

# **CLARK INTERNATIONAL AIRPORT CORPORATION**

Corporate Office Building, Clark Civil Aviation Complex, Clark Freeport Zone, Philippines 2023  
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## **BIDDING DOCUMENTS**

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# **CONTRACTING OF JANITORIAL SERVICES FOR CIAC**

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**LOCATION: Clark Freeport Zone, Philippines**

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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***



## INVITATION TO BID FOR CONTRACTING OF JANITORIAL SERVICES FOR CIAC

1. The **Clark International Airport Corporation (CIAC)**, through the Corporate Budget for CY 2021, intends to apply the sum of **Two Million Two Hundred Ninety Thousand Pesos (PHP2,290,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract: **Contracting of Janitorial Services for CIAC**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The CIAC now invites bids for the project: “**Contracting of Janitorial Services for CIAC**”. The contract duration is twelve (12) months commencing **1 January 2021 to 31 December 2021**. Bidders should have completed within five (5) 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 5183.

4. Prospective bidders may obtain further information from CIAC the Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below from 8:00 a.m. to 6:30 p.m., Monday to Thursday.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **13 November 2020** until the deadline for the Submission of Bids from the address 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 **Five Thousand Pesos (PHP 5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for bidding document fee in person.
6. The CIAC-BAC will hold a Pre-Bid Conference on **23 November 2020 (Monday), 10:15 a.m. at the CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone** and through video conferencing via Zoom Application which shall be open to prospective bidders. Prospective bidders who are interested to participate in the Pre-bid Conference shall inform the CIAC-BAC and coordinate with the BAC Secretariat through the email address provided below.



(+63) 45 599 - 2888 to 92  
(+63) 45 599 - 2895 to 97  
(+63) 45 499 - 4467 to 68



Corporate Office Building  
Civil Aviation Complex  
Clark Freeport Zone  
Pampanga, Philippines 2023



ciac.gov.ph  
publicaffairs@ciac.gov.ph

7. Bids must be duly received by the BAC Secretariat through manual submission **at the Records Management Office (RMO), Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone on or before 10:30 a.m. of 7 December 2020 (Monday)**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **7 December 2020 (Monday), 10:45 a.m. at the CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone** and through video conferencing via Zoom Application. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The CIAC 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:  
  
**SHARON C. LINGAD**  
Office of the BAC Secretariat, Clark International Airport Corporation  
CIAC Corporate Office Building, Clark Civil Aviation Complex, Clark Freeport Zone  
Philippines 2023  
Telephone Nos.: [+6345] 599-2888 local 181-182 | Fax Nos.: [+6345] 599-2888 local 181  
E-mail Address: **ciac\_bacsecretariat@yahoo.com**  
Web Address: **http://www.ciac.com.ph**
12. You may visit the following websites:  
For downloading of Bidding Documents:  
PhilGEPS: [www.philgeps.gov.ph](http://www.philgeps.gov.ph)  
CIAC: [www.ciac.com.ph](http://www.ciac.com.ph)

Date of Issue: \_\_\_\_\_

**IRISH C. CALAGUAS**  
BAC Chairperson



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

## **1. Scope of Bid**

The CIAC wishes to receive Bids for the project: **Contracting of Janitorial Services for CIAC.**

The Procurement Project (referred to herein as “Project”) is composed of supply of labor, materials, tools and equipment for the janitorial services requirement, 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 through the Corporate Budget for CY 2021 in the amount of **Two Million Two Hundred Ninety Thousand Pesos (PHP2,290,000.00).**

2.2. The source of funding is CIAC Corporate Operating Budget.

## **3. Bidding Requirements**

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

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

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

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

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

## **5. Eligible Bidders**

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

5.2. Foreign ownership 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:

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**

The Procuring Entity has prescribed that Subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within five (5) 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.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### **13. Bid and Payment Currencies**

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in Philippine Pesos.

### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration 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 120 days from the date of opening of bids. 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.

## **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:  
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**

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***



# 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 Services which include supply of labor, materials, tools and equipment;</li> <li>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</li> </ol>  |
| 7.1        | Subcontracting is not allowed.   |
| 12         | The price of the Goods shall be quoted DDP to Clark International Airport Corporation (CIAC) 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>1. The amount of not less than Forty Five Thousand Eight Hundred Pesos (<u>PHP45,800.00</u>), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>2. The amount of not less than One Hundred Fourteen Thousand Five Hundred Pesos (<u>PHP114,500.00</u>) if bid security is in Surety Bond.</li> </ol>  |
| 19.3       | Not applicable.  |
| 20         | <p>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.</p> <p>The Bidder shall submit Certified True Copy of the following documents filed using the Electronic Filing and Payment System (EFPS):</p> <ol style="list-style-type: none"> <li>a. <b>INCOME TAX RETURN</b>- refer to the latest ITR (BIR Form No. 1702 for Corporation and Partnership); and</li> <li>b. <b>BUSINESS TAX RETURNS</b>- refers to the:             <ol style="list-style-type: none"> <li>b.1 Value Added Tax Return (Monthly-BIR Form No. 2550-M; Quarterly-BIR Form No. 2550-Q);</li> <li>b.2 Percentage Tax Returns (BIR Form No.2551-M) covering the previous six (6) months immediately preceding the date of submission and opening of bids.</li> </ol> </li> </ol> <p>NOTE: Per BIR Revenue Regulations No. 3-2005:</p> <p>For Income Tax Returns:</p> |

|      |   |
|------|---|
|      | <p>For participants already with an Annual ITR, Latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.</p> <p>For Latest Business Tax Return:</p> <p>Refers to the Value Added Tax (VAT) or Percentage tax returns covering the previous six months. For those with less than six (6) months of operations, this refers to the monthly business tax return filed to date.</p> |
| 21.1 | <p>Other required Government Certificates from the following Government Agencies:</p> <ol style="list-style-type: none"> <li>1. Certificate of Registration with DOLE per Department Order No. 18-A.</li> <li>2. Valid Certificate of Compliance covering the period until second quarter of 2020 to be issued by the following: <ol style="list-style-type: none"> <li>a. Social Security System (SSS);</li> <li>b. Home Development Mutual Fund (HDMF-Pag-IBIG); and</li> <li>c. PhilHealth</li> </ol> </li> </ol>                      |

## ***Section IV. General 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. 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*

## Special Conditions of Contract

| GCC Clause |   |
|------------|---|
| 1          | <p>The Procuring Entity is Clark International Airport Corporation.</p> <p>The Project is: <b>“CONTRACTING OF JANITORIAL SERVICES FOR CIAC”</b></p> <p>The Project Site is the Clark International Airport Corporation, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone, Pampanga</p> <p>The Funding Source is</p> <p>Government of the Philippines (GOP) through Corporate Budget for the CY 2021 in the amount of <b><u>Two Million Two Hundred Ninety Thousand Pesos (PHP2,290,000.00)</u></b>.</p> <p>The Procuring Entity's address for Notices is:</p> <p><b>IRISH C. CALAGUAS</b><br/>           CIAC-BAC, Chairperson<br/>           Thru: CIAC BAC Secretariat Office<br/>           Clark International Airport Corporation Corporate Office Building, Clark Civil Aviation Complex, Clark Freeport Zone, Philippines 2023<br/>           Telephone Nos.: [+6345] 599-2888 local 181-182   Fax Nos.: [+6345] 599-2888 local 181<br/>           E-mail Address: <b>ciac_bacsecretariat@yahoo.com</b><br/>           Web Address: <b>www.ciac.com.ph</b></p> <p><b>Delivery and Documents –</b></p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>The Procuring Entity’s Representative at the Project Site is Josephine S. Cuyos</p> |
| 2.2        | <p>The currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.</p> <p>Payment using Letter of Credit (LC) is not allowed.</p> <p>The terms of payment is specified under Item 13 of Section VII Technical Specifications.</p> <p>Pursuant to the DOTr Department Order, no advance payment or mobilization fees shall be extended or paid to the service provider, contractor or supplier.</p>  |
| 4          | <p>The inspections and tests that will be conducted are stated in the Technical Specifications.</p>   |

## *Section VI. Schedule of Requirements*

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

### A. For Housekeeping Supplies and Materials

#### Monthly Requirement

| <b>Quantity</b> | <b>Description</b>  | <b>Delivery</b>   | <b>Duration</b>                      |
|-----------------|---------------------|---|--------------------------------------|
| 3 gallons       | Air Freshener       | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 3 gallons       | Chlorine            | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 3 gallons       | Glass Cleaner       | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 6 gallons       | Carpet Shampoo      | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 1 gallon        | Spray buff Solution | - Upon receipt of the Notice  | January 1, 2021 to December 31, 2021 |



|           |                       |   |                                      |
|-----------|-----------------------|---|--------------------------------------|
|           |                       | to Proceed (NTP).<br>- Monthly (First Week of the Month)                              |                                      |
| 10 pieces | Toilet Deodorant Cake | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 15 packs  | Trash Bag             | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 5 kilos   | Powdered Soap         | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 10 pieces | Cotton Rugs (pranela) | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 10 pieces | Chaimos Rugs          | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 15 pieces | Scouring Pads         | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month) | January 1, 2021 to December 31, 2021 |

|           |                                   |   |  |
|-----------|-----------------------------------|---|--|
| 5 bottles | Aerosol Furniture Polish (330 ml) | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month) | January 1, 2021 to December 31, 2021   |
| 3 gallons | Disinfectant Cleaner              | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month) | January 1, 2021 to December 31, 2021<br>January 1, 2021 to December 31, 2021 |
| 6 gallons | Liquid Hand Soap with dispenser   | - Upon receipt of the Notice to Proceed (NTP)<br>- Monthly (First Week of the Month)  | January 1, 2021 to December 31, 2021   |
| 6 gallons | Dishwashing Liquid                | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month) | January 1, 2021 to December 31, 2021   |

Quarterly Requirement

| Quantity  | Description                        | Delivery  | Duration                             |
|-----------|------------------------------------|---|--------------------------------------|
| 10 pieces | Mop Head                           | - Upon receipt of the Notice to Proceed (NTP).<br>- Quarterly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 10        | Soft Broom                         | - Upon receipt of the Notice to Proceed (NTP).<br>- Quarterly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 1piece    | Heavy Duty White Polishing Pad 18" | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month)   | January 1, 2021 to December 31, 2021 |
| 1piece    | Heavy Duty White Polishing Pad 12" | - Upon receipt of the Notice to   | January 1, 2021 to December 31,      |

|           |                                      |   |                                      |
|-----------|--------------------------------------|---|--------------------------------------|
|           |                                      | Proceed (NTP).<br>- Monthly (First Week of the Month)                                 | 2021                                 |
| 1piece    | Heavy Duty Black Stripping Pad (18") | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 1piece    | Heavy Duty Black Stripping Pad (12") | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 1piece    | Heavy Duty Red Buffing Pad (18")     | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 1piece    | Heavy Duty Red Buffing Pad (12")     | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 1piece    | Heavy Duty Blue Scrubbing Pad (18")  | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 1piece    | Heavy Duty Blue Scrubbing Pad (12")  | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 10 pieces | Stick Broom                          | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 2 pieces  | Whisk Broom                          | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First                    | January 1, 2021 to December 31, 2021 |

|           |                                  |   |                                      |
|-----------|----------------------------------|---|--------------------------------------|
|           |                                  | Week of the Month   |                                      |
| 2 pieces  | Dry/Dust Mop Head                | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month)     | January 1, 2021 to December 31, 2021 |
| 2 pieces  | Dry/Dust Mop Handle              | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month)     | January 1, 2021 to December 31, 2021 |
| 1 piece   | Telescopic Squeegee (adjustable) | - Upon receipt of the Notice to Proceed (NTP).<br>- Monthly (First Week of the Month)     | January 1, 2021 to December 31, 2021 |
| 2 pieces  | Hand Brushes                     | - Upon receipt of the Notice to Proceed (NTP).<br>- Semi-Annual (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 10 pieces | Toilet Bowl Brush                | - Upon receipt of the Notice to Proceed (One time delivery)                               | January 1, 2021 to December 31, 2021 |

One Time Delivery of Automatic Air Freshener equipment with Monthly refill of air fresheners

| Quantity | Description   | Delivery                                       | Duration                             |
|----------|---|--|--------------------------------------|
| 10 units | Air Freshening System with monthly refill for 12 months | - Upon receipt of the Notice to Proceed (NTP). | January 1, 2021 to December 31, 2021 |

Semi-Annual Requirement

| Quantity  | Description | Delivery  | Duration                             |
|-----------|-------------|---|--------------------------------------|
| 10 pieces | Plunger     | - Upon receipt of the Notice to Proceed (NTP).<br>- Quarterly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 10 pieces | Mop Handle  | - Upon receipt of the Notice to   | January 1, 2021 to December 31,      |

|            |                      |   |                                      |
|------------|----------------------|---|--------------------------------------|
|            |                      | Proceed (NTP).<br>- Quarterly (First Week of the Month)                                 | 2021                                 |
| 2 pieces   | Safety Gloves        | - Upon receipt of the Notice to Proceed (NTP).<br>- Quarterly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 10 bottles | Plastic Spray Bottle | - Upon receipt of the Notice to Proceed (NTP).<br>- Quarterly (First Week of the Month) | January 1, 2021 to December 31, 2021 |
| 2 pieces   | Pad Holder 18"       | - Upon receipt of the Notice to Proceed (One time delivery)                             | January 1, 2021 to December 31, 2021 |
| 2 pieces   | Pad Holder 12"       | - Upon receipt of the Notice to Proceed (One time delivery)                             | January 1, 2021 to December 31, 2021 |
| 10 pieces  | Dust Pan             | - Upon receipt of the Notice to Proceed (One time delivery)                             | January 1, 2021 to December 31, 2021 |

B. For Janitorial Equipment

Equipment Requirement

| Quantity | Description                                | Delivery                                       | Duration                             |
|----------|--|--|--------------------------------------|
| 2 units  | Heavy Duty Vacuum Cleaner (Wet & Dry)      | - Upon receipt of the Notice to Proceed (NTP). | January 1, 2021 to December 31, 2021 |
| 2 units  | Heavy duty Floor Polisher (18")            | Upon receipt of the Notice to Proceed (NTP).   | January 1, 2021 to December 31, 2021 |
| 2 units  | Heavy duty Floor Polisher (12")            | Upon receipt of the Notice to Proceed (NTP).   | January 1, 2021 to December 31, 2021 |
| 10 units | Janitor Cart                               | Upon receipt of the Notice to Proceed (NTP).   | January 1, 2021 to December 31, 2021 |
| 10 units | Bucket/Wringer Combinations (Mop Squeezer) | Upon receipt of the Notice to Proceed (NTP).   | January 1, 2021 to December 31, 2021 |
| 1 unit   | Aluminum Ladder                            | Upon receipt of the                            | January 1, 2021 to                   |

|          |                   |  |                                      |
|----------|-------------------|--|--------------------------------------|
|          |                   | Notice to Proceed (NTP).                     | December 31, 2021                    |
| 3 pieces | Wet Floor Tiles   | Upon receipt of the Notice to Proceed (NTP). | January 1, 2021 to December 31, 2021 |
| 1 unit   | Biometric Machine | Upon receipt of the Notice to Proceed (NTP). | January 1, 2021 to December 31, 2021 |

Conforme:

\_\_\_\_\_  
Name and Signature of Authorized Signatory

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

*Under the column “Statement of Compliance”: Bidders must state 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.*

## TECHNICAL SPECIFICATIONS

| Item                       | Specification   | Statement of Compliance  |             |                        |           |                      |  |     |       |           |   |   |   |   |   |   |    |             |   |   |   |   |   |   |    |              |           |           |           |           |           |           |           |  |
|----------------------------|---|--|-------------|------------------------|-----------|----------------------|--|-----|-------|-----------|---|---|---|---|---|---|----|-------------|---|---|---|---|---|---|----|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--|
| 1.                         | <p><b>Assigned Areas to be Maintained</b></p> <p>The Contractor/Supplier must provide the work includes the furnishing of all materials, labor, and equipment and performance of all operations necessary for the CIAC Janitorial Services and completion of the project, all in accordance with the Specifications. The works shall include but not limited to the following assigned areas:</p> <ol style="list-style-type: none"> <li>1. Corporate Office Building</li> <li>2. Clark Control Tower</li> <li>3. CIAC Annex Building</li> <li>4. ASD Building</li> <li>5. Motorpool</li> <li>6. Carpentry Building</li> <li>7. CIAC Transient Quarters</li> <li>8. CIAC Warehouse</li> </ol>   |  |             |                        |           |                      |  |     |       |           |   |   |   |   |   |   |    |             |   |   |   |   |   |   |    |              |           |           |           |           |           |           |           |  |
| 2.                         | <p><b>Manpower Requirement</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Required Man-Days per Week</th> <th style="width: 20%;">Description</th> <th style="width: 60%;">Minimum Specifications</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">60</td> <td style="text-align: center;">Janitorial Personnel</td> <td>                     With Good Moral Character<br/>                     Industrious<br/>                     Compliant with the required Manpower Qualification and other conditions on Item No. 6 of this Section.<br/>                     With one (1) year janitorial experience in corporate office.                 </td> </tr> </tbody> </table>   | Required Man-Days per Week   | Description | Minimum Specifications | 60        | Janitorial Personnel | With Good Moral Character<br>Industrious<br>Compliant with the required Manpower Qualification and other conditions on Item No. 6 of this Section.<br>With one (1) year janitorial experience in corporate office. |     |       |           |   |   |   |   |   |   |    |             |   |   |   |   |   |   |    |              |           |           |           |           |           |           |           |  |
| Required Man-Days per Week | Description   | Minimum Specifications   |             |                        |           |                      |  |     |       |           |   |   |   |   |   |   |    |             |   |   |   |   |   |   |    |              |           |           |           |           |           |           |           |  |
| 60                         | Janitorial Personnel  | With Good Moral Character<br>Industrious<br>Compliant with the required Manpower Qualification and other conditions on Item No. 6 of this Section.<br>With one (1) year janitorial experience in corporate office. |             |                        |           |                      |  |     |       |           |   |   |   |   |   |   |    |             |   |   |   |   |   |   |    |              |           |           |           |           |           |           |           |  |
| 3.                         | <p><b>Manpower Schedule</b></p> <p><u>Day Shift:</u><br/>                     Work Schedule 1 – 6:00 a.m. to 3:00 p.m.<br/>                     Work Schedule 2 – 7:00 a.m. to 4:00 p.m.<br/>                     Work Schedule 3 – 8:00 a.m. to 5:00 p.m.</p> <p><u>Night Shift:</u><br/>                     Work Schedule – 7:00 p.m. to 3:00 a.m.</p> <p>Required Man-days per week</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">No. of Shifts</th> <th style="width: 8%;">Mon</th> <th style="width: 8%;">Tue</th> <th style="width: 8%;">Wed</th> <th style="width: 8%;">Thu</th> <th style="width: 8%;">Fri</th> <th style="width: 8%;">Sat</th> <th style="width: 8%;">Total</th> </tr> </thead> <tbody> <tr> <td>Day Shift</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> <td style="text-align: center;">48</td> </tr> <tr> <td>Night Shift</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> <td style="text-align: center;">12</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: center;"><b>10</b></td> <td style="text-align: center;"><b>10</b></td> <td style="text-align: center;"><b>10</b></td> <td style="text-align: center;"><b>10</b></td> <td style="text-align: center;"><b>10</b></td> <td style="text-align: center;"><b>10</b></td> <td style="text-align: center;"><b>60</b></td> </tr> </tbody> </table> | No. of Shifts  | Mon         | Tue                    | Wed       | Thu                  | Fri  | Sat | Total | Day Shift | 8 | 8 | 8 | 8 | 8 | 8 | 48 | Night Shift | 2 | 2 | 2 | 2 | 2 | 2 | 12 | <b>TOTAL</b> | <b>10</b> | <b>10</b> | <b>10</b> | <b>10</b> | <b>10</b> | <b>10</b> | <b>60</b> |  |
| No. of Shifts              | Mon   | Tue  | Wed         | Thu                    | Fri       | Sat                  | Total  |     |       |           |   |   |   |   |   |   |    |             |   |   |   |   |   |   |    |              |           |           |           |           |           |           |           |  |
| Day Shift                  | 8   | 8  | 8           | 8                      | 8         | 8                    | 48   |     |       |           |   |   |   |   |   |   |    |             |   |   |   |   |   |   |    |              |           |           |           |           |           |           |           |  |
| Night Shift                | 2   | 2  | 2           | 2                      | 2         | 2                    | 12   |     |       |           |   |   |   |   |   |   |    |             |   |   |   |   |   |   |    |              |           |           |           |           |           |           |           |  |
| <b>TOTAL</b>               | <b>10</b>   | <b>10</b>  | <b>10</b>   | <b>10</b>              | <b>10</b> | <b>10</b>            | <b>60</b>  |     |       |           |   |   |   |   |   |   |    |             |   |   |   |   |   |   |    |              |           |           |           |           |           |           |           |  |



4. **Required Minimum Material and Equipment**

All required Supplies, Materials, and Equipment shall be subjected for inspection in strict compliance with the required Specifications and standards.

A. For Housekeeping Supplies and Materials

Monthly Requirement

| Quantity  | Description           | Minimum Specifications  |
|-----------|-----------------------|---|
| 3 gallons | Air Freshener         | Eliminates odor in the air, stays in the air longer.  |
| 3 gallons | Chlorine              | In its liquid and solid form, it is a powerful oxidizing, bleaching, and disinfecting agent.  |
| 3 gallons | Glass Cleaner         | Ingredients: Organic Solvent, Chelating agent, Dye, Ammonia and Aqueous Vehicle.<br>Color: Light Blue<br>Product State: Liquid<br>Odor: Mild Solvent Odor<br>PH: 9.5-10.2<br>Specific Gravity (H2O=1): 0.969-1.009  |
| 6 gallons | Carpet Shampoo        | First class high grade. Fragrantly perfumed liquid carpet shampoo of exceptional drying quality and resistance to pick-up. Concentrate, Wool Safe approved Carpet Shampoo. Lifts and suspends soil, animal and food stains. Restore color vibrancy, No chlorine and phosphates content. Specially formulated for all types of natural synthetic fiber carpets and contains special ingredients to prevent residual stickiness-the most common cause of re-soiling carpets.<br>Ingredients: Surfactants and Aqueous solution |
| 1 gallon  | Spray buff Solution   | A water-based gloss restorer solution. It is used to maintain the gloss and shine of tiles, vinyl and other resilient floors. It contains acrylic polymers to revive and enhance the gloss and shine of floors.   |
| 10 pieces | Toilet Deodorant Cake | Deodorizer Moth Proofer, 99% paradichlorotenzene, 50 gms./piece, multi-scent brand.   |
| 15 packs  | Trash Bag             | Plastic Transparent, .04mm thickness, height/length 1016mm(46"),width   |

|                        |                                   |   |
|------------------------|-----------------------------------|---|
|                        |                                   | (bottom) 470mm(18.5"), 100 pcs/pack.  |
| 5 kilos                | Powdered Soap                     | Professional Concentrated all-purpose detergent powder.   |
| 10 pieces              | Cotton Rugs (pranela)             | Cotton rectangular cloth.   |
| 10 pieces              | Chaimos Rugs                      | A rectangular piece of absorbent cloth for drying or wiping.  |
| 15 pieces              | Scouring Pads                     | General-Purpose Commercial Scouring Pad Synthetic scouring pad is excellent for common cleaning jobs. Performs well on kitchen equipment, walls, railings, floors, desks, stairways, counters and maintenance equipment. 20 scouring pads per pack. Green 6 x 9 inches                                    |
| 5 bottles              | Aerosol Furniture Polish (330 ml) | Aerosol cleaner polish, protective shine with no wax build up. Leaves a smooth wax finish. Ideal for wood, leather, vinyl, Formica, chrome, stainless steel, enameled metals, ceramic marble and porcelain. Ingredients: Silicones, emulsifiers, perfume and aqueous ingredient                           |
| 3 gallons              | Disinfectant Cleaner              | Dilutable Disinfectant multi-purpose cleaner<br>Ingredients: Quaternary Amm cpd, Inorganic Builders, Surfactants, Chelating agent, Dye/Perfume and Aqueous Vehicle  |
| 6 gallons              | Liquid Hand Soap with dispenser   | <ol style="list-style-type: none"> <li>1. Provision of liquid hand soap dispenser unit.</li> <li>2. Provide service check-up once a week on the dispenser unit.</li> <li>3. Conduct preventive maintenance program to ensure the good condition &amp; appearance of the dispenser unit.</li> </ol>        |
| 6 gallons              | Dishwashing Liquid                | High surfactant to give a rich of suds and high suds mileage. Forms surfactants that stay suspended in wash water to provide micro-reservoirs of reserve cleaning powder. Removes unseen food residue. Leaves dishes and plastics squeaky clean. Provide tough grease cleaning and leaves pleasing smell. |
| Quarterly Requirement: |                                   |   |

| Quantity  | Description                          | Minimum Specifications   |
|-----------|--------------------------------------|--|
| 10 pieces | Mop Head                             | Cotton, 400 gms.   |
| 10 pieces | Soft Broom                           | Wooden or rattan handle, standard size.  |
| 1piece    | Heavy Duty White Polishing Pad 18"   | For Buffing/Spray Cleaning on soft finishes or waxes.  |
| 1piece    | Heavy Duty White Polishing Pad 12"   | For Buffing/Spray Cleaning on soft finishes or waxes.  |
| 1piece    | Heavy Duty Black Stripping Pad (18") | Maintains consistent high performance throughout the life of the pad.  |
| 1piece    | Heavy Duty Black Stripping Pad (12") | Maintains consistent high performance throughout the life of the pad   |
| 1piece    | Heavy Duty Red Buffing Pad (18")     | Excellent for cleaning without removing or dulling finish.   |
| 1piece    | Heavy Duty Red Buffing Pad (12")     | Excellent for cleaning without removing or dulling finish.   |
| 1piece    | Heavy Duty Blue Scrubbing Pad (18")  | Aggressively removes marks, scruffs and soil prior to recoating.   |
| 1piece    | Heavy Duty Blue Scrubbing Pad (12")  | Aggressively removes marks, scruffs and soil prior to recoating.   |
| 10 pieces | Stick Broom                          | Stick(Ting-ting), standard size.   |
| 2 pieces  | Whisk Broom                          | Removal of cobwebs, standard size  |
| 2 pieces  | Dry/Dust Mop Head                    | Soft or fluffy material use to dry and remove dust from floors.  |
| 2 pieces  | Dry/Dust Mop Handle                  | Screw type, heavy duty, plastic handle.  |
| 1 piece   | Telescopic Squeegee                  | Adjustable stainless steel window squeegee, complete with handle (Adjustable), channel and rubber blade fast lock handle with rubber grip, channel and rubber blade. Cleans any flat, smooth surface 12" wide.                         |
| 2 pieces  | Hand Brushes                         | Iron Handle Scrub Brush Hand scrub with molded handle eases the work of scrubbing tile floors, baseboards, countertops and walls. Long-lasting blue polypropylene fill resists stains. Durable white plastic block. 6" overall length. |
| 10 pieces | Toilet Bowl Brush                    | Brush Synthetic polypropylene bristles resist stains and odors. Plastic handle. Overall length 14-1/2". With Brush Holder.   |

One Time Delivery of Automatic Air Freshener equipment with Monthly refill of air fresheners

| Quantity | Description                    | Minimum Specifications  |
|----------|--------------------------------|---|
| 10 units | Automatic Air Freshener System | <ol style="list-style-type: none"> <li>1. Installation of Automatic Air Freshener Service Equipment.</li> <li>2. Provide service check up every two (2) weeks for the service equipment and replacement of refill every second visit.</li> <li>3. Conduct Preventive Maintenance Program to ensure good condition and appearance of service equipment</li> <li>4. Provide Quick Response Servicemen within twenty-four (24) hours except Sundays &amp; Holidays.</li> </ol> |

Semi-Annual Requirement:

| Quantity   | Description          | Minimum Specifications   |
|------------|----------------------|--|
| 10 pieces  | Plunger              | 20" long wooden handle, with 4" high and 6" diameter plunger, red color.   |
| 10 pieces  | Mop Handle           | Screw type, heavy duty, plastic handle.  |
| 2 pieces   | Safety Gloves        | Natural rubber gloves combined with high tactile sensitivity for flexibility, textured.  |
| 10 bottles | Plastic Spray Bottle | Adjustable from fine mist to steady stream.  |
| 2 pieces   | Pad Holder 18"       | Short Trim Pad Driver Blue, 1/2" long, poly fibers are unevenly trimmed and widely spaced for pad holding power. Manufactured on a durable plastic block with riser. 18" Floor Pad Diameter. |
| 2 pieces   | Pad Holder 12"       | Short Trim Pad Driver Blue, 1/2" long, poly fibers are unevenly trimmed and widely spaced for pad holding power. Manufactured on a durable plastic block with riser. 12" Floor Pad.          |
| 10 pieces  | Dust Pan             | Plastic type with handle.  |

Required Equipment:

| Quantity | Description                           | Minimum Specifications |
|----------|---------------------------------------|------------------------|
| 2 units  | Heavy Duty Vacuum Cleaner (Wet & Dry) | 60L, 200W, 220-240 V   |

|          |  |  |
|----------|--|--|
| 2 units  | Heavy duty Floor Polisher (18")            | 1.5HP, 1500 rpm  |
| 2 units  | Heavy duty Floor Polisher (12")            | 0.75HP, 175 rpm  |
| 10 units | Janitor Cart                               | Structural foam. Measures 48in.L x 20 1/2in.W x 38in.H. Has an 8 in. heavy-duty wheel. Adjustable center shelf. Includes 25-gal. vinyl bag                       |
| 10 units | Bucket/Wringer Combinations (Mop Squeezer) | Color,26/35 Quarts Bucket Capacity, Downward Pressure Bucket/Wringer Combo with Roller, Heavy Duty   |
| 1 unit   | Aluminum Ladder                            | 6' height  |
| 3 pieces | Wet Floor Tiles                            | Folding Floor Signs bright yellow color. Plastic wet floor warning signs, two sided at least 25" high, fold flat for storage or transport. With carrying handle. |
| 1 unit   | Biometric Machine                          | Biometric system for time and attendance log-in and log-out.   |

|    |   |
|----|---|
| 5. | <p><b>Scope of Works</b></p> <p>The Janitorial Supplier should provide housekeeping services to CIAC eight hours per day for 6 days in a week. The total number of working days is 313 days including Legal and Special Holidays. Holiday pay should be provided to its employee and such payment will be included in the submitted progress billing by the supplier to CIAC.</p> <p>I. Daily routine services for housekeeping</p> <p>Corporate Offices</p> <ol style="list-style-type: none"> <li>1. Regular vacuuming of all carpeted areas and rugs.</li> <li>2. Sweeping and polishing of all kinds of floor finishes.</li> <li>3. Sweeping, mopping, spot scrubbing of all areas including the removal of floor stains on all vinyl areas.</li> <li>4. Dusting and cleaning of all mirrors, glass tops, inside windows, window edges, blinds and vents of air conditioning units.</li> <li>5. Disposing and emptying waste receptacle to designated trash bins.</li> <li>6. Dusting and cleaning of horizontal and vertical surfaces including all office furniture and equipment.</li> <li>7. Sweeping of cobwebs on walls and ceilings.</li> <li>8. Watering of existing ornamental plants inside the building</li> <li>9. Glass cleaning of windows inside and out.</li> <li>10. Spot cleaning of furniture and doors.</li> <li>11. Sweeping outside the perimeter of the building.</li> <li>12. Disinfection of all rooms.</li> </ol> <p><i>Note:</i></p> |
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- *Disinfection chemicals and machines will be provided by CIAC*
- *Other request services subject to approval of the Engineering and Maintenance Department.*

Building Hallways, Stairways and Lobby

1. Spot clean walls.
2. Sweep/dust mops all floors.
3. Clean baseboards, cornices, doors, glass windows and air vents to include lighting diffusers and metal railings.
4. Dusting and cleaning of office furniture.
5. Empty waste receptacles.
6. Damp mop stairs and clean railings.
7. Spray buff floors.
8. Damp wipe tables and chairs.
9. Clean and mop mats
10. Spot wash entry glass
11. Wet mop or machine scrub floors.
12. Water existing ornamental plants.
13. Spot clean furniture.

Restroom/Toilets and Bathrooms

1. Clean and disinfect all toilet floors, walls, bowls, urinals, commodes and wash basins.
2. Regularly empty and disinfect all waste receptacles.
3. Clean all glass mirror and window.
4. Spot clean walls on ceramic tiles and metal partition.
5. Refill liquid soap dispensers and tissue dispenser.
6. Clean exhaust fans, lighting diffusers and doors
7. Dust mop floors.
8. Damp and dry clean mop floors.
9. Cleaning, sanitizing of toilets and restrooms with the use of effective disinfecting chemicals on the wash basins, urinals, toilet bowls and lavatories including fogging of toilets with deodorants.
10. Immediately Report to Engineering and Maintenance Department any busted bulbs and lamps including any leaking faucets, water closets and urinals.
11. Daily restrooms cleaning checklist/inspection logs must be monitored and submit to the Engineering and Maintenance Department.

Board Room and Conference Room

1. Spot clean all floor finishes and furniture.
2. Spot clean walls and doors.
3. Clean all glass windows with glass cleaner.
4. Empty waste containers.
5. Vacuum carpets

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|    | <p>6. Dust mop floors<br/>7. Water existing ornamental plants</p> <p>Other Covered Areas</p> <p>For Carpeted Areas</p> <ol style="list-style-type: none"> <li>1. Sweeping of cobwebs on walls and ceilings when necessary.</li> <li>2. Dusting and cleaning of all mirrors, glass tops, inside window, window ledges, blinds and all vents of air-conditioning system.</li> </ol> <p>For Vinyl Areas/Laminated Wood Planks/Ceramic Tiles/Plain Cement Floor</p> <ol style="list-style-type: none"> <li>1. Sweeping, mopping, spot scrubbing and polishing of all floor areas.</li> <li>2. Sweeping of cobwebs on walls and ceilings when necessary.</li> <li>3. Dusting and cleaning of all mirrors, glass tops, inside window, window ledges, blinds and all vents of air-conditioning system.</li> </ol> <p>For Sodded Areas and adjacent street</p> <ol style="list-style-type: none"> <li>1. Sweeping at the sodded areas and adjacent street five meters from the perimeter wall of the Corporate Office Building.</li> <li>2. Hauling and disposal of trash.</li> </ol> <p>II. Weekly Maintenance Services</p> <ol style="list-style-type: none"> <li>1. General cleaning of floor areas and shampooing spot scrubbing and or dry shampooing of carpets as the need arises.</li> <li>2. General cleaning of toilets and bathrooms. Thorough cleaning and disinfecting of toilet floors, walls, bowls, commodes and wash basins.</li> <li>3. Cleaning of doors, screens, roofing's and gutters.</li> <li>4. Dusting of light fixtures suspended from ceiling.</li> <li>5. Cleaning, waxing and polishing of furniture and fixtures, counters, etc., excluding items of equipment that require specialized maintenance.</li> </ol> <p>III. Monthly Maintenance Services</p> <ol style="list-style-type: none"> <li>1. Steam shampooing of carpets, beds and furniture with foam cover as warranted.</li> <li>2. Thorough General Cleaning of all areas covered for maintenance.</li> <li>3. Scrubbing/ cleaning of outer/ exterior walls, fire exits and other related areas</li> <li>4. Stripping and waxing of granites/ceramics floor areas.</li> </ol> |  |
| 6. | <b>Manpower Qualification and other Conditions</b>   |  |

The following information is provided to assist the bidders in understanding the scope of services needed by CIAC. The CIAC takes pride in providing an exceptionally clean and safe environment at all times for its customers and employees and expects the janitorial services to demonstrate this same pride in their work performed.

1. Staffing and Employee Recruitment

- 1.1. The Supplier shall provide a total of Sixty (60) Man-Days per Week of janitorial personnel.
- 1.2. The Housekeepers should be properly screened, experienced in proper cleaning and janitorial methods and techniques to properly and satisfactorily maintain the facilities on a day-to-day basis during the scheduled times indicated. The Supplier shall provide female personnel to maintain female comfort rooms and provide utility works to concerned departments.
- 1.3. The list of personnel shall be submitted to CIAC for verification, including the required clearances for approval at least seven (7) calendar days prior to start of work. No janitors will be reporting for work without the necessary approval of CIAC and proper orientation with regards to CIAC policies and standards.
- 1.4. The Supplier warrants that all personnel that it will supply and hire are healthy, reliable, honest, professionally trained, industrious, carefully selected and properly screened, have passed the necessary tests such as but not limited to neuro-psychological and drug tests accredited by DOH and possessed the necessary latest and valid clearances from the National Bureau of Investigation (NBI), Philippine National Police (PNP), Barangay, CIAC Safety Office & Aviation Security Department. The said tests and clearances shall be copy furnished to CIAC for verification and documentation prior to the start of work.
- 1.5. The Supplier shall provide equally qualified relievers for the absentees to ensure a complete manpower at any given time. The said relievers should comply with the required qualification requirements and clearances of CIAC and are subject to approval of CIAC prior to report for work.
- 1.6. The Supplier shall provide at least one (1) biometric finger scanning device for efficient timekeeping of each personnel. Once the project has been completed said device will be returned to the Supplier.
- 1.7. The number of personnel maybe increased or decreased whenever the exigency of the service so requires upon written notice to the Supplier, provided that corresponding adjustment in the consideration prescribed shall be affected.
- 1.8. Personnel with any history of drugs, violence of any type including deadly weapons violation, theft of all types, fraud and/or forgery shall not be assigned to work at CIAC facility. Violation of this requirement will be a cause for contract



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|  | <p>termination.</p> <p>1.9. The supplier must demonstrate the ability to provide industrious, trustworthy, reliable employees and shall make in good faith effort to retain the same employees on the same schedule in the same area for as long as possible. If the change of personnel is to occur, the Engineering and Maintenance Department shall be notified thru written communication before the change of personnel or as quickly as possible thereafter.</p> <p>1.10. All Personnel shall have the ability to read, write and have the necessary public relations skill to deal with employees and customers in a professional, courteous manner. They must understand written and oral rules and regulations and apply them in a tactful and non-confrontational manner as well as maintain poise, self-control, tact, diplomacy and mature judgment under stress.</p> <p>1.11. All hired personnel shall have related one (1) year janitorial experience in corporate office or airport terminal and physically fit prior to working within the CIAC Premises and shall have undergone proper orientation regarding CIAC working policies and procedures.</p> <p>1.12. All equally qualified relievers shall possess the same document and clearance requirements as that of the regular duty personnel.</p> <p>2. Uniform and Appearance Standards</p> <p>2.1 The selected Supplier's personnel shall be neat and clean in appearance and shall wear suitably prescribed uniforms with the personnel's name displayed and with appropriate company issued identification cards. The Contractor shall secure access passes to be requested to LIPAD Corporation-Pass Control Office for the personnel involved in this particular project. The identification cards shall be provided by the supplier at no cost to the personnel.</p> <p>2.2 All housekeepers shall wear the prescribed uniform while working in CIAC premises from Monday to Saturday. The housekeepers shall wear the standard uniform provided by the supplier. No personnel will be allowed to enter and work within CIAC premises without the appropriate uniforms, access pass and identification cards.</p> <p>3. Assignment/Replacement of Supplier's Personnel</p> <p>3.1. The specific location or assignment of the Supplier's Personnel to be detailed in the premises of CIAC shall be determined by the Supplier. The said location or assignment maybe changed whenever the exigency so requires, and is to be approved by CIAC. The Engineering and Maintenance Department shall have the right to inspect at all times the personnel detailed or assigned by the Supplier and request for a</p> |  |
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|  | <p>change, replacement or substitution of the assigned personnel for legitimate reasons upon written notice to the Supplier by CIAC.</p> <p>3.2. A Monthly Detailed Work Assignment of all personnel shall be submitted to CIAC for approval one (1) week prior to the start of each month. It shall include the names of personnel, time of work and areas of work assignment. Any changes in work assignment thereafter should be properly notified in writing addressed to CIAC-EMD at least one (1) week before its implementation.</p> <p>3.3. The Supplier shall ensure that their Personnel are within their respective work assignments during their working hours and should properly inform the Engineering and Maintenance Department if they will perform other utility works outside their work assignments but within CIAC premises. Proper coordination with the Engineering and Maintenance Department should be undertaken by the Janitorial Team Leader prior to perform such janitorial works.</p> <p>3.4. The Janitorial Team Leader shall properly inform and coordinate the concerned department in-charge or the secretary if they will re-assign or require additional manpower to perform an approved EMD work request.</p> <p>4. Supplier's Responsibility</p> <p>4.1 Being the employer that Contractor shall assume full responsibility for the acts of its personnel during the performance of their duties, and the proper maintenance, safekeeping and upkeep of the required janitorial equipment ensuring that the equipment &amp; tools are properly operating during the duration of the contract.</p> <p>4.2 Shall be responsible for the issuance of the uniforms of its personnel including identification card.</p> <p>4.3 Shall at all times be solely liable and/or responsible for the enforcement and compliance with all existing labor laws, including minimum wage, 13<sup>th</sup> month pay, holiday premium, SSS/ Philhealth /ECC/Pag-ibig premium contributions and other mandatory benefits as prescribed by law for all its employees assigned at CIAC. Non-compliance thereof is a valid ground for cancellation of the service contract. The Supplier shall bind itself to save and hold CIAC free and harmless from any and all liabilities arising thereof.</p> <p>4.4 Shall be responsible for all coordination and supervision of personnel associated with the janitorial services at CIAC facilities.</p> <p>4.5 Shall recruit, screen, background check and train personnel and ensure that the said personnel comply with the standard qualifications as required by CIAC. For the training of personnel, a minimum training fee will be charged to the</p> |  |
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|  | <p>personnel only. No other payments will be charged for the personnel such as recruitment fees and others.</p> <p>4.6 Train personnel about CIAC’s security protocol and procedures including confrontation avoidance; and ensure that employees abide by the said procedures.</p> <p>4.7 Cooperate with CIAC Airport Security Department official investigation of suspected criminal activity in case of theft and burglary in the maintained buildings.</p> <p>4.8 The Janitorial Team Leader shall establish a routine communication with the Engineering and Maintenance Department to provide a prompt and timely response to any concerns or problems that may arise. Time and frequency of direct meetings may vary as determined by CIAC. The Janitorial Team Leader shall contact EMD to review overall performance, receive special instructions regarding cleaning items, or discuss other pertinent items regarding the contract and the Supplier’s performance.</p> <p>4.9 Furnish all the required supplies and equipment necessary for the proper performance of the janitorial service. Supplies and materials include but are not limited to brooms, brushes, dust cloths, wet and dry mops, sponges, squeegees, porcelain ware cleaner, liquid and powder detergents, disinfectants, glass cleaner, floor polish, plastic trash bags, waxes, stripper, tissues, metal and furniture polish, and any other compounds necessary to properly maintain the premises.</p> <p>4.10 Shall be responsible for the safety of their employees in the conduct of janitorial maintenance services.</p> <p>4.11 Shall submit Restroom Cleaning Checklist/Inspection Log and to be checked and verified by EMD.</p> <p>4.12 Shall ensure that janitorial personnel working beyond the required schedule are duly approved by the Engineering and Maintenance Department prior to their start of work.</p> <p>4.13 Ensures that all supplied equipment are in good working condition and facilitate the immediate replacement/repair of such items found to be defective within three (3) calendar days upon written advised by CIAC.</p> <p>4.14 Ensures that all janitorial supplies and materials are being delivered within the required schedule and in strict compliance with the required technical specifications.</p> |  |
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| 7 | <p><b>Delivery, Inspection and Deployment of Supplier’s Equipment</b></p> <ol style="list-style-type: none"> <li>1. All Janitorial equipment, tools and materials to be delivered to CIAC shall be properly inspected by EMD and properly labeled and documented by the Janitorial Team Leader prior to deployment to Corporate Office Building and various building facilities. The equipment and cleaning materials should be properly tagged with the supplier’s name and specific bldg. location. The safekeeping and responsibility of the equipment are for the account of the supplier. The Janitorial Team Leader shall submit to EMD a monthly list of existing equipment with their corresponding place of assignment/location, condition and specific personnel responsible.</li> <li>2. Janitorial Equipment that had been identified to be malfunction during the implementation of the contract shall be immediately replaced within three (3) calendar days upon written instructions by Engineering and Maintenance Department, failure to comply will automatically be penalized in the amount of 10% of the total cost of monthly allowance for equipment maintenance cost for each day of delay until such equipment had been fully replaced. Repetition of such failure to comply for three (3) times will be a sufficient ground for contract termination.</li> <li>3. A monthly random inspection and testing of all janitorial equipment will be conducted to determine any malfunction equipment and appropriate action should be undertaken by the supplier for such repair or replacement.</li> </ol> |  |
| 8 | <p><b>Delivery, Inspection and Distribution of Janitorial Supplies</b></p> <ol style="list-style-type: none"> <li>1. Delivery of the required Janitorial Supplies shall be strictly in accordance with the required specifications, properly sealed and labeled for identification, failure to comply with the specifications and requirements will results in automatic outright rejection of the non-complied supplies.</li> <li>2. All delivered supplies should be properly stored in EMD-Carpentry Warehouse secured area and issuance of such should be properly documented and inventoried indicating the location/offices the supplies was utilized and the requesting person subject for approval of the janitorial supervisor. A weekly inventory of supplies must be submitted to EMD.</li> <li>3. Failure to deliver the required supplies within the schedule date will results in the imposition of liquidated damages in the amount of 10% of the total monthly or quarterly cost, whichever is applicable, for every day of delay. Repetition of such failure to comply for three (3) times will be a sufficient ground for contract termination.</li> <li>4. Inspections of the required janitorial supplies will be conducted by the Engineering and Maintenance Department in the presence of the Janitorial Team Leader using the designated Standard Checklist of Supplies.</li> </ol>   |  |

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| 9.  | <p><b>Evaluation of Performance and Inspection</b></p> <ol style="list-style-type: none"> <li>1. The Performance of the Supplier will be evaluated semi-annually based on the quality of work accomplished and its compliance with the contract documents.</li> <li>2. The performance criteria to be applied shall include, among others, the following: <ol style="list-style-type: none"> <li>a. Monthly Inventory of supplies and materials; and</li> <li>b. Monthly Inspection of Equipment</li> </ol> </li> </ol>  |  |
| 10. | <p><b>CIAC and other Inter-Agency Property</b></p> <p>The Supplier/Contractor shall be responsible or accountable for any money or property of CIAC and other Inter-Agency offices operating inside CIAC premises that was lost and/or damaged due to theft, negligence or any acts made by its personnel based on investigation conducted by CIAC.</p>  |  |
| 11. | <p><b>Termination of Contract</b></p> <p>CIAC may pre-terminate the contract within thirty (30) days after the receipt of notification due to the following:</p> <ol style="list-style-type: none"> <li>1. The CIAC may terminate a contract for the convenience of the Government if has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.</li> <li>2. For violation of any provision under the contract.</li> </ol>  |  |
| 12. | <p><b>Additional Post-Qualification Documentary Requirements</b></p> <ol style="list-style-type: none"> <li>1. Proof of Ownership or Lease Agreement for the lease of equipment to be exclusively used to CIAC project.</li> <li>2. Availability for inspection and actual testing of all the tools and equipment based on the approved specifications thru video tele-conference via zoom application.</li> <li>3. Affidavit of Undertaking/Commitment for the exclusive use of equipment to CIAC project.</li> <li>4. The bidder must have a Certificate of Satisfactory Performance and/or Certificate of 100% Completion &amp; Acceptance in their previous project that is similar in nature.</li> <li>5. All chemical supplies should have a duly notarized manufacturer's certificate of compliance with the required specifications including validated Material Data Sheet (MSDS).</li> </ol> <p>The bidder's failure to submit or comply with the foregoing during post-qualification shall cause the disqualification of the bidder. CIAC shall then resort to the next lowest calculated and complying bidder.</p> <p>Pursuant to RA 9184, partial delivery of services or any items under this Technical Specifications is not allowed.</p> |  |

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| 13. | <p><b>Scope and Method of Payment</b></p> <ol style="list-style-type: none"> <li>1. Billing shall be made on a Monthly Basis and shall be based on the actual number of personnel deployed as verified and certified by the Engineering and Maintenance Department and any excess of number of days rendered by their personnel, CIAC is not liable to pay for the excess days.</li> <li>2. Failure of the Supplier/Contractor to provide the required number of hours of services to CIAC during the effectivity of the contract shall be deducted from the monthly payment of services rendered pursuant to the provisions of this contract directly in proportion to the agreed contract rate.</li> <li>3. Payrolls of Personnel shall be based on the following cut-off: 1-15<sup>th</sup> of the month and 16-30<sup>th</sup> of the month and shall be payable within three (3) working days. Delay payment of payrolls for the janitors for three (3) times will be a sufficient ground for contract termination.</li> <li>4. Documentary requirements in the form of affidavits and certification that their personnel received their full salary including remittances to BIR, SSS, PAGIBIG and Philhealth.</li> </ol> |  |
| 14. | <p><b>Covid-19 Requirement</b></p> <ol style="list-style-type: none"> <li>1. The Contractor's assigned personnel shall undergo Covid-19 test (RT-PCR), quarterly and must be borne by the Contractor.</li> <li>2. The Contractor shall inspect and monitor the prior deployment health conditions of their assigned personnel.</li> <li>3. Must observe other related Health Safety against Covid-19.</li> </ol>  |  |

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

# 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**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
- (e) Pursuant to the Department of Transportation (DOTr) Department Order, the bidder is required to submit a certification, under oath, certifying that said bidder has no pending case(s) against the government.

#### Technical Documents

- (f) 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**
- (g) 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**
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) 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

- (k) 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**
- (l) 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***

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

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

- (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form;
- (b) Original of duly signed and accomplished Price Schedule(s); and
- (c) Bill of Quantity.

## ***IX. Bidding Forms***

# Bid Form for the Procurement of Goods

*[shall be submitted with the Bid]*

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## 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 |
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(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
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[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 Procuring Entity]*

*[Insert Name of Supplier]*

**Acknowledgment**

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

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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 Prac*

## Performance Securing Declaration (Revised)

*[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]*

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

### PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of 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 as required by the end-user.

**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]*

**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]*

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

**For Goods Offered from Within the Philippines**

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

| 1    | 2           | 3                 | 4        | 5                       | 6   | 7  | 8  | 9  | 10   |
|------|-------------|-------------------|----------|-------------------------|---|--|--|--|--|
| Item | Description | Country of origin | Quantity | Unit price EXW per item | Transportation and all other costs incidental to delivery, per item | Sales and other taxes payable if Contract is awarded, per item | Cost of Incidental Services, if applicable, per item | Total Price, per unit<br><br>(col 5+6+7+8) | Total Price delivered Final Destination<br><br>(col 9) x (col 4) |
|      |             |                   |          |                         |   |  |  |  |  |

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

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

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

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

**Statement of all on-going Government & Private Contracts including contracts awarded but not yet started, which are similar or not similar in nature and complexity to the contract to be bid**

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

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

| Name of Contract  | a. Owner's Name<br>b. Address<br>c. Telephone Nos.<br>d. Date of Contract<br>e. Contract Duration | Nature of Work | Contractor's Role |   | a. Total contract value at award<br>b. Estimated completion time | a. Percentage of planned and actual accomplishment, if applicable<br>b. Value of outstanding works, if applicable |
|-------------------|---|----------------|-------------------|---|--|---|
|                   |   |                | Description       | % |  |   |
| <b>Government</b> |   |                |                   |   |  |   |
|                   |   |                |                   |   |  |   |
|                   |   |                |                   |   |  |   |
|                   |   |                |                   |   |  |   |
| <b>Private</b>    |   |                |                   |   |  |   |
|                   |   |                |                   |   |  |   |
|                   |   |                |                   |   |  |   |
|                   |   |                |                   |   |  |   |

Note: This statement shall be supported with:

1. Certified True Copy of Notice of Award and Contract or NTP
2. Certificate of Accomplishment from Project Owner or Representative for On-going Project

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

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

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

**Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid**

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

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

| Name of Contract  | a. Owner's Name<br>b. Address<br>c. Telephone Nos.<br>d. Date of Contract<br>e. Contract Duration | Nature of Work | Contractor's Role |   | a. Total contract value at award<br>b. Date of completion<br>c. Total contract value at completion | a. Percentage of planned and actual accomplishment, if applicable<br>b. Value of outstanding works, if applicable |
|-------------------|---|----------------|-------------------|---|--|---|
|                   |   |                | Description       | % |  |   |
| <b>Government</b> |   |                |                   |   |  |   |
|                   |   |                |                   |   |  |   |
|                   |   |                |                   |   |  |   |
|                   |   |                |                   |   |  |   |
| <b>Private</b>    |   |                |                   |   |  |   |
|                   |   |                |                   |   |  |   |
|                   |   |                |                   |   |  |   |
|                   |   |                |                   |   |  |   |

Note: This statement shall be supported with:

1. Certified True Copy of Notice of Award and/or Notice to Proceed
2. Project owner's Certificate of Final Acceptance issued by the owner.

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

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

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

REPUBLIC OF THE PHILIPPINES )  
CITY OF \_\_\_\_\_ ) S.S.  
X-----X

**AFFIDAVIT OF NO PENDING CASE**

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:

1. That I am the *[State position in the company]* of *[Name of Company or Bidder's Name]* with office address at *[State office address]*;
2. That no pending civil, criminal and/or administrative case/s has been filed by the Government of the Republic of the Philippines against *[Name of Company or Bidder]* in any forum;
3. That I am executing this statement as part of the eligibility requirement for the project *[State project title]*; and
4. That in the event of finding against the veracity hereof shall constitute a ground for the automatic disqualification of *[Name of Company or Bidder]* for the project *[State project title]*.

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

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory  
(Affiant's name and signature)

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*  
IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

## BILL OF QUANTITY FORM

Project Title: **CONTRACTING THE JANITORIAL SERVICES FOR CIAC**

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

Bid Amount in Words: \_\_\_\_\_

### A. Required Manpower for 12 Months

| Description   | Quantity | Unit | Unit Cost | Amount       |
|---|----------|------|-----------|--------------|
| 10 Janitors @ Php 420 per day                         |          |      |           |              |
| Day Shift from Monday to Saturday                     |          |      |           | 1,051,680.00 |
| Night Shift   |          |      |           | 289,212.00   |
| 13 <sup>th</sup> Month Pay                            |          |      |           | 109,550.00   |
| 5 Days Incentives                                     |          |      |           | 21,000.00    |
| 10 Regular Holidays                                   |          |      |           | 42,840.00    |
| 11 Special Holidays                                   |          |      |           | 14,137.20    |
| Amount to Government (SSS, PhilHealth, ECC, Pag-ibig) |          |      |           | 141,805.20   |
| SUB-TOTAL   |          |      |           | 1,670,224.40 |
| 10% Administrative Overhead (Department Order No.174) |          |      |           | 167,022.44   |
| AMOUNT  |          |      |           | 1,837,246.84 |

### A. Required Housekeeping Supplies, Materials and Equipment

#### Monthly Supplies

| Description                           | Quantity | Unit    | Unit Cost | Amount |
|---------------------------------------|----------|---------|-----------|--------|
| Air Freshener                         | 3        | gallons |           |        |
| Chlorine                              | 3        | gallons |           |        |
| Glass Cleaner                         | 3        | gallons |           |        |
| Carpet Shampoo                        | 6        | gallons |           |        |
| Spray buff Solution                   | 1        | gallon  |           |        |
| Toilet Deodorant Cake                 | 10       | pieces  |           |        |
| Trash Bag                             | 15       | packs   |           |        |
| Powdered Soap                         | 5        | kilos   |           |        |
| Cotton Rugs (pranela)                 | 10       | pieces  |           |        |
| Chaimos Rugs                          | 10       | pieces  |           |        |
| Scouring Pads                         | 15       | pieces  |           |        |
| Aerosol Furniture Polish (330ml)      | 5        | bottles |           |        |
| Disinfectant Cleaner                  | 3        | gallons |           |        |
| Liquid Hand Soap with unit dispensers | 6        | gallons |           |        |
| Dishwashing Liquid                    | 6        | gallons |           |        |
| SUB-TOTAL                             |          |         |           |        |



|                         |  |  |
|-------------------------|--|--|
| AMOUNT (SUB-TOTAL x 12) |  |  |
|-------------------------|--|--|

Quarterly Supplies

| Description                        | Quantity | Unit   | Unit Cost | Amount |
|------------------------------------|----------|--------|-----------|--------|
| Mop Head                           | 10       | pieces |           |        |
| Soft Broom                         | 10       | pieces |           |        |
| Heavy Duty White Polishing Pad 18" | 1        | piece  |           |        |
| Heavy Duty White Polishing Pad 12" | 1        | piece  |           |        |
| Heavy Duty Black Stripping Pad 18" | 1        | piece  |           |        |
| Heavy Duty Black Stripping Pad 12" | 1        | piece  |           |        |
| Heavy Duty Red Buffing Pad 18"     | 1        | piece  |           |        |
| Heavy Duty Red Buffing Pad 12"     | 1        | piece  |           |        |
| Heavy Duty Blue Scrubbing Pad 18"  | 1        | piece  |           |        |
| Heavy Duty Blue Scrubbing Pad 12"  | 1        | piece  |           |        |
| Stick Broom                        | 10       | pieces |           |        |
| Whisk Broom                        | 2        | pieces |           |        |
| Dry/Dust Mop Head                  | 3        | pieces |           |        |
| Dry/Dust Mop Handle                | 3        | pieces |           |        |
| Telescopic Squeegee (adjustable)   | 1        | piece  |           |        |
| Hand Brush                         | 2        | pieces |           |        |
| Toilet Bowl Brush, Plastic Type    | 10       | pieces |           |        |
| SUB-TOTAL                          |          |        |           |        |
| AMOUNT (SUB-TOTAL x 4)             |          |        |           |        |

One Time Delivery of Automatic Air Freshener equipment with Monthly refill of air fresheners

| Description   | Quantity | Unit  | Unit Cost | Amount |
|---|----------|-------|-----------|--------|
| Automatic Air Freshener System w/ monthly refill for six months | 10       | units |           |        |
| SUB-TOTAL   |          |       |           |        |
| AMOUNT (SUB-TOTAL x 12)   |          |       |           |        |

Semi-Annual

| Description           | Quantity | Unit    | Unit Cost | Amount |
|-----------------------|----------|---------|-----------|--------|
| Plunger               | 10       | pieces  |           |        |
| Mop Handle, Stainless | 10       | pieces  |           |        |
| Safety Gloves         | 2        | pieces  |           |        |
| Plastic Spray Bottle  | 10       | bottles |           |        |
| Pad Holder 18"        | 2        | pieces  |           |        |
| Pad Holder 12"        | 2        | pieces  |           |        |
| Dust Pan              | 10       | pieces  |           |        |

Required Janitorial Equipment

| Description | Quantity | Unit | Unit Cost | Amount |
|-------------|----------|------|-----------|--------|
|-------------|----------|------|-----------|--------|

|   |    |       | Cost |  |
|---|----|-------|------|--|
| Heavy Duty Vacuum Cleaner (Wet & Dry)                     | 2  | units |      |  |
| Heavy duty Floor Polisher (18")                           | 2  | units |      |  |
| Heavy duty Floor Polisher (12")                           | 2  | units |      |  |
| Janitor Cart  | 10 | units |      |  |
| Bucket/Wringer Combinations (Mop Squeezer)                | 10 | units |      |  |
| Aluminum Ladder   | 1  | unit  |      |  |
| Wet Floor Tiles   | 3  | units |      |  |
| Biometric Machine   | 1  | unit  |      |  |
| EQUIPMENT COST (10% of the Total Amount of the Equipment) |    |       |      |  |

A. Materials and Equipment for Janitorial:

Manpower : \_\_\_\_\_  
Material Cost : \_\_\_\_\_  
Equipment Cost : \_\_\_\_\_  
Total : \_\_\_\_\_

Total Bid Amount: \_\_\_\_\_

Bid Amount In Words: \_\_\_\_\_

Bidder's Representative: \_\_\_\_\_

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

*Note:*

Minimum Wage increase, Regular and Special Holidays for the ensuing period shall be subject to changes based on the actual pronouncement of the National Government.

