



REPUBLIC OF THE PHILIPPINES  
QUEZON CITY GOVERNMENT  
BIDS AND AWARDS COMMITTEE –  
GOODS AND SERVICES



# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **JANITORIAL SERVICES FOR VARIOUS MEDICAL AND HEALTH FACILITIES LOCATED AT DIFFERENT AREAS OF QUEZON CITY FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)**

**PROJECT NO. CGSD-22-JANITORIAL-006**

Government of the Republic of the Philippines

**Sixth Edition  
July 2020**

# Preface

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

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

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

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

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

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

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# Glossary of Acronyms, Terms, and Abbreviations

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as civil works or works. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency

which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

# Section I. Invitation to Bid

## Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (e.g., the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



QUEZON CITY GOVERNMENT  
BAC – GOODS AND SERVICES



November 25, 2021

INVITATION TO BID

ITEM NO.	P.R. / PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1	SSDD-22-FS-011	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	LINE 1: FOOD SUPPLIES FOR OPERATIONALIZATION OF PROCESSING CENTER, BAHAY ARUGA AND BAHAY KALINGA FOR CHILDREN FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 9,516,863.86	GF	1 YEAR
		SOCIAL SERVICES DEVELOPMENT DEPARTMENT	LINE 2: FOOD SUPPLIES FOR MOLAVE YOUTH HOME AND RECEPTION AND ACTION CENTER FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 17,922,677.20	GF	11 MONTHS
2	SSDD-22-FALA-037	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	COOKING GAS (REFILL) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 1,793,400.00	GF	1 YEAR
3	SDO-22-SERVICES-022	SCHOOLS DIVISION OFFICE	LINE 1: DATA SUBSCRIPTION (10GB DATA ALLOCATION: 8GB OPEN ACCESS DATA AND 2 GB FOR GOOGLE SUITE) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 56,577,088.00	SEF	4 MONTHS
		SCHOOLS DIVISION OFFICE	LINE 2: DATA SUBSCRIPTION (10GB DATA ALLOCATION: 2GB ACCESS CAP TO YOUTUBE AND FACEBOOK) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 131,258,700.00	SEF	6 MONTHS
		SCHOOLS DIVISION OFFICE	LINE 3: 20 MBPS FIBER OPTIC DIRECT INTERNET ACCESS FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 38,400,000.00	SEF	1 YEAR
4	SDO-22-SECURITY-021	SCHOOLS DIVISION OFFICE	SECURITY SERVICES FOR SCHOOLS DIVISION OFFICE FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 151,360,356.00	SEF	1 YEAR
5	SDO-22-JANITORIAL-020	SCHOOLS DIVISION OFFICE	JANITORIAL SERVICES FOR SCHOOLS DIVISION OFFICE FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 108,211,480.15	SEF	1 YEAR
6	QCDTRC (TAHANAN)-22-FS-018	QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)	SUPPLY AND DELIVERY OF FOOD SUPPLIES (MARKETING) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 16,875,743.15	GF	1 YEAR
7	QCGH-22-JANITORIAL-029	QUEZON CITY GENERAL HOSPITAL	JANITORIAL SERVICES FOR QCGH FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 15,814,771.30	GF	1 YEAR
8	QCGH-22-PCS-028	QUEZON CITY GENERAL HOSPITAL	PROCUREMENT FOR STRUCTURAL PEST MANAGEMENT PROGRAM (SPMP) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 1,900,000.00	GF	1 YEAR
9	DSCWQC-22-WMR-033	DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY	COLLECTION OF SPECIAL WASTE AND DISPOSAL SERVICES FOR QUEZON CITY HOSPITALS AND OTHERS FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 77,992,018.40	GF	1 YEAR

10	DSCWQC-22-SERVICES-034	DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY	SANITATION AND DISINFECTION OF CITY IDENTIFIED FACILITIES FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 167,681,839.50	GF	1 YEAR
11	DSCWQC-22-SERVICES-031	DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY	FACILITIES SANITATION AND LAUNDRY SERVICES FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 23,868,431.00	GF	1 YEAR
12	DSCWQC-22-SERVICES-032-	DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY	DISASTER RELIEF AND CLEAN-UP SUPPORT OPERATIONS PROJECT FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 45,975,988.20	GF	1 YEAR
13	MDAD-22-CCP-035	MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT	PROCUREMENT OF PEST CONTROL SOLUTION AND OTHERS FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 7,379,997.76	GF	30 CD
14	CGSD-22-SERVICES-038	CITY GENERAL SERVICES DEPARTMENT	TERMITE TREATMENT AND OTHER RELATED PEST CONTROL SERVICES OF QUEZON CITY HALL BUILDINGS AND COMPOUND FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 2,073,292.20	GF	1 YEAR
15	CGSD-22-SERVICES-039	CITY GENERAL SERVICES DEPARTMENT	MAINTENANCE AND SERVICE OF ELEVATORS IN VARIOUS QUEZON CITY GOVERNMENT BUILDINGS FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 5,773,698.00	GF	1 YEAR
16	CGSD-22-SERVICES-040	CITY GENERAL SERVICES DEPARTMENT	QUARTERLY PREVENTIVE MAINTENANCE OF GENERATOR SETS WITHIN THE QUEZON CITY HALL COMPOUND AND UNDERPASSES FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 2,285,345.08	GF	1 YEAR
17	CGSD-22-SECURITY-041	CITY GENERAL SERVICES DEPARTMENT (MDAD)	SECURITY SERVICES PACKAGE V FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 26,369,400.00	GF	1 YEAR
18	CGSD-22-SERVICES-050	CITY GENERAL SERVICES DEPARTMENT	OPERATION AND PREVENTIVE MAINTENANCE SERVICE OF THE QUEZON CITY HALL LAGOON FOUNTAIN	P 580,800.00	GF	1 YEAR
19	CGSD-22-JANITORIAL-005	CITY GENERAL SERVICES DEPARTMENT	JANITORIAL SERVICES FOR QUEZON CITY HALL COMPLEX / QCU CAMPUSES / KORPHIL / QC UNDERPASSES / QUEZON MEMORIAL CIRCLE / QCX MUSEUM FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 68,436,567.80	GF	1 YEAR
20	CGSD-22-JANITORIAL-006	CITY GENERAL SERVICES DEPARTMENT	JANITORIAL SERVICES FOR VARIOUS MEDICAL AND HEALTH FACILITIES LOCATED AT DIFFERENT AREAS OF QUEZON CITY FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 68,879,549.55	GF	1 YEAR
21	RMBGH-22-MLSI-026	ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL	MEDICAL OXYGEN REFILL AND OTHERS FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 6,474,056.00	GF	1 YEAR
22	RMBGH-22-PCS-027	ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL	PEST CONTROL SERVICES FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 1,550,000.00	GF	1 YEAR
23	RMBGH-22-JANITORIAL-007	ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL	JANITORIAL SERVICES FOR ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 11,999,998.25	GF	1 YEAR

24	RMBGH-22-MLSI-025	ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL	MEDICAL SUPPLIES AND OTHERS FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 7,477,056.00	GF	30 CD
25	CAO-22-SERVICES-042	CITY ADMINISTRATOR’S OFFICE	QUEZON CITY BUS AUGMENTATION PROGRAM: ROUTE 1 QUEZON CITY HALL TO CUBAO (VICE VERSA)	P 25,423,118.00	GF	1 YEAR
		CITY ADMINISTRATOR’S OFFICE	QUEZON CITY BUS AUGMENTATION PROGRAM: ROUTE 2 QUEZON CITY HALL TO LITEX (VICE VERSA) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 73,268,187.00	GF	1 YEAR
		CITY ADMINISTRATOR’S OFFICE	QUEZON CITY BUS AUGMENTATION PROGRAM: ROUTE 3 WELCOME ROTONDA TO AURORA BLVD. (VICE VERSA) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 19,229,660.00	GF	1 YEAR
		CITY ADMINISTRATOR’S OFFICE	QUEZON CITY BUS AUGMENTATION PROGRAM: ROUTE 4 QUEZON CITY HALL TO GEN. LUIS (VICE VERSA) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 67,542,270.00	GF	1 YEAR
		CITY ADMINISTRATOR’S OFFICE	QUEZON CITY BUS AUGMENTATION PROGRAM: ROUTE 5 QUEZON CITY HALL TO QUIRINO HIGHWAY (VICE VERSA) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 29,748,796.00	GF	1 YEAR
		CITY ADMINISTRATOR’S OFFICE	QUEZON CITY BUS AUGMENTATION PROGRAM: ROUTE 6 QUEZON CITY HALL TO GILMORE (VICE VERSA) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 17,712,086.00	GF	1 YEAR
		CITY ADMINISTRATOR’S OFFICE	QUEZON CITY BUS AUGMENTATION PROGRAM: ROUTE 7 QUEZON CITY HALL TO ORTIGAS AVE. EXT. (VICE VERSA) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 25,995,676.00	GF	1 YEAR
		CITY ADMINISTRATOR’S OFFICE	QUEZON CITY BUS AUGMENTATION PROGRAM: ROUTE 8 QUEZON CITY HALL TO MUÑOZ (IKOT) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 27,831,352.00	GF	1 YEAR
26	CAO-22-FALA-045	CITY ADMINISTRATOR’S OFFICE	PROCUREMENT OF FLEET CARD SYSTEM FOR THE PROVISION OF FUEL, OIL, LUBRICANTS AND OTHER RELATED SERVICES FOR THE SERVICE MOTOR VEHICLES AND OTHER EQUIPMENT OF THE QUEZON CITY GOVERNMENT FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 170,000,000.00	GF	1 YEAR
27	CAO-22-IT-048	CITY ADMINISTRATOR’S OFFICE ( BUSINESS PERMITS AND LICENSING DEPARTMENT)	SUPPLY, TESTING AND COMMISSIONING OF OCCUPATIONAL PERMIT SYSTEM ENHANCEMENT (OPSE) FOR THE QUEZON CITY BUSINESS PERMITS AND LICENSING DEPARTMENT FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 12,800,000.00	GF	30 CD
28	BPLD-22-SERVICES-036	BUSINESS PERMITS AND LICENSING DEPARTMENT	ENGAGEMENT OF COURIER SERVICES FOR THE DELIVERY OF DOCUMENTS LINKED TO THE AUTOMATED DOCUMENT DELIVERY SYSTEM OF THE BUSINESS PERMITS AND LICENSING DEPARTMENT OF QUEZON CITY FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 11,700,000.00	GF	1 YEAR
29	BPLD-22-IT-047	BUSINESS PERMITS AND LICENSING DEPARTMENT	SUPPLY, TESTING AND COMMISSIONING OF AUTOMATED INSPECTION AND AUDIT SYSTEM PHASE 2 FOR BUSINESS PERMITS AND LICENSING DEPARTMENT, QUEZON CITY FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 13,500,000.00	GF	30 CD

30	NDH-22-JANITORIAL-014	NOVALICHES DISTRICT HOSPITAL	JANITORIAL SERVICES FOR NOVALICHES DISTRICT HOSPITAL FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 8,995,311.81	GF	1 YEAR
31	CTO-22-BEV-049	CITY TREASURER’S OFFICE	SUPPLIES FOR COFFEE VENDING MACHINE FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 2,520,000.00	GF	1 YEAR
32	JAIL-22-FS-043	QUEZON CITY JAIL	FOOD SUPPLIES FOR FEMALE DORMITORY FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 9,068,625.00	GF	1 YEAR
33	JAIL-22-FS-044	QUEZON CITY JAIL	FOOD SUPPLIES FOR MALE DORMITORY FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 24,518,875.00	GF	1 YEAR
34	HEALTH*22-SERVICES-051	QUEZON CITY HEALTH DEPARTMENT	BIOMEDICAL WASTE DISPOSAL FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 1,206,000.00	GF	1 YEAR

1. The **QUEZON CITY LOCAL GOVERNMENT**, through the proposed Local Expenditure Program of 2022 intends to apply the sums stated above being the ABC to payments under the contract for *the above stated projects/Purchase Request numbers of contract for each lot/item*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **QUEZON CITY LOCAL GOVERNMENT** now invites bids for **Various Projects**. Delivery of the Goods is required *as stated above*. Bidders should have completed, within ***the last three (3) 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.
  - a. 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 **QUEZON CITY GOVERNMENT Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below during *weekdays from 8:00 a.m. – 5:00 p.m.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***Friday, November 26, 2021*** 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*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.

**STANDARD RATES:**

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

The following are the requirements for purchase of Bidding Documents;

1. PhilGEPS Registration Certificate (Platinum – 3 pages)
  2. Document Request List (DRL)
  3. Authorization to Purchase Bidding Documents
    - 3.1 Corporate Secretary Certificate for corporation (specific for the project)
    - 3.2 Special Power of Attorney for single proprietorship (specific for the project)
  4. Notarized Joint Venture Agreement (as applicable)
6. The **Quezon City Local Government** will hold a Pre-Bid Conference on 10:00 A.M. of **Friday, December 3, 2021** at **2<sup>nd</sup> Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**, and/or through video conferencing *via Zoom* which shall be open to prospective bidders.
- Topic: BAC-GOODS Pre Bid Conference Meeting  
Join Zoom Meeting  
<https://us02web.zoom.us/j/84835002246?pwd=OVRuVE0weXZMNXYwZG5LaWdldXk1QT09>
- Meeting ID: 848 3500 2246  
Passcode: 154733
7. Bids must be duly received by the BAC Secretariat through manual submission at the 2<sup>nd</sup> Floor, Procurement Department, Finance Building, Quezon City Hall Compound on or before 10:00 A.M. of **Thursday, December 16, 2021**. 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 10:30 A.M. of **Thursday, December 16, 2021** at the given address below and/or via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
- Topic: BAC-GOODS & SERVICES BIDDING  
Join Zoom Meeting  
<https://us02web.zoom.us/j/85850855933?pwd=R2dZUUp4Z3lyU29iZGV1WmdKRjZCdz09>
- Meeting ID: 858 5085 5933  
Passcode: 118682
10. The **Quezon City Local Government** 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:

**ATTY. DOMINIC B. GARCIA**

OIC, Procurement Department  
2<sup>nd</sup> Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound  
Elliptical Road, Barangay Central Diliman, Quezon City.  
Email Add: [bacgoods.procurement@quezoncity.gov.ph](mailto:bacgoods.procurement@quezoncity.gov.ph)  
Tel. No. (02)8988-4242 loc. 8506/8710  
Website: [www.quezoncity.gov.ph](http://www.quezoncity.gov.ph)

12. You may visit the following websites:

For downloading of Bidding Documents: [www.quezoncity.gov.ph](http://www.quezoncity.gov.ph)

By:

**(SGD) ROWENA T. MACATAO**  
Chairperson, QC-BAC-Goods and Services

# Section II. Instructions to Bidders

## Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, **Quezon City Local Government** wishes to receive Bids for the **JANITORIAL SERVICES FOR VARIOUS MEDICAL AND HEALTH FACILITIES LOCATED AT DIFFERENT AREAS OF QUEZON CITY FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)** with identification number **CGSD-22-JANITORIAL-006**.

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

The Procurement Project (referred to herein as “Project”) is composed of **Two Hundred Two (202) items**, 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 **2022** in the amount of **SIXTY EIGHT MILLION EIGHT HUNDRED SEVENTY NINE THOUSAND FIVE HUNDRED FORTY NINE PESOS AND 55/100 (Php 68,879,549.55)**.

2.2. The source of funding is:

c. LGUs, the proposed Local Expenditure Program

## 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:
  - a. For the procurement of Non-Expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that: Subcontracting is not allowed.

## 8. Pre-Bid Conference

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

## 9. Clarification and Amendment of Bidding Documents

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

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **the last three (3) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an Apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

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

## 13. Bid and Payment Currencies

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

## 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security **in no case shall exceed One Hundred Twenty (120) calendar days from the date of opening of bids, unless duly extended by the bidder upon the request of the Head of the Procuring Entity (HoPE) of the Quezon City Local Government**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

## 15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## 16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time through manual submission as indicated in paragraph 7 of the **IB**.

## 17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## 18. Domestic Preference

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## 19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "passed," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the

2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## Section III. Bid Data Sheet

### Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>A single contract similar to <b>the item/s to be bid</b> and must be at least <b>FIFTY percent (50%)</b> of the ABC.</li> <li>Completed within the last three (3) years prior to the deadline for the submission and receipt of bids substantially in a <b>FORM prescribed by the QC-BAC-GOODS AND SERVICES, must be accompanied by a copy of Certificate of Acceptance by the end-user or Official Receipt (O.R) or Sales Invoice (S.I.) issued for the Contract.</b></li> </ol>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP within Quezon City or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>The amount of not less than <b>Php 1,377,590.99</b> or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>The amount of not less than <b>Php 3,443,977.48</b> or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.</li> </ol>
19.3	<p>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</p> <p>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</p>
20.2	<p>List of required licenses and permits relevant to the Project and the corresponding law requiring it.</p> <p><b>A. No additional requirement</b></p>
21.2	<p>Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity.</p> <p><b><u>A. Personnel &amp; Organization</u></b></p> <p>A.1 <b><u>Organizational Chart</u></b> – indicating:</p> <ol style="list-style-type: none"> <li>An established organizational structure to show its capability to undertake the Project;</li> <li>Clearly identified lines of authority and responsibility and specific divisions dedicated to each of the needed service which are manned by full time employees, as stated in <i>the TOR</i>;</li> <li>The Contractor must provide 170 Janitorial Personnel. <u>List of Personnel/Manpower</u> shall be submitted.</li> </ol> <p><b>B. Affidavit of Undertaking stating that:</b></p> <ol style="list-style-type: none"> <li>The Contractor shall submit certificate of employment or job contract of all its employees <b>on or before the post-qualification of the project</b></li> </ol>

	<p>b. That all personnel have undergone and continue to undergo regular and periodic trainings and orientations on efficient and effective janitorial services and work ethics to continuously improve the performance of their duties and responsibilities;</p> <p>c. That the Contractor shall at all times, during the term of the Contract, maintain in its employ the required personnel with appropriate qualifications;</p> <p>d. That the personnel to be deployed should be physically fit and preferably not more than fifty-five (55) years old;</p> <p>e. That all personnel must be provided with identification cards and uniforms.</p> <p>f. That all janitorial personnel to be deployed should be fully vaccinated with COVID-19 vaccine</p> <p><b>C. <u>Certification from the Department of Labor and Employment</u></b> (DOLE) on the Bidder’s compliance with fair labor practices and with any and all existing labor policies, standards and guidelines;</p> <p><b>D. <u>DOLE Registration Certificate</u></b> (per DOLE Department Order No. 174, S-2017);</p> <p><b>E. <u>SSS Membership Clearance/Certification</u></b></p> <p><b>F. <u>Affidavit of Undertaking stating that:</u></b></p> <p>The Contractor shall provide the following Equipment and Tools needed in the implementation of Contract:</p> <table><tr><th>Equipment and Tools</th><th>Unit of Issue</th><th>Quantity</th></tr><tr><td>Vacuum Cleaner (Heavy Duty)</td><td>Unit</td><td>2</td></tr><tr><td>Floor Polisher (Heavy Duty)</td><td>Unit</td><td>1</td></tr><tr><td>Pressurized Washer</td><td>Unit</td><td>3</td></tr><tr><td>Sprayer for Disinfectant Purpose</td><td>Unit</td><td>3</td></tr><tr><td>Segregated Trash Bin (Heavy Duty) Hard Plastic</td><td>Set</td><td>10</td></tr><tr><td>Push Cart (Heavy Duty)</td><td>Unit</td><td>3</td></tr><tr><td>Service Vehicles as needed</td><td>Unit</td><td>1</td></tr></table> <p><b>G. Detailed Work Plan</b></p> <p>A Detailed Work Plan (covering the Service Area) shall be drawn up and submitted by the Contractor as part of its Bid. This Detailed Work Plan should contain a description of the activities and strategies to be undertaken in accomplishing the Project objectives and scope of work/services.</p> <p>The contents and attachments of the Detailed Work Plan should include the following:</p> <p>a) Scope of services to be rendered in the Service Area;</p> <p>b) Organization Chart showing the organizational structure with the specific division(s) dedicated to each of the services included in the Project;</p> <p>c) Personnel Schedule indicating the number of personnel and their qualifications (educational attainment, training and experience);</p> <p>d) Equipment, tools, service vehicle and cleaning materials. List and description (specification, type and use) of cleaning equipment/material per service area.</p> <p><b>H. Statement of Compliance</b> for the provision of twenty percent (20%) reserved janitorial personnel as additional manpower as required by the end-user which includes supplies, tools, equipment, service vehicle and janitorial supervisors.</p>	Equipment and Tools	Unit of Issue	Quantity	Vacuum Cleaner (Heavy Duty)	Unit	2	Floor Polisher (Heavy Duty)	Unit	1	Pressurized Washer	Unit	3	Sprayer for Disinfectant Purpose	Unit	3	Segregated Trash Bin (Heavy Duty) Hard Plastic	Set	10	Push Cart (Heavy Duty)	Unit	3	Service Vehicles as needed	Unit	1
Equipment and Tools	Unit of Issue	Quantity																							
Vacuum Cleaner (Heavy Duty)	Unit	2																							
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Push Cart (Heavy Duty)	Unit	3																							
Service Vehicles as needed	Unit	1																							

# Section IV. General Conditions of Contract

## Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

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

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

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## 5. Warranty

6.1. 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.

- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

# Section V. Special Conditions of Contract

## Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity’s country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

# Special Conditions of Contract

GCC Clause	
1	<p>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</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>[For Goods supplied from abroad, state:] “The delivery terms applicable to the Contract are DDP delivered [indicate place of destination]. In accordance with INCOTERMS.”</p> <p>[For Goods supplied from within the Philippines, state:] “The delivery terms applicable to this Contract are delivered [indicate place of destination]. 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 Representative at the Project Site is [indicate name(s)].</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: Select appropriate requirements and delete the rest.</p> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> </ul>
	<ul style="list-style-type: none"> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> <li>f. [Specify additional incidental service requirements, as needed.]</li> </ul> <p>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.</p>

	<p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p>Select appropriate requirements and delete the rest.</p> <ul style="list-style-type: none"><li>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li><li>b. in the event of termination of production of the spare parts:<ul style="list-style-type: none"><li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li><li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li></ul></li></ul> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [indicate here the time period specified. If not used indicate a time period of three times the warranty period].</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within [insert appropriate time period] months of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier</p>

	<p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>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.</p> <p>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.</p>
	<p>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> <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></p> <p>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>
2.2	<p>[If partial payment is allowed, state] “The terms of payment shall be as follows: _____.”</p>
4	<p>The inspections and tests that will be conducted are: Product Presentation/Demonstration/Site Inspection, if applicable.</p>

# Section VI. Schedule of Requirements

PROJECT NAME: JANITORIAL SERVICES FOR VARIOUS MEDICAL AND HEALTH FACILITIES LOCATED AT DIFFERENT AREAS OF QUEZON CITY FOR YEAR 2022  
(EARLY PROCUREMENT ACTIVITY)  
PROJECT NO. CGSD-22-JANITORIAL-006

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	Unit of Issue	Quantity	Delivered, Weeks/Months
	FOR HOPE 2, 4-7, 9-12 AND OTHER FACILITIES			For HOPE 2, 4-7, 9-12 & Other Facilities: Within One (1) year upon issuance of Notice to Proceed
1	Janitors/Janitress With Night Differential	person	31	
2	Janitors/Janitress Without Night Differential	person	116	
	FOR HOPE 3			
3	Janitors/Janitress With Night Differential	person	5	For HOPE 3: Within Eleven (11) Months upon issuance of Notice to Proceed
4	Janitors/Janitress Without Night Differential	person	18	
	CONSUMABLES			Except for the rain coat, boots and dust mask, quantity of items described as consumables equivalent to three (3) months consumption should be delivered one (1) week before the start of the effectivity of the contract.  The next delivery for the succeeding quarter should be made two (2) weeks before the start of the ensuring quarter.
	HOPE 2 - QCU TECHVOC/BELMONTE HALL/KORPHIL BGY. SAN BARTOLOME, QC			
5	Mop Head, cotton	pc	25	
6	Fiber Cloth	pc	15	
7	Scouring Pad, green	pc	15	
8	Scouring Pad, black	pc	13	
9	Powder Soap	kilo	180	
10	Alcohol	gal	185	
11	Toilet Bowl Cleaner	gal	7	
12	Liquid Hand Soap	gal	6	
13	Calcium and Sodium Hypochlorites (Disinfectant)	gal	10	
14	Disinfectant (Benzalkonium Chloride)	gal	10	
15	Disinfectant Tablet	tub	2	
16	Deodorant Cake, 100 grams	pc	24	
17	22x24x0008 Plastic Trash Bag (Black)	pc	690	
18	22x24x0008 Plastic Trash Bag (Green)	pc	690	
19	22x24x0008 Plastic Trash Bag (Yellow)	pc	690	
20	26x32x0008 Plastic Trash Bag (Black)	pc	690	
21	26x32x0008 Plastic Trash Bag (Green)	pc	690	
22	26x32x0008 Plastic Trash Bag (Yellow)	pc	690	
23	Disposable 4-ply Face Mask	box	9	
24	Disposable Gloves	box	10	
25	Bunny Suit - Non Woven	pair	16	
26	Shoe Cover	pc	18	
27	Plastic Spray Gun	pc	5	
28	Plastic Dust Pan	pc	8	
29	Stick Broom	pc	12	

30	Toilet Bowl Brush	pc	5
31	11 liter Plastic Trash Can	pc	2
32	Aluminium Mop Handle	pc	15
33	Disinfectant and sanitizing matting with drying mat	set	2
34	Face shield	pc	25
35	Plastic Dipper	pc	5
36	Soft Broom	pc	10
37	Rubber boots	pair	3
	<b>HOPE 3 – LWUA RESIDENCE AT BRGY PANSOL AND MOLECULAR FACILITIES</b>		
38	Mop Head, cotton	pc	20
39	Fiber Cloth	pc	10
40	Scouring Pad, green	pc	15
41	Scouring Pad, black	pc	13
42	Powder Soap	kilo	60
43	Alcohol	gal	50
44	Toilet Bowl Cleaner	gal	6
45	Liquid Hand Soap	gal	15
46	Calcium and Sodium Hypochlorites (Disinfectant)	gal	10
47	Disinfectant (Benzalkonium Chloride)	gal	10
48	Disinfectant Tablet	tub	3
49	Deodorant Cake, 100 grams	pc	25
50	22x24x0008 Plastic Trash Bag (Black)	pc	400
51	22x24x0008 Plastic Trash Bag (Green)	pc	400
52	22x24x0008 Plastic Trash Bag (Yellow)	pc	400
53	26x32x0008 Plastic Trash Bag (Black)	pc	400
54	26x32x0008 Plastic Trash Bag (Green)	pc	400
55	26x32x0008 Plastic Trash Bag (Yellow)	pc	400
56	Disposable 4-ply Face Mask	box	7
57	Disposable Gloves	box	8
58	Bunny Suit - Non Woven	pair	7
59	Shoe Cover	pc	20
60	Plastic Spray Gun	pc	4
61	Plastic Dust Pan	pc	5
62	Stick Broom	pc	8
63	Toilet Bowl Brush	pc	8
64	11 liter Plastic Trash Can	pc	2
65	Aluminium Mop Handle	pc	9
66	Disinfectant and sanitizing matting with drying mat	set	2
67	Face shield	pc	9
68	Plastic Dipper	pc	5
69	Soft Broom	pc	10
70	Rubber boots	pair	1
	<b>HOPE 4 – QUEZON CITY GENERAL HOSPITAL AT SEMINAR ROAD, PROJECT 8, QC</b>		
71	Mop Head, cotton	pc	20
72	Fiber Cloth	pc	10
73	Scouring Pad, green	pc	15
74	Scouring Pad, black	pc	13
75	Powder Soap	kilo	50

76	Alcohol	gal	45	
77	Toilet Bowl Cleaner	gal	6	
78	Liquid Hand Soap	gal	16	
79	Calcium and Sodium Hypochlorites (Disinfectant)	gal	6	
80	Disinfectant (Benzalkonium Chloride)	gal	6	
81	Disinfectant Tablet	tub	3	
82	Deodorant Cake, 100 grams	pc	25	
83	22x24x0008 Plastic Trash Bag (Black)	pc	395	
84	22x24x0008 Plastic Trash Bag (Green)	pc	395	
85	22x24x0008 Plastic Trash Bag (Yellow)	pc	395	
86	26x32x0008 Plastic Trash Bag (Black)	pc	330	
87	26x32x0008 Plastic Trash Bag (Green)	pc	330	
88	26x32x0008 Plastic Trash Bag (Yellow)	pc	330	
89	Disposable 4-ply Face Mask	box	7	
90	Disposable Gloves	box	8	
91	Bunny Suit - Non Woven	pair	12	
92	Shoe Cover	pc	14	
93	Plastic Spray Gun	pc	6	
94	Plastic Dust Pan	pc	4	
95	Stick Broom	pc	11	
96	Toilet Bowl Brush	pc	8	
97	11 liter Plastic Trash Can	pc	2	
98	Aluminium Mop Handle	pc	9	
99	Disinfectant and sanitizing matting with drying mat	set	2	
100	Face shield	pc	10	
101	Plastic Dipper	pc	4	
102	Soft Broom	pc	10	
103	Rubber boots	pair	1	
	<b>HOPE 5 &amp; 6 – TALIPAPA SR. HIGH SCHOOL AND EMILIO JACINTO SR. HIGH SCHOOL</b>			
104	Mop Head, cotton	pc	20	
105	Fiber Cloth	pc	11	
106	Scouring Pad, green	pc	15	
107	Scouring Pad, black	pc	13	
108	Powder Soap	kilo	40	
109	Alcohol	gal	35	
110	Toilet Bowl Cleaner	gal	6	
111	Liquid Hand Soap	gal	15	
112	Calcium and Sodium Hypochlorites (Disinfectant)	gal	9	
113	Disinfectant (Benzalkonium Chloride)	gal	9	
114	Disinfectant Tablet	tub	2	
115	Deodorant Cake, 100 grams	pc	25	
116	22x24x0008 Plastic Trash Bag (Black)	pc	400	
117	22x24x0008 Plastic Trash Bag (Green)	pc	400	
118	22x24x0008 Plastic Trash Bag (Yellow)	pc	400	
119	26x32x0008 Plastic Trash Bag (Black)	pc	300	
120	26x32x0008 Plastic Trash Bag (Green)	pc	300	
121	26x32x0008 Plastic Trash Bag (Yellow)	pc	300	
122	Disposable 4-ply Face Mask	box	8	
123	Disposable Gloves	box	8	

124	Bunny Suit - Non Woven	pair	12
125	Shoe Cover	pc	18
126	Plastic Spray Gun	pc	5
127	Plastic Dust Pan	pc	4
128	Stick Broom	pc	9
129	Toilet Bowl Brush	pc	7
130	11 liter Plastic Trash Can	pc	2
131	Aluminium Mop Handle	pc	9
132	Disinfectant and sanitizing matting with drying mat	set	2
133	Face shield	pc	9
134	Plastic Dipper	pc	4
135	Soft Broom	pc	10
136	Rubber boots	pair	1
	<b>HOPE 7 – KAMIA RESIDENCE, UP CAMPUS, QC</b>		
137	Mop Head, cotton	pc	15
138	Fiber Cloth	pc	10
139	Scouring Pad, green	pc	10
140	Scouring Pad, black	pc	10
141	Powder Soap	kilo	30
142	Alcohol	gal	28
143	Toilet Bowl Cleaner	gal	5
144	Liquid Hand Soap	gal	10
145	Calcium and Sodium Hypochlorites (Disinfectant)	gal	6
146	Disinfectant (Benzalkonium Chloride)	gal	6
147	Disinfectant Tablet	tub	2
148	Deodorant Cake, 100 grams	pc	12
149	22x24x0008 Plastic Trash Bag (Black)	pc	250
150	22x24x0008 Plastic Trash Bag (Green)	pc	250
151	22x24x0008 Plastic Trash Bag (Yellow)	pc	250
152	26x32x0008 Plastic Trash Bag (Black)	pc	250
153	26x32x0008 Plastic Trash Bag (Green)	pc	250
154	26x32x0008 Plastic Trash Bag (Yellow)	pc	250
155	Disposable 4-ply Face Mask	box	3
156	Disposable Gloves	box	5
157	Bunny Suit - Non Woven	pair	4
158	Shoe Cover	pc	6
159	Plastic Spray Gun	pc	2
160	Plastic Dust Pan	pc	2
161	Stick Broom	pc	5
162	Toilet Bowl Brush	pc	5
163	11 liter Plastic Trash Can	pc	2
164	Aluminium Mop Handle	pc	8
165	Disinfectant and sanitizing matting with drying mat	set	2
166	Face shield	pc	4
167	Plastic Dipper	pc	5
168	Soft Broom	pc	8
169	Rubber boots	pair	1
	<b>HOPE 9, 10, 11 , 12 &amp; OTHER FACILITIES</b>		
170	Mop Head, cotton	pc	24

171	Fiber Cloth	pc	15
172	Scouring Pad, green	pc	15
173	Scouring Pad, black	pc	13
174	Powder Soap	kilo	200
175	Alcohol	gal	150
176	Toilet Bowl Cleaner	gal	7
177	Liquid Hand Soap	gal	6
178	Calcium and Sodium Hypochlorites (Disinfectant)	gal	10
179	Disinfectant (Benzalkonium Chloride)	gal	10
180	Disinfectant Tablet	tub	2
181	Deodorant Cake, 100 grams	pc	20
182	22x24x0008 Plastic Trash Bag (Black)	pc	600
183	22x24x0008 Plastic Trash Bag (Green)	pc	600
184	22x24x0008 Plastic Trash Bag (Yellow)	pc	600
185	26x32x0008 Plastic Trash Bag (Black)	pc	600
186	26x32x0008 Plastic Trash Bag (Green)	pc	600
187	26x32x0008 Plastic Trash Bag (Yellow)	pc	600
188	Disposable 4-ply Face Mask	box	11
189	Disposable Gloves	box	10
190	Bunny Suit - Non Woven	pair	15
191	Shoe Cover	pc	15
192	Plastic Spray Gun	pc	2
193	Plastic Dust Pan	pc	2
194	Stick Broom	pc	15
195	Toilet Bowl Brush	pc	2
196	11 liter Plastic Trash Can	pc	2
197	Aluminium Mop Handle	pc	15
198	Disinfectant and sanitizing matting with drying mat	set	2
199	Face shield	pc	10
200	Plastic Dipper	pc	2
201	Soft Broom	pc	6
202	Rubber boots	pair	3
<i>with attached Terms of Reference (TOR) which will form an integral part of this bidding document</i>			
***			

I hereby certify to comply and deliver all the above requirements.

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

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

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

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

# Section VII. Technical Specifications

## Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (e.g. production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

### Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “or at least equivalent.” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

# Technical Specifications

PROJECT NAME: JANITORIAL SERVICES FOR VARIOUS MEDICAL AND HEALTH FACILITIES LOCATED AT DIFFERENT AREAS OF QUEZON CITY FOR YEAR 2022  
 (EARLY PROCUREMENT ACTIVITY)  
 PROJECT NO. CGSD-22-JANITORIAL-006

Item	Specification	Statement of Compliance
		[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]
	<b>FOR HOPE 2, 4-7, 9-12 AND OTHER FACILITIES</b>	
1	Janitors/Janitress With Night Differential	
2	Janitors/Janitress Without Night Differential	
	<b>FOR HOPE 3</b>	
3	Janitors/Janitress With Night Differential	
4	Janitors/Janitress Without Night Differential	
	<b>CONSUMABLES</b>	
	<b>HOPE 2 - QCU TECHVOC/BELMONTE HALL/KORPHIL BGY. SAN BARTOLOME, QC</b>	
5	Mop Head, cotton	
6	Fiber Cloth	
7	Scouring Pad, green	
8	Scouring Pad, black	
9	Powder Soap	
10	Alcohol	
11	Toilet Bowl Cleaner	
12	Liquid Hand Soap	
13	Calcium and Sodium Hypochlorites (Disinfectant)	
14	Disinfectant (Benzalkonium Chloride)	
15	Disinfectant Tablet	
16	Deodorant Cake, 100 grams	
17	22x24x0008 Plastic Trash Bag (Black)	
18	22x24x0008 Plastic Trash Bag (Green)	
19	22x24x0008 Plastic Trash Bag (Yellow)	
20	26x32x0008 Plastic Trash Bag (Black)	
21	26x32x0008 Plastic Trash Bag (Green)	

22	26x32x0008 Plastic Trash Bag (Yellow)	
23	Disposable 4-ply Face Mask	
24	Disposable Gloves	
25	Bunny Suit - Non Woven	
26	Shoe Cover	
27	Plastic Spray Gun	
28	Plastic Dust Pan	
29	Stick Broom	
30	Toilet Bowl Brush	
31	11 liter Plastic Trash Can	
32	Aluminium Mop Handle	
33	Disinfectant and sanitizing matting with drying mat	
34	Face shield	
35	Plastic Dipper	
36	Soft Broom	
37	Rubber boots	
	<b>HOPE 3 – LWUA RESIDENCE AT BRGY PANSOL AND MOLECULAR FACILITIES</b>	
38	Mop Head, cotton	
39	Fiber Cloth	
40	Scouring Pad, green	
41	Scouring Pad, black	
42	Powder Soap	
43	Alcohol	
44	Toilet Bowl Cleaner	
45	Liquid Hand Soap	
46	Calcium and Sodium Hypochlorites (Disinfectant)	
47	Disinfectant (Benzalkonium Chloride)	
48	Disinfectant Tablet	
49	Deodorant Cake, 100 grams	
50	22x24x0008 Plastic Trash Bag (Black)	
51	22x24x0008 Plastic Trash Bag (Green)	
52	22x24x0008 Plastic Trash Bag (Yellow)	
53	26x32x0008 Plastic Trash Bag (Black)	
54	26x32x0008 Plastic Trash Bag (Green)	
55	26x32x0008 Plastic Trash Bag (Yellow)	
56	Disposable 4-ply Face Mask	
57	Disposable Gloves	
58	Bunny Suit - Non Woven	
59	Shoe Cover	
60	Plastic Spray Gun	
61	Plastic Dust Pan	
62	Stick Broom	
63	Toilet Bowl Brush	
64	11 liter Plastic Trash Can	
65	Aluminium Mop Handle	
66	Disinfectant and sanitizing matting with drying mat	
67	Face shield	
68	Plastic Dipper	
69	Soft Broom	
70	Rubber boots	
	<b>HOPE 4 – QUEZON CITY GENERAL HOSPITAL AT SEMINAR ROAD, PROJECT 8, QC</b>	
71	Mop Head, cotton	
72	Fiber Cloth	

73	Scouring Pad, green	
74	Scouring Pad, black	
75	Powder Soap	
76	Alcohol	
77	Toilet Bowl Cleaner	
78	Liquid Hand Soap	
79	Calcium and Sodium Hypochlorites (Disinfectant)	
80	Disinfectant (Benzalkonium Chloride)	
81	Disinfectant Tablet	
82	Deodorant Cake, 100 grams	
83	22x24x0008 Plastic Trash Bag (Black)	
84	22x24x0008 Plastic Trash Bag (Green)	
85	22x24x0008 Plastic Trash Bag (Yellow)	
86	26x32x0008 Plastic Trash Bag (Black)	
87	26x32x0008 Plastic Trash Bag (Green)	
88	26x32x0008 Plastic Trash Bag (Yellow)	
89	Disposable 4-ply Face Mask	
90	Disposable Gloves	
91	Bunny Suit - Non Woven	
92	Shoe Cover	
93	Plastic Spray Gun	
94	Plastic Dust Pan	
95	Stick Broom	
96	Toilet Bowl Brush	
97	11 liter Plastic Trash Can	
98	Aluminium Mop Handle	
99	Disinfectant and sanitizing matting with drying mat	
100	Face shield	
101	Plastic Dipper	
102	Soft Broom	
103	Rubber boots	
	<b>HOPE 5 &amp; 6 – TALIPAPA SR. HIGH SCHOOL AND EMILIO JACINTO SR. HIGH SCHOOL</b>	
104	Mop Head, cotton	
105	Fiber Cloth	
106	Scouring Pad, green	
107	Scouring Pad, black	
108	Powder Soap	
109	Alcohol	
110	Toilet Bowl Cleaner	
111	Liquid Hand Soap	
112	Calcium and Sodium Hypochlorites (Disinfectant)	
113	Disinfectant (Benzalkonium Chloride)	
114	Disinfectant Tablet	
115	Deodorant Cake, 100 grams	
116	22x24x0008 Plastic Trash Bag (Black)	
117	22x24x0008 Plastic Trash Bag (Green)	
118	22x24x0008 Plastic Trash Bag (Yellow)	
119	26x32x0008 Plastic Trash Bag (Black)	
120	26x32x0008 Plastic Trash Bag (Green)	
121	26x32x0008 Plastic Trash Bag (Yellow)	
122	Disposable 4-ply Face Mask	
123	Disposable Gloves	
124	Bunny Suit - Non Woven	
125	Shoe Cover	

126	Plastic Spray Gun	
127	Plastic Dust Pan	
128	Stick Broom	
129	Toilet Bowl Brush	
130	11 liter Plastic Trash Can	
131	Aluminium Mop Handle	
132	Disinfectant and sanitizing matting with drying mat	
133	Face shield	
134	Plastic Dipper	
135	Soft Broom	
136	Rubber boots	
	<b>HOPE 7 – KAMIA RESIDENCE, UP CAMPUS, QC</b>	
137	Mop Head, cotton	
138	Fiber Cloth	
139	Scouring Pad, green	
140	Scouring Pad, black	
141	Powder Soap	
142	Alcohol	
143	Toilet Bowl Cleaner	
144	Liquid Hand Soap	
145	Calcium and Sodium Hypochlorites (Disinfectant)	
146	Disinfectant (Benzalkonium Chloride)	
147	Disinfectant Tablet	
148	Deodorant Cake, 100 grams	
149	22x24x0008 Plastic Trash Bag (Black)	
150	22x24x0008 Plastic Trash Bag (Green)	
151	22x24x0008 Plastic Trash Bag (Yellow)	
152	26x32x0008 Plastic Trash Bag (Black)	
153	26x32x0008 Plastic Trash Bag (Green)	
154	26x32x0008 Plastic Trash Bag (Yellow)	
155	Disposable 4-ply Face Mask	
156	Disposable Gloves	
157	Bunny Suit - Non Woven	
158	Shoe Cover	
159	Plastic Spray Gun	
160	Plastic Dust Pan	
161	Stick Broom	
162	Toilet Bowl Brush	
163	11 liter Plastic Trash Can	
164	Aluminium Mop Handle	
165	Disinfectant and sanitizing matting with drying mat	
166	Face shield	
167	Plastic Dipper	
168	Soft Broom	
169	Rubber boots	
	<b>HOPE 9, 10, 11 , 12 &amp; OTHER FACILITIES</b>	
170	Mop Head, cotton	
171	Fiber Cloth	
172	Scouring Pad, green	
173	Scouring Pad, black	
174	Powder Soap	
175	Alcohol	
176	Toilet Bowl Cleaner	
177	Liquid Hand Soap	
178	Calcium and Sodium Hypochlorites (Disinfectant)	

179	Disinfectant (Benzalkonium Chloride)	
180	Disinfectant Tablet	
181	Deodorant Cake, 100 grams	
182	22x24x0008 Plastic Trash Bag (Black)	
183	22x24x0008 Plastic Trash Bag (Green)	
184	22x24x0008 Plastic Trash Bag (Yellow)	
185	26x32x0008 Plastic Trash Bag (Black)	
186	26x32x0008 Plastic Trash Bag (Green)	
187	26x32x0008 Plastic Trash Bag (Yellow)	
188	Disposable 4-ply Face Mask	
189	Disposable Gloves	
190	Bunny Suit - Non Woven	
191	Shoe Cover	
192	Plastic Spray Gun	
193	Plastic Dust Pan	
194	Stick Broom	
195	Toilet Bowl Brush	
196	11 liter Plastic Trash Can	
197	Aluminium Mop Handle	
198	Disinfectant and sanitizing matting with drying mat	
199	Face shield	
200	Plastic Dipper	
201	Soft Broom	
202	Rubber boots	
	<i>***with attached Terms of Reference (TOR) which will form an integral part of this bidding document***</i>	
B.	<b>Compliance to the Schedule of Requirements (Section VI)</b>	

I hereby certify to comply and deliver all the above requirements.

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

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

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

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

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

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### Class “A” Documents

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- ☐ (e) 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 (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**); **and**
- ☐ (f) 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 (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**); **and**
- ☐ (g) 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**
- ☐ (h) Conformity with Section VI. (Schedule of Requirements) and Section VII. (Technical Specifications), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (i) 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

- ☐ (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (k) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**);  
**or**

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

#### **Class “B” Documents**

- ☐ (l) 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)

- ☐ (m) [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.
- ☐ (n) 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; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).
- (c) Original of duly signed and accomplished Cost Derivation.

### **III. REQUIRED DOCUMENTS in BDS SECTION 20.2 and 21.2**

#### **A. Personnel & Organization**

##### **A.1 Organizational Chart** – indicating:

- a.) An established organizational structure to show its capability to undertake the Project;
- b.) Clearly identified lines of authority and responsibility and specific divisions dedicated to each of the needed service which are manned by full time employees, as stated in *the TOR*;
- c.) The Contractor must provide 170 Janitorial Personnel. List of Personnel/Manpower shall be submitted.

##### **B. Affidavit of Undertaking stating that:**

- a. The Contractor shall submit certificate of employment or job contract of all its employees **on or before the post-qualification of the project**
- b. That all personnel have undergone and continue to undergo regular and periodic trainings and orientations on efficient and effective janitorial services and work ethics to continuously improve the performance of their duties and responsibilities;
- c. That the Contractor shall at all times, during the term of the Contract, maintain in its employ the required personnel with appropriate qualifications;
- d. That the personnel to be deployed should be physically fit and preferably not more than fifty-five (55) years old;
- e. That all personnel must be provided with identification cards and uniforms.
- f. That all janitorial personnel to be deployed should be fully vaccinated with COVID-19 vaccine

**C. Certification from the Department of Labor and Employment** (DOLE) on the Bidder’s compliance with fair labor practices and with any and all existing labor policies, standards and guidelines;

**D. DOLE Registration Certificate** (per DOLE Department Order No. 174, S-2017);

**E. SSS Membership Clearance/Certification**

**F. Affidavit of Undertaking stating that:**

The Contractor shall provide the following Equipment and Tools needed in the implementation of Contract:

Equipment and Tools	Unit of Issue	Quantity	
Vacuum Cleaner (Heavy Duty)	Unit	2	
Floor Polisher (Heavy Duty)	Unit	1	
Pressurized Washer	Unit	3	
Sprayer for Disinfectant Purpose	Unit	3	
Segregated Trash Bin (Heavy Duty) Hard Plastic	Set	10	
Push Cart (Heavy Duty)	Unit	3	
Service Vehicles as needed	Unit	1	

**G. Detailed Work Plan**

A Detailed Work Plan (covering the Service Area) shall be drawn up and submitted by the Contractor as part of its Bid. This Detailed Work Plan should contain a description of the activities and strategies to be undertaken in accomplishing the Project objectives and scope of work/services.

The contents and attachments of the Detailed Work Plan should include the following:

- a) Scope of services to be rendered in the Service Area;
- b) Organization Chart showing the organizational structure with the specific division(s) dedicated to each of the services included in the Project;
- c) Personnel Schedule indicating the number of personnel and their qualifications (educational attainment, training and experience);
- d) Equipment, tools, service vehicle and cleaning materials. List and description (specification, type and use) of cleaning equipment/material per service area.

**H. Statement of Compliance** for the provision of twenty percent (20%) reserved janitorial personnel as additional manpower as required by the end-user which includes supplies, tools, equipment, service vehicle and janitorial supervisors.

Note:

- 1. Please refer to [\[https://drive.google.com/file/d/1uiYurh5WrpBL5B\\_pqpzAb62yucAblR1p/view?usp=sharing\]](https://drive.google.com/file/d/1uiYurh5WrpBL5B_pqpzAb62yucAblR1p/view?usp=sharing) for the following requirements:
  - a. Computation of NFCC;
  - b. List of All Ongoing Contracts/List of Contracts already awarded but not yet started;
  - c. Statement of Single Largest Completed Contract
- 2. Please refer to GPPB Resolution No. 16-2020 for the following requirements:
  - a. Bid Form;
  - b. Price Schedule (for Goods Offered from Abroad/ Within the Philippines)
  - c. Bid Securing Declaration; and
  - d. Omnibus Sworn Statement

COST BREAKDOWN OF JANITORIAL SERVICES

Project Title: \_\_\_\_\_  
Project No.: \_\_\_\_\_

I. LABOR COST		
A. Amount due to Janitor		
A.1 With night differential	(NO. OF PAX)	36
1. Basic Average Pay (BAP) (537 x 393.8 / 12)		
2. 13th month pay		
3. 5-day incentive (537 x 5 / 12)		
4. Night shift Differential (BAP*10%)		
subtotal (A.1)		P
A.2 Without night differential	(NO. OF PAX)	134
1. Basic Average Pay (BAP) (537 x 393.8 / 12)		
2. 13th month pay		
3. 5-day incentive (537 x 5 / 12)		
subtotal (A.2)		P
B. Amount due to Government		
B.1 With night differential		
1. SSS		
2. Philhealth		
3. ECC		
4. PAG-IBIG		
subtotal (B.1)		P
B.2 Without night differential		
1. SSS		
2. Philhealth		
3. ECC		
4. PAG-IBIG		
subtotal (B.2)		P
C. Total amount due to Janitor and Government		
C.1 With night differential (A.1 + B.1)		
C.2 Without night differential (A.2 + B2)		
D. Total Labor Cost (for all janitors for 12 months)		
D.1 With night differential (31 Janitors)		
D.2 Without night differential (116 Janitors)		
SUB-TOTAL LABOR COST		P
E. Total Labor Cost (for all janitors for 11 months)		
E.1 With night differential (5 Janitors)		
E.2 Without night differential (18 Janitors)		
SUB-TOTAL LABOR COST		P
TOTAL LABOR COST		
		P
II. CONSUMABLES		
A.1 Cost of Consumables per Janitor for 12 months		P
A.2 Cost of Consumables per Janitor for 11 months		P
B.1 Total Cost of Consumables for total # of Janitor for 12 months		
B.2 Total Cost of Consumables for total # of Janitor for 11 months		P
TOTAL LABOR COST + CONSUMABLES		
		P
III. OTHER COST		
A. ADMINISTRATIVE COST (18%)		P
B. VALUE ADDED TAX (12%)		
IV. TOTAL MONTHLY CONTRACT COST		
V. TOTAL CONTRACT COST FOR 1 YEAR		

Name: \_\_\_\_\_  
Legal Capacity: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

