



**REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
(SECTION 53.9)**

DATE : AUGUST 15, 2022

PROJECT NO. : CGSD-22-JS1-1251

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : JANITORIAL SERVICES FOR QUEZON CITY RECEPTION HOUSE  
Approved Budget of the Contract : P 495,159.27  
End-User / Implementing Office : CITY GENERAL SERVICES DEPARTMENT

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **AUGUST 18, 2022, 9:00 A.M.** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2022);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2021) (For ABCs above P500,000.00)
- 7 If applicable, the 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.

In a **SEALED LONG BROWN ENVELOPE issued by QC BAC- Goods and Services.**

**(Sgd.) ATTY. DOMINIC B. GARCIA**  
Officer-in-Charge / Head, BAC-Secretariat

**TERMS AND CONDITIONS**

1. Bidders shall **provide correct and accurate** information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	Janitors / Janitress	person	6		
	<b>CONSUMABLES</b>				
2	Alcohol	gal	1		
3	Air Freshener	gal	1		
4	All Purpose Cleaner, environmentally friendly	gal	1		
5	Broom Stick with Handle (50 inches x 13 inches x 3 inches)	pc	4		
6	Dustpan (Plastic), small	PC	1		
7	Dipper (Tabo), plastic, medium	pc	1		
8	Fabric Conditioner, assorted scent	gal	1		
9	Garbage Plastic (Big), transparent (37 inches x 48 inches)	pc	50		
10	Hand Brush, plastic	pc	1		
11	Liquid Hand soap, assorted scent	gal	1		
12	Mop Handle, metal	pc	2		
13	Mop Head, cotton	pc	2		
14	Powder Soap, good quality	kilo	10		
15	Round Rags, 7 inches diameter, cotton	kilo	8		
16	Scrubbing Pad, 100mmx70mmx8mm	pc	10		
17	Soft Broom	pc	2		
18	Toilet Bowl Brush, plastic bristle with plastic handle	pc	1		
19	Toilet Bowl Cleaner, 500ml/bottle, environment-friendly	btl	1		
20	Trash Bag (Small), 8 inches x 12 inches	pc	31		
	<i>(With attached Terms of Reference which will form an integral part of this Request for Quotation)</i>				
				<b>TOTAL</b>	

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

Delivery Period : Until December 31, 2022  
 Warranty : \_\_\_\_\_

**OTHER REQUIREMENTS:**

**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 six (6) 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	Quantity
Vacuum cleaner, heavy duty	1 unit
Floor polisher, heavy duty	1 unit
Buggy, heavy duty	1 unit
Trowel	1 pc
Garden Fork	1 pc
Pruner	1 pc
Rake	1 pc
Shovel	1 pc
Water hoses (200mtrs.)	1 roll
Floor squeegee (length 2m)	2 units
Karet	1 pc
Caution sign / Warning devices	1 unit
Mop Squeezer	1 unit

**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.

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Signature over printed name

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Office Telephone No./Fax/Mobile No.

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Date

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Email Address