB) Resolution No. 09-2020 dated 7 May 2020, approving measures for the efficient conduct of procurement activities during the State of Calamity or Implementation of Community Quarantine or Similar Restrictions to prevent transmission of the novel coronavirus disease (COVID-19) and ensure the efficient conduct of all procurement activities.

1. Bidders shall submit their bids proposal via email at [owwancr.procurement@gmail.com](mailto:owwancr.procurement@gmail.com) before the closing date and time, and shall comply with the following requirements:

- Use a two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the bids submitted; and
  - allows access to a password-protected Bidding Documents on opening date and time. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology;
2. Bidders shall submit their bids through their duly authorized representative using the forms specified in the Bidding Documents in two (2) password-protected Bidding Documents in compressed archive folders, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements as specified in the bidding documents, and the second shall contain the financial component of the bid.
  3. Bidding Documents not in compressed archive folders and are not password protected, shall be rejected. However, bid not properly compressed and password-protected, as required in the Bidding Documents, shall be accepted, **provided** that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the improperly compressed or password-protected folder, or for its premature opening.
  4. Upon receipt of the first and second envelopes, BAC Secretariat shall generate a Bid receipt page for the official time of submission which can be saved or printed by the bidder.
  5. Bidders may modify or withdraw their Bid at any time before the deadline for the submission and receipt of bids. Bidders shall not be allowed to retrieve its original Bid, but shall only be allowed to send another Bid equally secured, properly identified, and labelled as a “modification” of the one previously submitted. The time indicated in the latest Bid receipt page generated shall be the official time of submission.
  6. Bids submitted after the deadline shall not be accepted.

#### **IV. Eligibility Check and Bid Opening via ZOOM**

1. The BAC shall open the submitted bids after the scheduled deadline via ZOOM meeting.
2. Only those who paid the corresponding fee and submitted their bid before the deadline shall be provided with the details and link to be used during the meeting.
3. Only one (1) authorized representative of the company shall be allowed to participate in the meeting;
4. The passwords for accessing the Bidding Documents shall be disclosed by the Bidders only during the actual bid opening.

**V. Alternate Documentary Requirements during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the Procuring Entity or of the Bidder (per GPPB Resolution No. 09-2020):**

1. Unnotarized Bid Securing Declaration;
2. Expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment;
3. Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract but before payment; and
4. Performance Securing Declaration (PSD) in lieu of a performance security to guarantee the winning bidder's faithful performance of obligations under the contract, subject to the following:

a. Similar to the PSD used in Framework Agreement, such declaration shall state, among others, that the winning bidder shall be blacklisted from being qualified to participate in any government procurement activity for one (1) year, in case of first offense or two (2) years, if with prior similar offense, in the event it violates any of the conditions stated in the contract. A copy of the PSD form is attached hereto as Annex "A";

b. An unnotarized PSD may be accepted, subject to submission of a notarized PSD before payment, unless the same is replaced with a performance security in the prescribed form, as stated below; and

c. The end-user may require the winning bidder to replace the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 upon lifting of the State of Calamity, or community quarantine or similar restrictions, as the case may be.

The BAC shall determine or validate the existence of the State of Calamity, or implementation of community quarantine or similar restrictions and may require the submission of documentary proof for this purpose.

**VI. Submission of Original Bid Documents**

The BAC shall notify the Lowest/Single Calculated Bidder and request for the submission of original bid documents for post qualification and evaluation.

**VII. Tie-Breaking Method in Case of Two or More Bidders are Determined and Declared as the Lowest Calculated Responsive Bidder (LCRB), using the Dicing method with the following mechanics:**

1. Based on the time sequence of bid submission of concerned Bidders, the first dice shall be assigned to Bidder A, the second dice to Bidder B and so on.

2. To determine the BAC representative assigned to roll the dice, a draw lots shall be conducted.
3. Representatives shall be given a dice and corresponding box assigned for each bidder.
4. Representatives will simultaneously throw the dice on the designated box.
5. The highest number of dots on the face of the dice shall earn one (1) point for that round. In case of draw, no point will be added to the corresponding bidder.
6. The determination of the winner shall be based on a race to three-point system.

For guidance and information of all concerned.

**MOHAMMAD I. VICTOR**  
BAC Chairperson

**FORMAT FOR BID SUBMISSION THRU EMAIL**

**PROJECT TITLE: Bidding for One (1) Lot – Provision of Janitorial (Including Supplies) and Other Support Services for OWWA RWO-NCR for CY 2024**

IDENTIFICATION NO.: \_\_\_\_\_

**SUBMITTED BY:**

\_\_\_\_\_  
(Printed Name and Designation)  
Authorized Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Contact Nos.

\_\_\_\_\_  
Fax No.

[Attached two (2) password-protected Bidding Documents in compressed archive folders, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements as specified in the bidding documents, and the second shall contain the financial component of the bid.]

## **BIDDING FORMS**

- 1. BID FORM**
- 2. CONTRACT AGREEMENT FORM**
- 3. Omnibus Sworn Statement**
- 4. Bid Securing Declaration Form**
- 5. Statement of all Ongoing Gov't & Private Contracts**
- 6. Statement of SLCC in Gov't & Private Contracts completed**
- 7. Schedule of Prices**
- 8. List of Janitorial Supplies**

**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 goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- 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:

Name and address of agent	Amount and Purpose of 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: \_\_\_\_\_

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

**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]*

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**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 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

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;

Performance Security;

Notice of Award of Contract; and the Bidder’s conforme thereto; and

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, *[Named 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]*

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

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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]*

## Statement of all Ongoing Gov't & Private Contracts

### Statement of all Ongoing Government & Private Contracts including contracts awarded but not yet started

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

Business Address : \_\_\_\_\_

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
Note: This statement shall be supported with:						Total Cost		

Notice of Award and/or Notice to Proceed / Letter of Confirmation or similar documents (signed by the owner or authorized representative) in terms of contract price

*The "Undelivered Portion" column pertains to the contract balance.*

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

(Printed Name & Signature)

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

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

## Statement of SLCC in Gov't & Private Contracts completed

**Statement of SLCC in Government & Private Contracts completed which are similar in nature**

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

Business Address : \_\_\_\_\_

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

1. Contract
2. Certificate of Completion
3. Certificate of Acceptance

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

(Printed Name & Signature)

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

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

# Schedule of Prices

## JANITORIAL and SUPPORT SERVICES

Budget for CY 2024

01 June 2024 - 31 December 2024

	RATE FOR CLERK	RATE FOR ENCODER	RATE FOR JANITOR	RATE FOR DRIVER	RATE FOR SUPERVISOR
Daily Wage (DW) - (Wage Order No. NCR-24)	673.00	610.00	610.00	610.00	706.00
E-Cola per day	-	-	-	-	-
<b>I. AMOUNT DUE TO EACH PERSONNEL &amp; GOVERNMENT</b>					
A. Amount due to each personnel per month					
Basic Pay (DW x 314/12)	17,610.17	15,961.67	15,961.67	15,961.67	18,473.67
E-Cola (ECola x 314/12)	-	-	-	-	-
5 Days Incentive Leave [(DW+Cola) x 5/12]	280.42	254.17	254.17	254.17	294.17
13th Month Pay (DW x 314/12/12)	1,467.51	1,330.14	1,330.14	1,330.14	1,539.47
<b>SUB-TOTAL 1</b>	<b>19,358.10</b>	<b>17,545.97</b>	<b>17,545.97</b>	<b>17,545.97</b>	<b>20,307.31</b>
B. Amount due to government per month					
Pag-Ibig Contribution (max P200)	200.00	200.00	200.00	200.00	200.00
SSS Contribution (gross compensation)	1,852.50	1,662.50	1,662.50	1,662.50	1,947.50
Philhealth Premium (2.5% basic pay)	440.25	399.04	399.04	399.04	461.84
ECC (compensation>P14,750=P30, else P10)	30.00	30.00	30.00	30.00	30.00
<b>SUB-TOTAL 2</b>	<b>2,522.75</b>	<b>2,291.54</b>	<b>2,291.54</b>	<b>2,291.54</b>	<b>2,639.34</b>
<b>II. RATE PER PERSONNEL PER MONTH</b>	<b>21,880.85</b>	<b>19,837.51</b>	<b>19,837.51</b>	<b>19,837.51</b>	<b>22,946.65</b>
III. No. of Personnel	15	6	14	4	1
IV. No. of Months	7	7	7	7	7
<b>V. TOTAL (II x III x IV)</b>	<b>2,297,489.40</b>	<b>833,175.58</b>	<b>1,944,076.36</b>	<b>555,450.39</b>	<b>160,626.53</b>
VI. ADMINISTRATIVE MARGIN & OVERHEAD (10%)					
TOTAL					
VII. VAT (12%)					
<b>TOTAL CONTRACT COST</b>					
VIII. OTHERS (VAT INCLUSIVE):					
Supplies and Materials					
Uniform					
VIII. OVERTIME					
<b>IX. CONTRACT PRICE</b>					
<b>IX. TOTAL CONTRACT PRICE</b>					
NOTE:					
Service provider shall bill separately for overtime services rendered for traveling outside Metro Manila upon certification as to actual number of hours rendered by the head of Team and approved by Regional Director. Actual cost of expenses incurred by the service provider's employees shall be charged to Cash Advance of the Team.					
XII. TRAVEL ALLOWANCE - Chargeable to OWWA					
For travels outside Metro Manila*:					
a. Breakfast - for travels up to 12:00 noon				100.00	100.00
b. Lunch - for travel up to 7:00 pm				200.00	200.00
c. Dinner - travel beyond 7:00 pm				100.00	100.00
d. Lodging - for travel beyond 10:00 pm				400.00	400.00
<b>TOTAL ALLOWANCE PER FULL DAY (24 hours)</b>				<b>800.00</b>	<b>800.00</b>
* Travel allowance shall be based on the actual duration of travel. Lodging allowance shall be given if travel duration is beyond 10:00 pm					
Driver's shall be allowed to claim only a maximum overtime work of four (4) hours per day if lodging allowance is claimed by the driver.					
Travel allowance shall be reimbursable after duration of travel, duly certified as correct as to duration of travel by an authorized OWWA-NCR official (Regional Director)					
Other personnel may be allowed to claim Travel Allowance subject to approval of Regional Director.					

Name of Company

Address

Signature over Printed Name (Duly authorized to sign the Bid)

Telephone/Fax No.

**JANITORIAL and SUPPORT SUPPLIES**  
**01 June 2024 – 31 December 2024**

List of Supplies and Materials						
	Particulars	Quantity	Unit	Unit Price	Cost per Month	Total Amount per Year
<b>A. Monthly Janitorial Supplies - Delivery: at the start of month</b>						
1	Vinyl Wax (Complete SC Johnson)	1	gallon			
2	Zonrox	5	gallons			
3	Toilet bowl/urinal cleaner (Go Getter SC Johnson)	1	gallon			
4	Albatross (Apple scent)	8	pieces			
5	PINETREE Air Freshener	4	pieces			
6	Detergent powder, all purpose (Surf)	2	kilos			
7	Garbage Bag XXL	200	pieces			
8	Hand pad (Scrubbing pad - green)	7	pieces			
9	Pranela	2	dozen			
10	Steel wool 16 giant pads, 200gms ave. net weight (Penguin)	1	reams			
11	LIQUID HAND SOAP w/despenser bottle (500 ml.)	6	bottle			
12	Furniture polish (Pledge)	4	cans			
13	Step-off heavy duty floor stripper (Jonson Diversy)	1	gallons			
14	Toilet paper (roll), 2 ply (Femme)	2	dozen			
15	Germicide & Disinfectant Cleaner "Diversey"	1	liters			
<b>SUB-TOTAL (A)</b>						

List of Supplies and Materials						
	Particulars	Quantity	Unit	Unit Price	Cost per Quarter	Total Amount per Year
<b>B. Quarterly Janitorial Supplies - Delivery: at the start of quarter (or every 3 months)</b>						
16	Toilet bowl brush	6	pieces			
17	Toilet bowl pump	4	pieces			
18	Strick broom	2	pieces			
19	Soft broom	12	pieces			
20	PUSH BRUSH (8") w/handle	4	pieces			
21	Polishing brush, nylon 16" (U.S. black pad, 3M)	3	pieces			
22	Polishing brush, nylon 16" (U.S. white pad, 3M)	3	pieces			
23	Mop head, cotton 400	12	pieces			
24	Metal polish (glo, 150ml.)	2	cans			
25	Marble crystallizer (Terranova)	1	gallon			
26	Step-off heavy duty floor stripper (Jonson Diversy)	1	gallon			
27	Diversy Snapback	1	gallon			
28	Water spray bottle/gun	10	pieces			
<b>SUB-TOTAL (B)</b>						



List of Supplies and Materials						
Particulars	Quantity	Unit	Unit Price	Cost per Year	Total Amount per Year	
<b>C. Annual Janitorial Supplies - Delivery: at the start of the contract (or every 12 months)</b>						
29	Squeegee blade window/glass cleaner, 12"	5	sets			
30	Hand gloves (laundry gloves) size:(30 XL & 60 XXL)	15	pairs			
31	Dust pan	8	pieces			
32	Trash can (small plastic)	4	pieces			
33	Mop handle with mop (Aluminum/plastic tape)	12	sets			
<b>SUB-TOTAL (C)</b>						

List of Equipment						
Particulars	Quantity	Unit	Unit Price	Cost per Year	Total Amount per Year	
<b>D. Annual Janitorial Supplies/Materials/Equipment - Delivery: at the start of the contract (or every 12 months)</b>						
34	Low Speed Floor Polisher	2	unit			
35	Vacuum	5	unit			
36	Mop Squeezer	6	set			
<b>SUB-TOTAL (D)</b>						
<b>GRAND TOTAL FOR SUPPLIES</b>						

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Name of Company

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Address

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Signature over Printed Name (Duly authorized to sign the Bid)

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Telephone/Fax No.

