



PR4A 2025-01-0001  
Date: January 7, 2025

### REQUEST FOR QUOTATION / PROPOSAL

The Overseas Workers Welfare Administration Regional Welfare Office IV-A (OWWA RWO IV-A), through its Administrative and Finance Unit (AFU) herein invites all interested suppliers registered with Philippine Government Electronic Procurement System to quote their lowest price on the items listed below and submit their quotation duly signed by their authorized representative/s not later than **14 January 2025 (Tuesday)**.

Name of Project : **Provision for One (1) Lot Provision of Janitorial Services for the OWWA RWO-4A for the month of February-December 2025**

ITEM NO.	DESCRIPTION	QTY	MONTHLY APPROVED BUDGET FOR THE CONTRACT	TOTAL COST
1	Janitorial services	2 personnel	49,862.88	548,491.68
2	Driver	1 personnel	24,931.44	274,245.84
	<b>Total</b>			822,737,.52
	<i>(Please see attached Terms of Reference)</i>			
	<i>Additional Documentary Requirements must be submitted upon submission of offer:</i>			
	1. PhilGEPS Certificate or PhilGEPS Registration Number			
	2. Valid Mayor's/Business Permit			
	3. BIR Registration (BIR Form 2303)			
	xxxxx NOTHING FOLLOWS xxxxx			

Location : OWWA RWO IV-A Office, GF Parian Commerce Center II,  
National Highway, Brgy. Parian, Calamba City, Laguna  
4027

Delivery Day : On 14 January 2024

Interested suppliers are required to submit their valid and current Mayor's Permit/  
Business Permit, BIR Certificate of Registration, DTI Business Name Registration, and  
Price Quotation. Submission of quotation is on or before 10:00 AM of 14 January 2024  
(Tuesday) at OWWA RWO IV-A – AFU, 2<sup>nd</sup> Floor Parian Commerce Center II, National  
Highway, Brgy. Parian, Calamba City, Laguna. For inquiries, you may contact us at  
0962 159 2790 / region4a@owwa.gov.ph.

Very truly yours,



**MARICYNNE L. PENIERO**  
BAC Chairperson

Noted By:



**ROSARIO C. BURAYAG**  
Regional Director



## TERMS OF REFERENCE

### I. RATIONALE

The Overseas Workers Welfare Administration – Regional Welfare Office 4A (OWWA-4A) 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.

To be able to efficiently deliver its services, the OWWA-4A requires a Service Provider who is capable of supplying janitorial services to augment its regular Plantilla at the OWWA-4A Offices located at the Parian Commerce Center II, National Highway, Brgy. Parian, Calamba City, Laguna.

### II. TECHNICAL PARAMETERS

#### A. STABILITY

1. **MINIMUM SERVICE TRACK RECORD:** 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.
2. **LIQUIDITY OF THE CONTRACTOR:** The Service Provider should be in good financial standing and must have a liquidity ratio of at least 1:1.
3. **ORGANIZATIONAL SET-UP:** 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.
4. **GOOD CITIZENSHIP RECORD:** 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.

## **B. RESOURCES**

**NUMBER OF PERSONNEL:** The Service Provider must have a capacity to supply sufficient number of personnel and staff to the number of contracts.

## **C. HOUSEKEEPING PLAN**

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.

## **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 Janitors.
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-4A with **TWO (2) janitorial personnel**.

The PERSONNEL to be assigned in OWWA RWO-4A 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-4A 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 Supervising Administrative Officer of Administrative and Finance Unit, 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-4A premises.

The winning bidder shall submit to OWWA-4A upon receipt of Notice of Award and Notice to Proceed the bio-data with picture of all personnel to be deployed.

If the OWWA-4A determines that the assigned personnel are 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-4A. 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:

Janitors – 4 sets upper (2- Polo and 2 – Polo Shirt / Blouse with Service Provider and OWWA logo) and Pants

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

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

## **V. SERVICE REQUIREMENTS**

The Service Provider shall provide personnel to perform janitorial, sanitation, maintenance and related services to cover the Parian Commerce Center II, National Highway, Brgy. Parian, Calamba City, Laguna. 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.

## **VI. BILLING AND PAYMENT**

**A.** The Service Provider shall submit to OWWA-4A its monthly billing within five (5) days after services were rendered for the month, together with the following documents:

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 Unit and accomplishment report duly certified by the head unit/division where the overtime service has been rendered.
2. Proof of payment of the salaries, wages and/or benefits of all its personnel from the previous billing period.
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.
4. Certification that the salaries and other fringe benefits of personnel for the preceding month have been paid without any unlawful deductions.

**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.

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.

C. OWWA-4A 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.

## **VII. OTHER DOCUMENTARY REQUIREMENTS FOR CONTRACT PREPARATION**

Aside from the documentary requirements submitted by the winning bidder, the following documents shall be required for the contract preparation and signing:

1. Bio-data of all personnel to be assigned to OWWA-4A;
2. Result of drug test and medical exam (i.e. chest x-ray, complete blood count, urinalysis, fecalysis and Hepatitis B surface antigen);
3. NBI Clearance of all Agency personnel to be assigned at OWWA-4A.

The above-mentioned documents shall form part of the contract.

## **VIII. TAXES**

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.

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.

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.

**IX. DURATION OF THE CONTRACT**

The contract for janitorial services shall be one (1) month of CY 2024 (December 1-31) and may be extended on a monthly basis up to a maximum extension of six months.

**X. APPROVED BUDGET FOR THE CONTRACT**

An approved budget for the contract (ABC) in the amount equal to Forty-Nine Thousand Eight Hundred Sixty-Two Pesos and 88/100 (Php 49,862.88) or a period of one (1) month shall be allocated for the contract, subject the provisions of R.A. 9184.