



**Project ID: CIAC-BAC-Goods-EPA-25-01**

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# **BIDDING DOCUMENTS**

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**EARLY PROCUREMENT ACTIVITY**  
**PROVISION OF JANITORIAL**  
**SERVICES FOR CIAC**  
**(UNDER A THREE (3)-YEAR TERM)**

**CLARK INTERNATIONAL AIRPORT CORPORATION**  
**CLARK FREEPORT ZONE, PAMPANGA**



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



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# Preface

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

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

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

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

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

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

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# ***Glossary of Acronyms, Terms, and Abbreviations***

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentralng 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 Supplier 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***





**EARLY PROCUREMENT ACTIVITY:  
INVITATION TO BID FOR  
PROVISION OF JANITORIAL SERVICES FOR CIAC  
(UNDER A THREE (3)-YEAR TERM)**

1. The **Clark International Airport Corporation (CIAC)**, through the Corporate Budget of CY 2025 intends to apply the sum **Five Million Four Hundred Thirty-Five Thousand Six Hundred Sixty-Seven Pesos (PHP5,435,667.00) VAT-inclusive** being the Approved Budget for the Contract (ABC) to payments for the first year of the three (3)-year period from January 1, 2025 to December 31, 2025, with provision for contract renewal subject to performance evaluation criteria set by the CIAC, under the contract **Provision of Janitorial Services for CIAC**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The duration of the contract to be bid shall be from January 1 to December 31, 2025, with provision for annual contract renewal, subject to performance evaluation set by the CIAC. The ABC for the second and third contract years may be adjusted based on the increase in minimum wage, increase in taxes, and increase or decrease in the number of janitorial attendants, and any conditions allowed under the Appendix 37 of the 2016 Revised IRR of RA no. 9184.

2. The CIAC now invites bids for Early Procurement Activity of the project: **"Provision of Janitorial Services for CIAC"**. 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 No. 5183.

4. Prospective Bidders may obtain further information from the CIAC Bids and Awards Committee (BAC) and inspect the Bidding Documents at the address given below from 8:00 am to 5:00 pm, Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **31 October 2024 until the deadline for the Submission of Bids** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Ten Thousand (Php 10,000.00) either through direct deposit or bank transfer to any CIAC bank accounts. The CIAC shall allow the bidder to present its proof of payment for the fees in person or through electronic means.

6. The CIAC will hold a Pre-Bid Conference on **08 November 2024 (Friday), 2:00PM** at the **CIAC, Corporate Office Building, Clark Civil Aviation Complex, Clark Freeport Zone, Philippines** and/or 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.
7. Bids must be duly received by the BAC Secretariat through manual submission at the **CIAC Records Management Division (RMD) Office, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone, Philippines**, on or before **20 November 2024 (Wednesday), 2:00PM**. 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 **20 November 2024 (Wednesday), 2:15PM** at the **CIAC, Corporate Office Building, Clark Civil Aviation Complex, Clark Freeport Zone, Philippines** and/or *via video conference (Zoom application)*. The submitted Bids will be opened in the presence of the bidders' representatives who shall be required to attend in the bid opening.
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:  
  
**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 182 and 711  
E-mail Address: bacsecretariat@ciac.gov.ph  
Web Address: <http://www.ciac.gov.ph>
12. You may visit the following websites for other details and for downloading of Bidding Documents:  
  
PhilGEPS: [www.philgeps.gov.ph](http://www.philgeps.gov.ph)  
CIAC: [www.ciac.gov.ph](http://www.ciac.gov.ph)

Date of Issue: **31 October 2024**

**(Sgd.) Atty. RUSTICO D. QUIZON III**  
BAC Chairperson

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

## 1. Scope of Bid

The Procuring Entity, Clark International Airport Corporation wishes to receive Bids for the **Provision of Janitorial Services for CIAC (Under a Three (3)-Year Term)**, with identification number **CIAC-BAC-Goods-EPA-25-01**.

The Procurement Project (referred to herein as "Project") is composed of **"Provision of Janitorial Services for CIAC"** 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 2025 in the amount of **Five Million Four Hundred Thirty-Five Thousand Six Hundred Sixty-Seven Pesos (Php5,435,667.00), VAT- inclusive** (under Early Procurement Activities).

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

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

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

5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local Suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC.

However, in case of Expendable Supplies and Services, the Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty five percent (25%) of the ABC.

- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## **7. Subcontracts**

- 7.1. The 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 **at CIAC Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone, Pampanga** 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.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

- iv. The price of other (incidental) services, if any, listed in the **BDS**.
- 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 the **BDS**.

### **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 and two (2) other copies 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 CIAC-BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one (1) 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 ABC for the lot or item 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 total ABC for the lot or item participated in by the prospective Bidder.



## **20. Post-Qualification**

- 20.2. 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> <ul style="list-style-type: none"> <li>a. Provision of Janitorial Services;</li> <li>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</li> </ul>
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> <ul style="list-style-type: none"> <li>a. The amount of not less than <b>One Hundred Eight Thousand Seven Hundred Thirteen Pesos &amp; 34/100 (P108,713.43)</b> (2% of ABC) if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Two Hundred Seventy One Thousand Seven Hundred Eighty Three Pesos &amp; 35/100 (P271,783.35)</b> (5% of ABC) if bid security is in Surety Bond.</li> </ul>
19.3	Not applicable.
20.2	<p>A. 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> <ul style="list-style-type: none"> <li>a.1 <b>INCOME TAX RETURN</b>- refer to the latest ITR (BIR Form No. 1702 for Corporation and Partnership); and</li> <li>a.2 <b>BUSINESS TAX RETURNS</b>- refers to the:</li> </ul> <p>Pursuant to the Revenue Memorandum circular No. 5-2023 dated January 3, 2023, which states that " <b><i>beginning January 1, 2023, the filing and payment required under this subsection shall be done within twenty-five (25) days following the close of each taxable quarter</i></b>" and BIR Revenue Memorandum Circular No. 52-2023 dated May 10, 2023, which states that "...VAT-registered taxpayers are no longer required to file the Monthly VAT Declaration (BIR Form 2550M) but will instead file the corresponding Quarterly VAT Return (BIR Form No. 2550Q)". In this regard, VAT-registered taxpayers are not required to file the Monthly Value Added Tax Declaration (BIR Form No. 2550M) for transactions starting January 1,</p>

	<p>2023 but will instead file the corresponding Quarterly Value Added Tax Return (BIR Form No. 2550Q) within twenty-five (25) days following the close of each taxable quarter when the transactions transpired.</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> <p>B. Other required Certificates from the following Government Agencies:</p> <p>b.1. Latest/current Clearance/Certificate of no adverse decision(s) against the applicant-janitorial agency and compliance with the statutory obligations from the regional offices of the National Labor Relations Commission (NLRC) and the Department of Labor and Employment (DOLE) where the main office of the janitorial agency is based.</p> <p>However, if in the event there are pending or adverse decisions relative to the preceding paragraph, a list of the cases and copies of the decisions of cases already decided within the last five (5) years will be submitted</p> <p>b.2. Latest/current Clearance/Certificate of remittance and compliance with statutory obligation from the SSS Regional Office where the main office of the janitorial agency is based from the second quarter to the latest month of this year.</p> <p>b.3. For single proprietorship, latest/current clearance/certificate of good standing and compliance statutory obligation from the regional office of the Department of Trade and Industry (DTI) where the main office of the janitorial agency is based. For corporation an partnership, latest/current clearance/certificate of good standing and compliance with statutory obligation from SEC.</p> <p>b.4. Latest/current Clearance/certificate of good standing and compliance with statutory obligation/remittance from PAG-IBIG and PHILHEALTH from the second quarter to the latest month of this year.</p>
21.1	No further instructions.

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

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

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

## 3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than 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. In addition to tests in the **SCC, Section VII (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 <b>Clark International Airport Corporation.</b></p> <p>The Funding Source is:</p> <p>Government of the Philippines (GOP) through Corporate Budget for the CY 2025 in the amount of <b>Five Million Four Hundred Thirty-Five Thousand Six Hundred Sixty-Seven Pesos (Php5,435,667.00), VAT- inclusive</b> (under Early Procurement Activities).</p> <p>The Procuring Entity's address for Notices is:</p> <p><b>Atty. RUSTICO D. QUIZON III</b>            CIAC-BAC, Chairperson            Through: CIAC BAC Secretariat Office            Clark International Airport Corporation Corporate Office Building, Clark Civil Aviation Complex, Clark Freeport Zone, Philippines 2023            Telephone Nos.: [+6345] 599-2888 local 181-182            E-mail Address: <b>bacsecretariat@ciac.gov.ph</b>            Web Address: <a href="http://www.ciac.gov.ph">www.ciac.gov.ph</a></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> "The delivery terms applicable to the Contract are DDP delivered <b>Clark International Airport Corporation, Corporate Office Building, Clark Civil Aviation Complex, Clark Freeport Zone, Philippines.</b> In accordance with INCOTERMS."</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> "The delivery terms applicable to this Contract are delivered <b>Clark International Airport Corporation (CIAC) Corporate Office Building, Clark Civil Aviation Complex, Clark Freeport Zone, Philippines.</b> Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination."</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity's Representatives at the Project Site are <b>Atty. Cynthia C. Dungca, Mr. Robert S. Urbano, and Mr. Noli D. Ocampo.</b></p>

#### **Incidental Services –**

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:

- a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

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

#### **Transportation –**

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

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

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

	<p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b> The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p> <p><b>Regular and Recurring Services:</b> “The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with <b>Section VII-Technical Specifications.</b>”</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 11 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 inspection to be conducted is <b>appropriate for the Goods as per Schedule of Requirements and Technical Specifications (Sections VI and VII). Inspection shall be conducted in CIAC.</b></p>

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

## 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.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	<p>Services of Janitors in 8-hour shift per day specified in Annex D</p> <p>Shifts/Duty Schedule: Mondays to Saturdays 6:00AM to 3:00PM 7:00AM to 4:00PM 8:00AM to 5:00PM</p> <p>Tools and Equipment Requirement as specified in Annex E</p> <p>Supplies and Materials Requirement as specified in Annex F:            1. Monthly Supplies             2. One Time Delivery</p>	<p>15 Janitors:             Team Leader – 1            Janitors/Crew - 14</p> <p>Ninety (90)            Man-Days per            Week</p> <p>(Annex E)</p> <p>(Annex F)</p>	15	<p>To CIAC, Clark Freeport Zone Pampanga, Phils. From January 1 to December 31, 2025, with provision for contract renewal (January 1 to December 31, 2026; January 1 to December 31, 2027) subject to performance evaluation set by CIAC.</p> <p>At the beginning of each year of the contract</p> <p>Monthly (at the beginning of each month of each year)</p> <p>One time (beginning of each year of the contract)</p>

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

# Technical Specifications

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders 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.

Item	Specification	Statement of Compliance
1.	Service Provider's Responsibilities – Annex A	
2.	Logistics – Annex B	
3.	Scope of Work – Annex C	
4.	Minimum Qualifications of Janitorial Service Personnel – Annex D	
5.	Personnel and Deployment – Annex E	
6.	Janitorial Tools and Equipment Requirement – Annex F	
7.	Janitorial Supplies and Materials Requirement – Annex G	
8.	Services and Methodology – Annex H	
9.	Performance Evaluation – Annex I	
10.	<p>Termination of Contract</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. For the convenience of the Government if it 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>	
11.	<p>Scope and Method of Payment</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 AD General Services Division and any excess of number of days</li> </ol>	

	<p>rendered by their personnel, CIAC is not liable to pay for the excess days.</p> <ol style="list-style-type: none"> <li>2. Failure of the Service Provider 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 after. 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 as well as official receipts as proof of payment and certification that their personnel received their full salary including remittances to BIR, SSS, PAGIBIG and Philhealth.</li> <li>5. Documentary Requirements as required by the COA for the processing of payment shall also be provided.</li> </ol>	
12.	The winning bidder's personnel to be deployed must have attended seminar on Gender and Development (GAD) at least within the first six (6) months of the contract implementation.	

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

\_\_\_\_\_  
Position/Designation



**SERVICE PROVIDER’S RESPONSIBILITIES**

1. Being the employer, the Service Provider 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 & tools are properly operating during the duration of the contract.
2. Shall be responsible for the issuance of the uniforms, identification cards and the application of access passes of its personnel.
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 Service Provider shall bind itself to save and hold CIAC free and harmless from any and all liabilities arising thereof.
4. Shall be responsible for all coordination and supervision of personnel associated with the janitorial services at CIAC facilities.
5. Shall inspect and monitor, prior to deployment, the health conditions of their assigned personnel.
6. 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 personnel only. No other payments will be charged for the personnel such as recruitment fees and others.
7. Train personnel about CIAC’s security protocol and procedures including confrontation avoidance; and ensure that employees abide by the said procedures.
8. In case of theft and burglary in the maintained buildings, the Service Provider shall cooperate with CIAC Security Department on the official investigation of the suspected criminal activity.
9. Furnish all the required supplies and equipment necessary for the proper performance of the janitorial service to properly maintain the premises.
10. Shall be responsible for the safety of their employees in the conduct of janitorial services.
11. 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.
12. Ensures that all janitorial supplies and materials are being delivered within the required schedule and in strict compliance with the required technical specifications.

**LOGISTICS**

**1. SUPPLIES, MATERIALS AND EQUIPMENT**

The Service Provider shall provide the janitorial services with the minimum janitorial supplies, materials, tools and equipment required under the bidding rules which are deemed necessary in the effective implementation of janitorial services policies, rules and regulations of CIAC. (see Annex E and Annex F)

**2. BIOMETRIC FINGER SCANNER**

The Service Provider will also provide at least one (1) biometric finger scanning device for efficient timekeeping of each personnel

**3. UNIFORM & OTHER REQUIRMENT**

The Service Provider shall provide its personnel with proper uniforms, IDs, LIPAD access passes and personal protective equipment (PPE) appropriate to its assignment, if necessary, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times. No personnel will be allowed to enter and work within CIAC premises without the proper uniforms, access passes and identification cards. The preferred uniform is one (1) white and one (1) navy blue full-botton Chinese collar polo with Service Provider's company logo print and black pants. (see attached sample uniform)

**SCOPE OF WORK**

The bid covers the provision of janitorial services for a one-year contract which can be renewed for another two (2) years (January 1 to December 31, 2026; January 1 to December 31, 2027) subject to satisfactory performance rating (refer to Annex I). The janitorial services shall include furnishing of labor, tools and equipment, supplies and materials, and the performance of janitorial services including supervision in accordance with Annex H – Services Methodology.

The Service Provider shall provide the personnel, supplies and materials, tools and equipment, and supervision necessary to perform the services enumerated in Annex A. The delivery of supplies and materials, tools and equipment shall be coursed through and monitored by the General Services Division, Administrative Department, CIAC.

The assigned areas covered by the janitorial services shall include but not limited to the following:

1. Corporate Office Building
2. Carpentry Building
3. Motorpool Office Building
4. Security Building
5. CIAC Central Warehouse Office
6. CIAC Transient Quarters
7. CIAC Staffhouses

**MINIMUM QUALIFICATIONS OF JANITORIAL SERVICE PERSONNEL**

1. Janitor Team Leader

- Must be presentable in physical appearance
- Must be physically and mentally fit evidenced by a medical certificate issued by a duly licensed physician or by CIAC physician
- Must have 5 years janitorial experience in corporate offices
- Must have shall have the ability to read, write and have the necessary public relations skill to deal with employees and customers in a decent and courteous manner
- Must have NBI, Police and Barangay Clearance
- Must have good moral character and pleasing personality

2. Janitor/Reliever

- must be presentable in physical appearance
- Must be physically and mentally fit evidenced by a medical certificate issued by a duly licensed physician or by CIAC physician
- Must have at least 1 year janitorial experience in corporate offices
- Must have NBI, Police and Barangay Clearance
- Must have good moral character and pleasing personality

**PRE-DEPLOYMENT PROVISION**

1. The Service Provider shall provide CIAC the list of assigned personnel, including the copies of bio-data, medical certificate, NBI, Police and Barangay Clearances at least seven (7) days prior to start of work for verification and approval.
2. The Service Provider shall at all times provide the required number of service personnel (team leader and janitors) as stipulated in Section VI. Schedule of Requirements.
3. The Service Provider shall provide equally qualified relievers that possess the same document and clearance requirements as that of the regular duty personnel.
4. The Service Provider shall provide personnel that are well-trained, courteous, efficient, honest, reliable, trustworthy, cooperative, well-groomed and physically and mentally fit.
5. The Service Provider shall assign female personnel to female comfort rooms and provide utility works to concerned departments and offices
6. The number of personnel maybe increased or decreased whenever the exigency of the service so requires upon written notice to the Service Provider, provided that corresponding adjustment in the consideration prescribed shall be affected.
7. 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 termination.

**HOUSEKEEPING SCHEDULE**

<b>Area of Coverage</b>	<b>Housekeeping</b>	<b>Disinfection</b>
<b>CORPORATE OFFICES BUILDING</b>		
OP	7:00AM to 4:00PM	6:00AM to 8:00AM
OP CR 1&2	7:00AM to 4:00PM	6:00AM to 8:00AM
OP FRONT AREA	7:00AM to 4:00PM	6:00AM to 8:00AM
VIP	7:00AM to 4:00PM	6:00AM to 8:00AM
VIP CR	7:00AM to 4:00PM	6:00AM to 8:00AM
BOARD ROOM	7:00AM to 4:00PM	6:00AM to 8:00AM
BOARD ROOM CR	7:00AM to 4:00PM	6:00AM to 8:00AM
LEGAL SVCS GRP	7:00AM to 4:00PM	6:00AM to 8:00AM
LEGAL OFFICE CR	7:00AM to 4:00PM	6:00AM to 8:00AM
OAVP-LSG	7:00AM to 4:00PM	6:00AM to 8:00AM
COMPLIANCE UNIT	7:00AM to 4:00PM	6:00AM to 8:00AM
RMDO	7:00AM to 4:00PM	6:00AM to 8:00AM
FD/PMO/IAD1	7:00AM to 4:00PM	6:00AM to 8:00AM
COA	7:00AM to 4:00PM	6:00AM to 8:00AM
INTERNAL AUDIT 2	7:00AM to 4:00PM	6:00AM to 8:00AM
HALLWAY MALE CR	7:00AM to 4:00PM	6:00AM to 8:00AM
HALLWAY FEMALE CR	7:00AM to 4:00PM	6:00AM to 8:00AM

NEW BUSINESS VEN	7:00AM to 4:00PM	6:00AM to 8:00AM
OVP-AFG	7:00AM to 4:00PM	6:00AM to 8:00AM
OVP-AFG CR	7:00AM to 4:00PM	6:00AM to 8:00AM
OVP-OB DG	7:00AM to 4:00PM	6:00AM to 8:00AM
OVP-OB DG CR	7:00AM to 4:00PM	6:00AM to 8:00AM
MARKETING	7:00AM to 4:00PM	6:00AM to 8:00AM
PAD	7:00AM to 4:00PM	6:00AM to 8:00AM
PAD CR	7:00AM to 4:00PM	6:00AM to 8:00AM
MKTG CONF ROOM	7:00AM to 4:00PM	6:00AM to 8:00AM
ADMIN DEPT	7:00AM to 4:00PM	6:00AM to 8:00AM
ADMIN CONF ROOM	7:00AM to 4:00PM	6:00AM to 8:00AM
ADMIN DEPT CR	7:00AM to 4:00PM	6:00AM to 8:00AM
SEMO	7:00AM to 4:00PM	6:00AM to 8:00AM
HRD	7:00AM to 4:00PM	6:00AM to 8:00AM
HRD CR	7:00AM to 4:00PM	6:00AM to 8:00AM
SCMD	7:00AM to 4:00PM	6:00AM to 8:00AM
SCMD CR	7:00AM to 4:00PM	6:00AM to 8:00AM
CLINIC	7:00AM to 4:00PM	6:00AM to 8:00AM
(CLINIC) MALE CR	7:00AM to 4:00PM	6:00AM to 8:00AM
(CLINIC) FEMALE CR	7:00AM to 4:00PM	6:00AM to 8:00AM
MIS	7:00AM to 4:00PM	6:00AM to 8:00AM
PRAYER ROOM	7:00AM to 4:00PM	6:00AM to 8:00AM
RECEPTION HALLWAY	7:00AM to 4:00PM	6:00AM to 8:00AM
OFFICE HALLWAYS	7:00AM to 4:00PM	6:00AM to 8:00AM
OTHER OFFICES	7:00AM to 4:00PM	6:00AM to 8:00AM
	7:00AM to 4:00PM	
<b>CARPENTRY BUILDING</b>	7:00AM to 4:00PM	Per request
<b>MOTORPOOL OFFICE BUILDING</b>	7:00AM to 4:00PM	Per request
<b>SECURITY BLDG.</b>	7:00AM to 4:00PM	6:00AM to 8:00AM
<b>CIAC CENTRAL WAREHOUSE OFFICE</b>	7:00AM to 4:00PM	Per request
<b>CIAC TRANSIENT BLDG.</b>	Per request	Per request
<b>CIAC STAFFHOUSES</b>	Per request	Per request

**Shifts/Duty Schedule: Mondays to Saturdays**

6:00AM to 3:00PM  
7:00AM to 4:00PM  
8:00AM to 5:00PM

Note: Duty schedule may be adjusted upon request of CIAC.

**JANITORIAL TOOLS AND EQUIPMENT REQUIREMENT**

The Service Provider shall provide CIAC with the following tools and equipment in perfect working condition **at the beginning of each year** of the contract.

**Janitorial Equipment (Required Minimum Equipment)**

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>
1	Industrial Heavy Duty Vacuum Cleaner (Wet & Dry)	2 units	2 units
2	Heavy duty Floor Polisher (18")	1 units	1 units
3	Heavy duty Floor Polisher (12")	1 units	1 units
4	Janitor Cleaning Cart	3 units	3 units
5	Janitor Cart with waste segregation compartments	2 units	2 units
6	Bucket/Wringer Combinations (Mop Squeezer)	5 units	5 units
7	Aluminum Folding Ladder 12ft Height	1 unit	1 unit
8	Automatic Air Freshener Dispenser	7 units	7 units
9	Wet Floor Signage	5 pieces	5 pieces
10	Biometric Machine	1 unit	1 unit

**Any of these items found to be defective or not working within the contract duration must be replaced within two (2) weeks by the Service Provider.**

**These tools and equipment remain to be properties of the Service Provider during and after the contract. Therefore, the Service Provider shall be solely responsible for the repairs and maintenance of these items.**

**JANITORIAL SUPPLIES AND MATERIALS REQUIREMENT**

The Service Provider shall provide CIAC with the following janitorial supplies and materials:

**A. Monthly Supply (At the beginning of each month of each year of the contract)**

1	Sodium Hypochlorite/Bleach	5	gallons
2	Carpet Shampoo	4	gallons
3	Air Freshener liquid (Bubble gum scent)	4	gallons
4	Toilet Deodorant Cake (24 pcs/pack)	4	packs
5	Powdered Soap	5	kilo
6	Pranella Cloth	12	pieces
7	Aerosol Furniture Polish (180 ml)	18	cans
8	Disinfectant Cleaner	4	gallons
9	Liquid Hand Soap with free dispenser	7	gallons
10	Dishwashing Liquid	5	pieces
11	Scrub Pad	10	pieces
12	Floor Polishing Pad	2	pieces
13	Paper Hand Roll, 1 - ply, 200mts, 12 rolls/case with dispenser	14	boxes
14	Carpet Odor Eliminator (powder, 850g/box)	2	boxes
15	Metered Air Freshener Odor Neutralizer (350ml)	7	cans
16	Upgraded HVAC Scent Air Machine with regular maintenance and refill of scent to be installed along COB hallways and Security Building (RENTAL)	5	units

**B. One time delivery of cleaning materials (At the beginning of each year)**

1	Trash Bag (Big/Black-100 pcs/pack)	24	packs
2	Soft Broom	20	pieces
3	Dust Pan	22	pieces
4	Plastic Broom	22	pieces
5	Broom Stick	12	pieces
6	Spray buff Solution	2	gallon
7	Squeegee	6	pieces
8	Rubber Gloves	12	pairs
9	Dry/Dust Mop Handle (Aluminum)	7	pieces
10	Dry/Dust Mop Head	10	pieces
11	Mop Handle (Aluminum)	12	pieces
12	Mop Head	20	pieces
13	Toilet Plunger	10	pieces
14	Toilet Brush	12	pieces
15	Hand Brush	10	pieces
16	Spray Bottle	14	pieces
17	PPE Cover-all	4	pieces
18	KF-94 Facemasks (10pcs per box)	24	boxes
19	Safety Goggles	4	pairs
20	Service Food Trolley with 3 layers (Stainless Steel)	2	units
21	Garbage Cart/Rolling Trash Bin (240L)	2	units
22	Heavy Duty Platform Foldable Trolley (300kg, 90cmx60cm platform size)	2	units
23	Trash Bins with cover (Small, black, for toilet cubicles)	20	pieces
24	Trash Bins with cover (Big, black, for CRs, kitchen and pantries)	10	pieces

**Any excess stock of these expendable and non-expendable supplies and materials at the end of each year of the contract shall be turned over to and considered as properties of CIAC, except for the item no. A.16.**



**SERVICES AND METHODOLOGY**

The janitorial personnel, including the Team Leader, shall perform at the assigned areas the following:

- a. Mopping, polishing, sweeping and dusting of all floors, walls and ceilings, including passages, corridors, lobbies, entrance and exit doors. These areas shall be serviced continuously during office to guarantee cleanliness;
- b. Cleaning of tables, furniture and fixtures and other office equipment; (Before office hours 8:00am, at 1:00pm and upon request);
- c. Washing of china wares and silverwares, filling of thermos (airpots) with hot water; (Before office hours 8:00am, at 1: 00pm and upon request);
- d. Scrubbing/cleaning, deodorizing and disinfecting of toilets and washrooms. (Before office hours 8:00am, at 1: 00pm and upon request);
- e. Cleaning and spot-removing on all vertical and overhead surfaces. (Before office hours, 8:00am and upon request);
- f. Cleaning of ground and all railing, counters, door knobs, doors and glass doors and windows; Cleaning and spot-removing on all vertical and overhead surfaces. (Before office hours 8:00am and upon request);
- g. Emptying and cleaning of trash cans, and waste receptacles of disposable garbage. (Before office hours 8:00am, at 1: 00pm and upon request);
- h. Keeping free of obstructions all corridors, lobbies, entrances and stairways. (continuously during office hours);.
- i. Vacuuming, washing and shampooing of carpeted areas in all offices and departments (During Saturdays and upon request);
- j. Proper collection, segregation and disposal of garbage. (Before office hours 8:00am, at 1: 00pm and upon request);
- k. Disinfect and sanitize CIAC premises. (6:00am to 8:00am on Mondays to Fridays and 7:00am to 4:00pm on Saturdays);
- l. Sweep the sodded areas and adjacent street three (3) meters from the perimeter wall of the assigned areas. (continuously during office hours)
- m. Report necessary repair works immediately to AD-GSD;
- n. Miscellaneous services such as logistical assistance during meetings and conferences, hauling of furniture, fixtures and equipment, and other errands within Clark premises.
- o. Perform other duties as may be required by the Department/Office with respect to janitorial, messengerial and utility works.

The Team leader shall also perform the following:

- a. Act and make decisions in behalf and for the account of the Service Provider on matters arising from questions or complaints raised by CIAC or by service personnel themselves.
- b. Exercise close supervision over the work of the assigned service personnel through regular monitoring and inspections.
- c. Request for the issuance of janitorial supplies and equipment.
- d. Assigned each personnel to the specified area of coverage. The said assignment maybe changed whenever the exigency so requires, and is to be approved by the AD-GSD.
- e. Submit a copy of the personnel assignment to GSD 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.
- f. Ensure that the personnel are within their respective work assignments during their working hours and should properly inform CIAC if they will perform other utility works within CIAC premises.
- g. Inform and coordinate with AD-GSD he/she will re-assign or provide additional manpower to perform a task.
- h. Shall ensure that janitorial personnel working overtime or beyond the required schedule are duly approved by AD-GSD prior to their start of work.

**PERFORMANCE EVALUATION**

The duration of the contract to be bid shall be from January 1 to December 31, 2025, with provision for extension, subject to performance evaluation before the end of each contract year based on the set of CIAC Performance Criteria. The Service Provider/Contractor should maintain a satisfactory level of performance throughout the term of the contract based on the following set of CIAC Performance Criteria:

**PERFORMANCE CRITERIA (Per Appendix 37 the 2016 Revised Implementing Rules and Regulations of RA 9184)****PERFORMANCE EVALUATION**

**1=Poor, 2=Unsatisfactory, 3=Satisfactory, 4=Very Satisfactory, 5=Outstanding**

<b>PERFORMANCE CRITERIA</b>	<b>Total Average Rate</b>	<b>%</b>	<b>Weight</b>
<b>A. Conformity to Technical Requirements</b>			
1. Completes the regular and additional tasks		30%	
2. Demonstrate competence in performance of duties			
3. Quality of work (Services & Methodology)			
<b>B. Timeliness in the Delivery of Services</b>			
1. Accomplishes the regular morning tasks on or before office hours (8:00 am)		25%	
2. Completes other assigned tasks immediately or ahead of time			
<b>C. Behavior of Personnel</b>			
1. Courteous and positive attitude towards work and with CIAC officers and employees		25%	
2. Maintain good behavior towards additional work and even under pressure.			
<b>D. Response to Complaints</b>			
1. Accepts constructive criticism and respond in a polite manner.		10%	
<b>E. Compliance with set office policies for such services</b>			
1. Complies to CIAC company policy		10%	
2. Supports and follows the Safety Program of CIAC			
<b>Overall Rating:</b>	<b>Total Weight:</b>		

The AD General Services Division shall evaluate the performance of the Service Provider/Contractor for the preceding nine (9) months under the contract by adopting the above Performance Criteria. The rating of the Service Provider should not be less than 80% to qualify for the continuance of the contract for another year. The result of the performance evaluation is non-appealable. Failure to meet the passing score of 80%, the Service Provider shall not be entitled to the 2<sup>nd</sup> year of the three-year term contract. Thus, the project shall be subjected to a new procurement.

***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);
- (b) 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

- (c) 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
- (d) 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**
- (e) 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**

- (f) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (g) 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

- (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

**or**

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class "B" Documents***

- (i) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

**or**

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

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

**II. FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form;
- (b) Original of duly signed and accomplished Price Schedule(s);
- (c) Standard Cost Distribution

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

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

---

**BID FORM**

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

Project Identification No.: CIAC-BAC-Goods-EPA-25-01

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

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

If our Bid is accepted, we undertake:

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

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

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

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

_____	_____
_____	_____
_____	_____

(if none, state "None") ]

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

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

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

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



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

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

Legal capacity: \_\_\_\_\_

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

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

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

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

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

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**BID SECURING DECLARATION**

**Project Identification No.:** CIAC-BAC-Goods-EPA-25-01

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.: CIAC-BAC-Goods-EPA-25-01 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 (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1.	Labor								
2.	Supplies and Materials								
3.	Equipment Usage								

*Note: Under Section 32.2.1.a. Completeness of the bid. Unless the Instructions to Bidders specifically allow partial bids, **bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified.** In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying **a zero (0) or a dash (-)** for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be provided for.*

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

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

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

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

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

**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Proj. ID No. CIAC-BAC-Goods-EPA-25-01 Page \_\_\_ of \_\_\_

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

*Note: Under Section 32.2.1.a. Completeness of the bid. Unless the Instructions to Bidders specifically allow partial bids, **bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified.** In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying **a zero (0) or a dash (-)** for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be provided for.*

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

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

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

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

## **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*



## 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 \_\_\_\_\_

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

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

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

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

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

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

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

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

Note: This statement shall be supported with Certificate of Final Acceptance or Official Receipt/s or Sales Invoice/s issued by the owner.

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

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

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

**STANDARD COST DISTRIBUTION**  
**MULTI-YEAR CONTRACT FOR THE PROVISION OF JANITORIAL SERVICES FOR**  
**CIAC**  
**(FIRST YEAR)**

<b>I. PERSONNEL</b>	<b>Janitor</b>	<b>Team Leader</b>
<b>A. Daily Rate (8hrs Duty) (Wage Order No. RBIII-24 Oct. 16, 2023)</b>	<b>550.00</b>	<b>580.00</b>
No. of Janitors	<b>14.00</b>	<b>1.00</b>
Total Equivalent Number of Days per Year (DOLE Handbook on Statutory Monetary Benefits)	<b>313.00</b>	<b>313.00</b>
Basic Salary Per Month (Daily Rate x 313/12)	<b>14,345.83</b>	<b>15,128.33</b>
Overtime Pay	1,031.25	166.15
Regular Holidays Premium	550.00	580.00
Special Holidays Premium	151.25	159.50
13 Month Pay (DOLE Handbook on Workers' Statutory Monetary Benefits)	1,195.49	1,260.69
Service Incentive Leave Pay (Daily Rate x 5days / 12 months)	229.17	241.67
<b>TOTAL AMOUNT DIRECTLY TO JANITOR</b>	<b>17,502.99</b>	<b>17,536.34</b>
<b>B. SSS Premium (per SSS Circular No. 2022-033)</b>	1,387.50	1,455.00
PhilHealth Contribution (Circular No. 2019-0009) (5% x Monthly rate/2)	437.57	438.41
Pag-Ibig Fund (RA 9679)	200.00	200.00
<b>TOTAL AMOUNT TO GOV'T IN FAVOR OF JANITOR</b>	<b>2,025.07</b>	<b>2,093.41</b>
<b>TOTAL AMOUNT TO JANITOR AND GOVERNMENT (A+B)</b>	<b>19,528.06</b>	<b>19,629.75</b>
<b>ADMINISTRATIVE FEE (12%)</b>	2,343.37	2,355.57
<b>TOTAL AMOUNT RATE PER JANITOR PER MONTH FOR EIGHT (8) HOURS</b>	<b>21,871.43</b>	<b>21,985.32</b>
<b>TOTAL NUMBER OF JANITORS</b>	14.00	1.00
<b>TOTAL COST PER MONTH</b>	<b>306,199.99</b>	<b>21,985.32</b>
<b>TOTAL (Cost per month x 12 months)</b>	<b>3,674,399.91</b>	<b>263,823.82</b>
<b>TOTAL COST FOR 14 JANITORS AND 1 TEAM LEADER</b>		<b>3,938,223.74</b>

II. SUPPLIES AND MATERIALS					
	Item Description	Quantity	Unit	Unit Cost	Total Cost
<b>A.</b>	<b>Monthly Supply</b>				
	Sodium Hypochlorite/Bleach	5	gallons		
	Carpet Shampoo	4	gallons		
	Air Freshener liquid (Bubble gum scent)	4	gallons		
	Toilet Deodorant Cake (24 pcs/pack)	4	packs		
	Powdered Soap	5	kilo		
	Pranella Cloth	12	pieces		
	Aerosol Furniture Polish (180 ml)	18	cans		
	Disinfectant Cleaner	4	gallons		
	Liquid Hand Soap with free dispenser	7	gallons		
	Dishwashing Liquid	5	gallons		
	Scrub Pad	10	pieces		
	Floor Polishing Pad	2	pieces		
	Paper Hand Roll, 1 - ply, 200mts, 12 rolls/case with dispenser	14	boxes		
	Carpet Odor Eliminator (powder, 850g/box)	2	boxes		
	Metered Air Freshener Odor Neutralizer (350ml)	7	cans		
			<b>Sub-Total</b>		
			<b>Amount (Sub-Total x 12 months)</b>		
	Upgraded HVAC Scent Air Machine with regular maintenance and refill of scent to be installed along COB hallways (rental)	5	units		
			<b>Sub-Total</b>		
			<b>Amount (Sub-Total x 12 months)</b>		
<b>B.</b>	<b>One time delivery of cleaning materials</b>				
	Trash Bag (Big/Black-100 pcs/pack)	24	packs		
	Soft Broom	20	pieces		
	Dust Pan	22	pieces		
	Plastic Broom	22	pieces		
	Broom Stick	12	pieces		
	Spraybuff Solution	2	gallon		
	Squeegee	6	pieces		
	Rubber Gloves	12	pairs		
	Dry/Dust Mop Handle	7	pieces		
	Dry/Dust Mop Head	10	pieces		
	Mop Handle	12	pieces		
	Mop Head	20	pieces		
	Toilet Plunger	10	pieces		
	Toilet Brush	12	pieces		

	Hand Brush	10	pieces		
	Spray Bottle	14	pieces		
	PPE Cover-all	4	pieces		
	KF-94 Facemasks (10pcs per box)	24	pieces		
	Safety Goggles	4	pairs		
	Service Food Trolley with 3 layers (Stainless Steel)	2	units		
	Garbage Cart/Rolling Trash Bin (240L)	2	units		
	Heavy Duty Platform Foldable Trolley (300kg, 90cmx60cm platform size)	2	units		
	Trash Bins with cover (Small, black, for toilet cubicles)	20	pieces		
	Trash Bins with cover (Big, black, for CRs, kitchen and pantries)	10	pieces		
		<b>Amount (Sub-Total x 1)</b>			
<b>TOTAL SUPPLY AND MATERIALS</b>					
<b>III. EQUIPMENT</b>					
	<b>Required Minimum Equipment</b>				
	Industrial Heavy Duty Vacuum Cleaner (Wet&Dry)	2	units		
	Heavy Duty Floor Polisher (18")	1	units		
	Heavy Duty Floor Polisher (12")	1	units		
	Janitor Cleaning Cart	3	units		
	Janitor Cart w/ waste segregation compartments	2	units		
	Bucket/Wringer Combinations (Mop Squeezer)	5	units		
	Foldable Aluminum Ladder 12ft Height	1	unit		
	Automatic Air Freshener Dispenser	7	units		
	Wet Floor Sign	5	pieces		
	Biometric Machine	1	unit		
<b>TOTAL USAGE OF EQUIPMENT COST (10% of Total Equipment Cost)</b>					

## SUMMARY

<b>I.</b>	<b>TOTAL AMOUNT TO JANITORS AND GOVERNMENT</b>	
<b>II.</b>	<b>TOTAL SUPPLIES AND MATERIALS</b>	
<b>III.</b>	<b>EQUIPMENT COST (USAGE)</b>	
	<b>SUBTOTAL</b>	
	<b>12% VAT</b>	
	<b>TOTAL CONTRACT AMOUNT FOR TWELVE (12) MONTHS</b>	

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

\_\_\_\_\_  
Position/Designation

**FOOD SERVICE TRAY 3-LAYERS (STAINLESS STEEL)**



**ALUMINUM FOLDABLE LADDER 12 FT.**



**GARBAGE CART/ROLLING BIN (240L)**



**HEAVY DUTY PLATFORM FOLDABLE TROLLEY (300KG)  
(90CM X 60CM PLATFORM SIZE)**





## **INDUSTRIAL HEAVY DUTY VACUUM CLEANER (WET & DRY)**



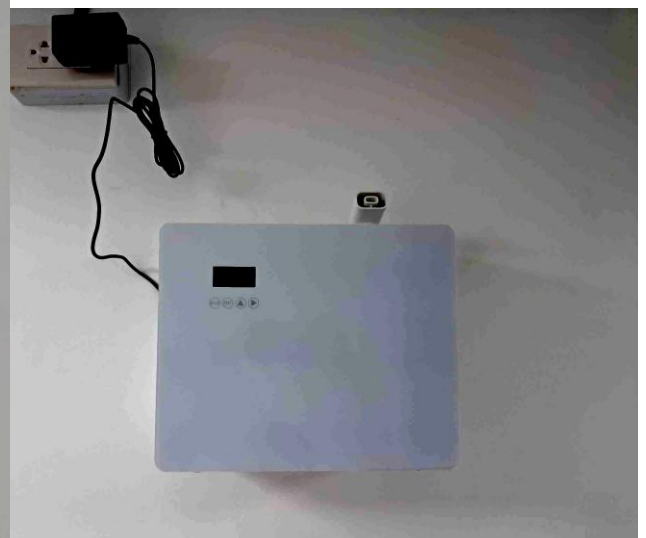
## **JANITOR CLEANING CART**



## **JANITOR CART W/ WASTE SEGREGATION COMPARTMENTS**



## **UPGRADED HVAC SCENT AIR MACHINE (rental)**



## **AUTOMATIC AIR FRESHENER DISPENSER**



## **UNIFORM**



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