



BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL BID BULLETIN NO. 02
09 June 2025

**BIDDING FOR THE PROVISION OF JANITORIAL SERVICES
FOR THE OWWA CENTRAL OFFICE FOR FY 2025
(PB-05-2025)**

This Supplemental Bid Bulletin No. 02 is issued to clarify issues in the Bidding Documents. This shall form an integral part of the Bid Documents:

I. Invitation to Bid

7. Bids must be duly received by the BAC Secretariat through online or electronic submission on or before **16 June 2025, 11:00 a.m.** Late bids shall not be accepted.

II. Section VII. Technical Specifications

- **Amended Technical Specifications (Please see attached) page 43**

III. Schedule of Prices

- **Amended Schedule of Prices (Please see attached) page 61**

For guidance and information of all concerned.

Atty. EDELYN A. DUNGAN-CLAUSTRO
BAC Chairperson

Technical Specifications

Item	Specification	Statement of Compliance
		<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>
TERMS OF REFERENCE		
TITLE	Provision of Janitorial and other Support Service for FY 2025	
I. RATIONALE	<p>The Overseas Workers Welfare Administration (OWWA) 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 requires a Service Provider who is capable of supplying janitorial and support services to augment its regular plantilla at the Central Office located at the OWWA Center Building in Pasay City, the OWWA Satellite Office at the DMW in Mandaluyong City and at the OWWA Assistance counters at the Ninoy Aquino International Airport Terminals.</p>	

II. TECHNICAL PARAMETERS	<p>A. STABILITY</p> <ol style="list-style-type: none"> 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, Carpenter, Plumber, Electrician, Telephone Operator and Elevator Operator. 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 1.25:1. 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 have been 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. <p>B. RESOURCES</p> <ol style="list-style-type: none"> 1. NUMBER AND KIND OF HOUSEKEEPING EQUIPMENT: The Service Provider should maintain various housekeeping equipment such as, but not limited to, vacuum cleaner, floor polisher, glass squeegee and the like. 2. MATERIALS AND SUPPLIES: The Service Provider should be able to provide the required materials and supplies in advance regularly. 3. NUMBER OF JANITOR AND SUPERVISOR: The Service Provider must have the capacity to supply sufficient number of personnel and staff needed by OWWA. <p>C. HOUSEKEEPING PLAN</p> <p>The Service Provider should be able to develop a housekeeping plan which is in accordance to the</p>	
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requirements of the client organization. It should provide an overview of the housekeeping requirements of the client organization and describe the plan or actions in order to meet those requirements. Further, it should also be updated and revised as needed to reflect changing circumstances.

D. OTHER FACTORS

1. RECRUITMENT AND REQUIREMENTS

CRITERIA: The personnel of the Service Provider must be able to meet the qualification requirements mentioned in Item IV of this agreement.

2. COMPLETENESS OF UNIFORMS: The Service Provider must supply the uniforms of janitors, maintenance personnel and drivers including telephone and elevator operators.

The Service Provider shall provide all the regular personnel including relievers assigned to OWWA with the following minimum sets of uniform at no cost to the personnel:

a. *Uniform for Janitor Services* - 4 pieces upper (2- Polo and 2 – Polo Shirt / Blouse with Service Provider logo) and 2 pieces pants

b. Uniforms for Support Services:

1. *Service Driver / Bus Driver* - 4 pieces Polo Barong and 2 - pants with Service Provider logo.

2. *Office Clerk* – 4 pieces Polo/Blouse without Service Provider logo and 2 pieces pants

3. *Data Encoders* - 4 pieces Polo/Blouse without Service Provider logo and 2 pieces pants

4. *Telephone Operators* - 4 pieces Polo/Blouse without Service Provider logo and 2 pieces pants

5. *Elevator Operators* - 4 pieces Polo/Blouse without Service Provider logo and 2 pieces pants

6. *In-house Supervisor* - 4 pieces Polo/Blouse without Service Provider logo and 2 pieces pants

	<p>7. Maintenance Personnel - 4 pieces Polo Shirt with "Maintenance" and 2 pieces pants</p> <p>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 assign in OWWA. These standards shall apply to their personnel who will be deployed in OWWA. It should include commitments that personnel will:</p> <ul style="list-style-type: none">• 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;• Maintain regular attendance and punctuality; and• Wearing of prescribed uniform. <p>Any personnel deployed by the Service Provider to OWWA who violates any of the Standards specified in the Service Provider Employee Handbook shall be dealt with accordingly.</p> <p>4. The Service Provider shall conduct at least One (1) Work-site and Client Service Orientation Seminar to personnel whom it intends to assign in OWWA.</p>																									
III. PERSONNEL TO BE PROVIDED	<p>The Service Provider shall provide OWWA with ONE HUNDRED NINETY-EIGHT (198) personnel, broken down as follows:</p> <table><tr><th>PERSONNEL POSITION</th><th>NUMBER</th></tr><tr><td>In-house Supervisor</td><td>1</td></tr><tr><td>Janitor/Janitress</td><td>61</td></tr><tr><td>Clerical Staff</td><td>45</td></tr><tr><td>Data Encoders</td><td>27</td></tr><tr><td>Maintenance</td><td>15</td></tr><tr><td>Telephone Operators</td><td>2</td></tr><tr><td>Elevator Operators</td><td>3</td></tr><tr><td>Drivers</td><td>40</td></tr><tr><td>Bus Driver</td><td>4</td></tr><tr><td></td><td></td></tr><tr><td>SUB-TOTAL</td><td>198</td></tr></table> <p>The PERSONNEL to be assigned in OWWA must possess the appropriate educational and skills qualifications, experience, physically and mentally fit and with no derogatory record. They shall render</p>	PERSONNEL POSITION	NUMBER	In-house Supervisor	1	Janitor/Janitress	61	Clerical Staff	45	Data Encoders	27	Maintenance	15	Telephone Operators	2	Elevator Operators	3	Drivers	40	Bus Driver	4			SUB-TOTAL	198	
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	<p>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.</p> <p>OWWA reserves the right to increase/decrease the number of personnel to be deployed by the Service Provider as it deems necessary. The increase of personnel shall be in effect within five (5) days after receipt of the request from OWWA which was approved by the Administrator indicating the approved budget for this purpose.</p> <p>SUPERVISION AND CONTROL</p> <p>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 legislation's, rules and regulations.</p> <p>The Chief, Engineering and General Services Division or his duly authorized representative shall exercise direct supervision, coordination and monitoring of the Service Provider's compliance to the minimum labor standards in accordance with law, concerning the workers deployed to OWWA premises;</p> <p><i>The winning bidder shall submit to OWWA upon receipt of Notice of Award and Notice to Proceed the bio-data with picture of all personnel to be deployed to OWWA.</i></p> <p>If the OWWA determines that the assigned personnel are unable or incapable of performing assigned duties or is not in compliance with the specified qualifications requirements, it shall require the agency for a replacement within twenty-four (24) hours.</p> <p>The service provider shall always make available relievers and/or replacements to ensure continuous and uninterrupted services and shall meet the minimum qualifications requirements and experience comparable to the person(s) being replaced. Replacement personnel shall be provided at no additional cost to OWWA. 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 if conduct is deemed unsatisfactory.</p>	
IV. MINIMUM QUALIFICATION	<p>1. In-house Supervisor</p> <ul style="list-style-type: none"> - Graduate of any four or five-year college course; 	

S OF PERSONNEL	<ul style="list-style-type: none"> - Of good moral character and without criminal or police records and must present Bio-Data, Barangay, Police (6months validity) & NBI Clearance (1yr validity); - Physically fit not less than 25 years of age; with complete medical clearance (including drug test- 6 months validity and Hepa B); - Must have above-average oral and written communication skills; - 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; - Must have satisfactory supervisory skills to supervise and monitor about 140 staff; <p>2. Data Encoders</p> <ul style="list-style-type: none"> - Graduate of any two-year IT related course or four-year college course; - Of good moral character and without criminal or police records and must present Bio-Data, Barangay, Police (6months validity) & NBI Clearance (1yr validity); - Physically fit not less than 20 years of age; with complete medical clearance (including drug test- 6months validity and Hepa B); - 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 that may be assigned; <p>3. Clerical Staff</p> <ul style="list-style-type: none"> - At least college level or a graduate of office-work related course; - Of good moral character and without criminal or police records and must present Bio-Data, Barangay, Police (6months validity) & NBI Clearance (1yr validity); - Physically fit not less than 21 years of age; with complete medical clearance (including drug test- 6 months validity and Hepa B); - Must be computer literate and can prepare draft communications and/or report in Microsoft Word and/or Microsoft Excel; 	
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	<ul style="list-style-type: none"> - 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; <p>4. Telephone Operator</p> <ul style="list-style-type: none"> - Must have clear speaking voice both in English and Filipino; - Of good moral character and without criminal or police records and must present Bio-Data, Barangay, Police (6months validity) & NBI Clearance (1yr validity); - Physically fit not less than 20 years of age; with complete medical clearance (including drug test- 6 months validity and Hepa B); - Must be at least College level; - Must be computer literate and able to operate telephone switching and forwarding system; - Must have above-average and pleasant oral communication skills; <p>5. Elevator Operator</p> <ul style="list-style-type: none"> - Must be at least college level; - Of good moral character and without criminal or police records and must present Bio-Data, Barangay, Police (6 months validity) & NBI Clearance (1yr validity); - Physically fit not less than 20 years of age; with complete medical clearance (including drug test- 6 months validity and Hepa B); - Must have pleasing personality; - Must have average oral communication skills; - Must not be afraid of dark and confined spaces; <p>6. Janitors</p> <ul style="list-style-type: none"> - Must be at least high school graduate; - Of good moral character and without criminal or police records and must present Bio-Data, Barangay, Police (6 months validity) & NBI Clearance (1yr validity); - Physically fit not less than 18 years and not more than 45 years of age; with complete medical clearance (including drug test- 6 months validity and Hepa B); - Must be responsible and can work with minimum supervision; - Must be familiar with the use and operation of cleaning tools and equipment; 	
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	<ul style="list-style-type: none"> - Must be honest and punctual; - Must be able to understand and carry-out simple cleaning assignments; <p>7. Bus Drivers/Service Drivers/Mechanics</p> <ul style="list-style-type: none"> - At least high school graduate; - Of good moral character and without criminal or police records and must present Bio-Data, Barangay, Police & NBI Clearance; - Physically fit not less than 25 years and not more than 45 years of age; with complete medical clearance (including drug test- 6 months validity and Hepa B); - Must hold the appropriate professional driver's license restriction category; - Must have excellent hearing and eye-sight; - Must have at least three (3) years professional driving experience; - Must be able to perform simple vehicle troubleshooting and repairs; <p>8. Maintenance Personnel</p> <ul style="list-style-type: none"> - Must be at least high school graduate; - Of good moral character and without criminal or police records and must present Bio-Data, Barangay, Police & NBI Clearance; - Physically fit not less than 25 years and not more than 55 years of age; with complete medical clearance (including drug test- 6 months validity and Hepa B); - Must have at least five (5) years certified experience in the appropriate field; - In lieu of the five-year certified experience, must hold a TESDA Trade Certificate and at least two (2) years actual related experience; - Must be able to work in a team with other maintenance personnel. 	
V. SERVICE REQUIREMENTS	<p>A. JANITORIAL, SANITATION, MAINTENANCE AND RELATED SERVICES</p> <p>The Service Provider shall provide personnel to perform janitorial, sanitation, maintenance and related services to cover the OWWA Center Building and its premises at 7th Street Cor. F.B. Harrison St., Pasay City, to include its satellite offices at DMW, Mandaluyong and OWWA Counter at NAIA. It shall also deploy personnel to perform said services at the OWWA Malibay Warehouse and OWWA Parking Area when necessary. The areas and properties to be serviced shall be limited to common</p>	

	<p>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. BUS DRIVERS/ SERVICE DRIVERS/ MECHANIC</p> <p>The Service Provider shall also provide driving services to the OWWA clients including its authorized officials and staff. This shall include daily cleaning, washing and checking the vehicles to ensure that they are all in good running condition.</p> <p><i>In case of work or travels outside the National Capital Region, the Driver 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.</i></p>	
VI. BILLING AND PAYMENT	<p>A. The Service Provider shall submit to OWWA its monthly billing within ten (10) days of the following months, together with the following documents:</p> <ol style="list-style-type: none"> 1. Daily time records; 2. Certification showing that actual services have been rendered by the personnel for the billing period being claimed. Billing for overtime services shall be accompanied by a certification of rendition of overtime duly approved/issued by the General Administrative Service and Accomplishment report duly certified by the head unit/division where the overtime service has been rendered. 3. Proof of payment of the salaries, wages and/or benefits of all its personnel from the previous billing period. 4. Photocopy of Official Receipt (OR) of remittances to 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. 5. Certification that the salaries and other fringe benefits of personnel for the preceding month have been paid without any unlawful deductions. 6. Daily Report on the Running Condition of the Equipment's supplied by the agency prepared by 	

	<p>the In-House Supervisor and signed and certified by the GAS Director or EGSD Chief.</p> <p>7. <i>Delivery Receipt</i> of janitorial supplies and materials issued daily duly certified by a regular employee from EGSD.</p> <p>Late submission of the billing statement within the prescribe period may be ground for the issuance of unsatisfactory performance rating of the Service Provider.</p> <p>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 the 10th and 25th day of the month.</p> <p>Salary may be increased or decreased by the mutual agreement of both 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 in effect 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>C. OWWA shall pay the Service Provider'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 Service Provider of the documents enumerated in Section A, Article VI and provided that the Service Provider have complied with all the provisions of the contract.</p>	
VII. TO BE PROVIDED BY THE SERVICE PROVIDER	<p>Equipment and Supplies</p> <p>A. Heavy duty 16" Electric Floor Polishers – 12 units</p> <p>B. Professional Vacuum Cleaner with complete accessories – 3 units</p> <p>C. Rigid Vacuum Cleaner with complete accessories for carpet, sofa and fabric chair – 5 units</p> <p>D. Aluminum Ladders 6ft – 5 units</p>	

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	<p>E. Heavy duty Folding Push Cart (350-400kgs) – 10 units</p> <p>F. Heavy duty Hand Truck Cart (300kgs) - 3 units</p> <p>G. Heavy duty Mop Squeezer – 10 units</p> <p>H. Warning Sign Slippery Hazard - 30 units</p> <p>I. Rubber Hose - 100 meters</p> <p>J. High Pressure Water (Blue Clean 650 or equivalent) – 2 units</p> <p>K. Large Trash Bin with trolley – 3 units</p> <p>L. Mobile Trash Bin, at least 1100L capacity, 59KG, approximate size – 107 x 136 x 136 with (+/- 5 cm per dimension) preferred color green, interior/exterior surface by hygienic design, high resistance to UV with rubber tires.</p> <p>The equipment shall be in good working condition at all times. A daily report on the Condition of Equipment's shall be prepared by the Supervisor to be signed and certified by the GAS Director or EGSD Chief.</p> <p>The in-house Supervisor of OWWA shall report any defective equipment the time and date when it was discovered to be defective. Also included in the report when the defective equipment was replaced/and/or repaired.</p> <p>Immediate replacement/repair of defective equipment shall be done within twenty-four (24) hours upon verbal/written notice. Non-compliance with this for five (5) times within a 12-month (one year) period shall mean termination of contract.</p> <p>Janitorial Supplies and Materials</p> <p>In order to carry out effectively the maintenance, janitorial and sanitation services, the Service Provider shall provide its personnel with the janitorial supplies and materials.</p> <p>The janitorial supplies as specified in the List of Standard Quantity of Supplies and Materials which shall be delivered on schedule are the following:</p> <ul style="list-style-type: none"> • Monthly Janitorial Supplies – first working day of the month • Quarterly Janitorial Supplies – first week of every quarter • Semi-annual Janitorial Supplies – first week of every semester • Annual Janitorial Supplies – three days before the commencement of contract. 	
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A. Monthly Janitorial Supplies - Delivery: at the start of month			
	Particulars	Quantity	Unit
1	Liquid Wax for wood TLW Red (SC Johnson/Diversy)	4	Gallons
2	Liquid Wax for wood TLW White (SC Johnson/Diversy)	3	Gallons
3	Vinyl Wax Complete (SC Johnson/Diversy)	5	Gallons
4	Liquid Bleach (Zonrox)	30	Gallons
5	Toilet Bowl/Urinal Cleaner Go Getter (SC Johnson/Diversy)	15	Gallons
6	Deodorant Cake 50gms (Albatross)	400	Pieces
7	Marble crystallizer (Terranova-Pink) (SC Johnson/Diversy)	2	Gallons
8	Step-Off Heavyduty Floor Stripper (SC Johnson/Diversy)	3	Gallons
9	All-purpose Detergent powder (1kg/pack) (Champion/Surf)	85	Kilos
10	Liquid Detergent 1L (with Fabcon)	4	bottle
11	Garbage Bag size XXL	1000	Pieces
12	Hand Pad Scrubbing pad, Green (Scotch Bright)	20	Pieces
13	2-Way Handpad (Scotch Bright)	50	Pieces
14	Steel Wool 16 Giant Pads, 200gms ave. net weight (Penguin)	100	Reams
15	Liquid Hand Soap with Dispenser bottle (500 ml) Branded	120	Bottle
16	Furniture Polish 300ml (Splenda)	20	Cans
17	Furniture Cleaner and Polish Shine-up (Diversey)	2	Gallons
18	Multi-Insect Killer Odorless 600ml (Baygon)	20	Cans
19	Disinfectant Spray Early Morning Breeze 510gms (Lysol)	30	Cans
20	Toilet Paper Roll, 3 ply (Bonita)	192	Pieces
21	Rubber Hand Gloves (laundry gloves) size:(30 XL & 60 XXL) (DPL)	25	Pairs
22	Isopropyl Alcohol 70% solution 500ml (Cleene)	60	Bottle
23	Isopropyl Alcohol 70% solution 1 Gallon (Dr. J)	4	Bottle
24	Round Rugs Assorted colors	15	Kilos
25	Car Shampoo with Wax 1 liter	20	Bottle
26	Pranella Rug	40	Pieces
27	Microfiber Rug	40	Pieces

28	Aion Plas Chamois 43cm x 32cm x 0.2cm	20	Pieces
29	PINE TREE Air Freshener (Little Tree)	80	Pieces
30	Dishwashing Liquid 1 Liter (Joy)	5	Bottle

B. Quarterly Janitorial Supplies – Delivery at the start of the quarter (or every 3 months)

	Particulars	Quantity	Unit
31	Toilet Bowl Pump	5	Pieces
32	Toilet Bowl Brush	30	Pieces
33	Soft Broom	35	Pieces
34	Polishing brush, nylon 16" (U.S. White Pad, 3M) (Extreme Floor Pad)	50	Pieces
35	Polishing brush, nylon 16" (U.S. Black Pad, 3M) (Extreme Floor Pad)	25	Pieces
36	Polishing brush, nylon 16" (U.S. Green Pad, 3M) (Extreme Floor Pad)	10	Pieces
37	Mop Head Cotton (Sinbad)	40	Pieces
38	Water Spray Bottle	30	Pieces
39	Hand Brush	15	Pieces
40	Door Mat 18"x30"	20	Pieces
41	Feather Duster	15	Pieces

C. Semi-annual Janitorial Supplies – Delivery at the start of the Semester (or every 6 months)

	Particulars	Quantity	Unit
42	Squeegee Blade window/glass Cleaner, 12"	20	Sets
43	Mop Handle with Mop Screw type (Aluminum/Plastic)	50	Sets
44	Trash Can with Cover Small Plastic	50	Pieces

D. Annual Janitorial Supplies - Delivery: at the start of the contract (or every 12 months)

	Particulars	Quantity	Unit
45	Dust Pan Heavy duty	80	Pieces
46	Dipper	30	Pieces
47	Pail with Cover 24 Liters	100	Pieces
48	Floor Squeegee 18"with Rubber	20	Sets

The supplies shall be inspected and certified by a regular EGSD staff. The deposit and release/issuances of janitorial supplies will also be closely monitored by the

	EGSD. The OWWA shall provide a storage room where the equipment and tools of the winning supplier shall be stored.	
VIII. OTHER DOCUMENTARY REQUIREMENTS	<p>Aside from the bidding documents submitted by the winning bidder, the following shall also be submitted within Thirty (30) calendar days upon signing of the contract and NTP:</p> <ol style="list-style-type: none"> 1. Bio-data of In-house supervisor to be assigned to OWWA; 2. Bio-data of all personnel to be assigned to OWWA; 3. Result of drug test and medical exam (i.e. chest x-ray, complete blood count, urinalysis, fecalysis and Hepatitis B surface antigen); 4. NBI Clearance of all Agency personnel to be assigned at OWWA; 5. List of all equipment to be provided to OWWA. The list shall include the serial numbers of each unit. The list should comply with the requirements of OWWA as indicated in the bidding documents. <p>The above-mentioned documents shall form part of the Contract.</p>	
IX. TAXES	<p>The Service Provider shall pay taxes in full- and on-time, 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>	
X. DURATION OF THE CONTRACT	The contract for janitorial and other support services shall be for FY 2025 for a period of seven (7) months from the receipt of Notice to Proceed (NTP) and may be extended following the condition and procedure prescribed in the GPPB Resolution No. 23-2007 dated 28 September 2007.	
XI. PENALTY CLAUSE	When the Service Provider fails to satisfactorily provide the required services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the Service Provider shall be liable for damages for the delay and shall pay the	

	<p>procuring entity liquidated damages, not by way of penalty, an amount of equal to one-tenth (1/10) of percent (1%) of the cost of the delayed submission of payment for every day of delay until such payment are finally delivered and accepted by the procuring entity concerned. The procuring entity need not prove that it has incurred actual damages to be entitled to liquidate damages. Such amount shall be deducted from any money due or which may become due to the Service Provider, or collected from any securities or warranties posted by the Service Provider, whichever is convenient to the procuring entity concerned. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.</p>	
<p>XII. APPROVED BUDGET FOR THE CONTRACT (ABC)</p>	<p>An approved budget for the contract (ABC) in the amount equal to THIRTY-EIGHT MILLION SEVEN HUNDRED SEVENTY-TWO THOUSAND NINE HUNDRED FORTY-SIX PESOS AND 35/100 (Php38,772,946.35) for a period of Seven (7) months shall be allocated for the contract, to be sourced from MOOE (General Services) FY 2025.</p>	

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Price Schedule

Name of Bidder _____ Project ID No. _____ Page ____ of ____

	RATE FOR	RATE FOR	RATE FOR	RATE FOR	RATE FOR	RATE FOR	RATE FOR	RATE FOR	RATE FOR	RATE FOR
	OFFICE CLERK	ENCODER	MAINTENANCE	JANITOR	TELEPHONE OPTR.	ELEVATOR OPTR.	DRIVER	BUS DRIVER	SUPERVISOR	
Daily Wage (DW) - (Wage Order No. NCR-25, Series of 2024)	708.00	645.00	645.00	645.00	645.00	645.00	645.00	741.00	741.00	
E-Cola per day	-	-	-	-	-	-	-	-	-	
I. AMOUNT DUE TO EACH PERSONNEL & GOVERNMENT										
A. Amount due to each personnel per month										
Basic Pay (DW x 313/12)	18,467.00	16,823.75	16,823.75	16,823.75	16,823.75	16,823.75	16,823.75	19,327.75	19,327.75	
E-Cola (E-Cola x 313/12)	-	-	-	-	-	-	-	-	-	
5 Days Incentive Leave [(DW+Cola) x 5/12]	295.00	268.75	268.75	268.75	268.75	268.75	268.75	308.75	308.75	
13th Month Pay (DW x 313/12/12)	1,538.92	1,401.98	1,401.98	1,401.98	1,401.98	1,401.98	1,401.98	1,610.65	1,610.65	
SUB-TOTAL 1	20,300.92	18,494.48	18,494.48	18,494.48	18,494.48	18,494.48	18,494.48	21,247.15	21,247.15	
B. Amount due to government per month										
Pag-Ibig Contribution (max P200)	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	
SSS Contribution (monthly salary credit)	2,000.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	2,000.00	2,000.00	
Philhealth Premium (2.5% basic pay)	461.68	420.59	420.59	420.59	420.59	420.59	420.59	483.19	483.19	
ECC (compensation>P14,750=P30, else P10)	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	
SUB-TOTAL 2	2,691.68	2,550.59	2,550.59	2,550.59	2,550.59	2,550.59	2,550.59	2,713.19	2,713.19	
II. RATE PER PERSONNEL PER MONTH	22,992.59	21,045.07	21,045.07	21,045.07	21,045.07	21,045.07	21,045.07	23,960.34	23,960.34	
III. No. of Personnel	198	45	27	15	61	2	3	40	4	1
IV. No. of Months	7	7	7	7	7	7	7	7	7	7
V. TOTAL (II x III x IV)	7,242,666.38	3,977,518.78	2,209,732.86	8,988,248.14	294,631.02	441,948.53	5,892,620.42	670,889.51	167,722.38	
VI. ADMINISTRATIVE MARGIN & OVERHEAD	724,266.64	397,751.88	220,973.27	898,624.61	29,463.10	44,194.65	589,262.04	67,088.95	16,772.24	
VII. TOTAL (V + VI)	7,966,933.01	4,375,270.66	2,430,706.13	9,886,872.75	324,094.12	486,143.18	6,481,882.46	737,978.46	184,494.61	
VIII. VAT (12%)	956,031.96	525,032.48	291,684.71	1,186,184.49	38,891.29	58,336.94	777,825.90	88,557.42	22,139.35	
IX. TOTAL (VII + VIII)	8,922,964.97	4,900,303.14	2,722,390.83	11,071,055.24	362,985.42	544,478.13	7,259,708.35	826,535.87	206,633.97	
X. OTHERS (VAT INCLUSIVE):										
Supplies and Materials	0.00	0.00	0.00	1,644,567.62	0.00	0.00	0.00	0.00	0.00	
Uniform										
XI. OVERTIME										
XII. CONTRACT PRICE	-									
TOTAL CONTRACT AMOUNT										

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

K