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ANNEX "A"

**LINE 1: JANITORIAL SERVICES FOR QUEZON CITY GENERAL HOSPITAL FOR THE YEAR 2025
(EARLY PROCUREMENT ACTIVITY)
CONSO-25-JS1-0150**

I. STABILITY

a. Years of experience

At least five (5) years of experience in the field of janitorial services.

b. Liquidity of the Contractor

The computation of prospective bidder's Net Financial Contracting Capacity (NFCC) must be at least equal to the Approved Budget for the Contract (ABC) of the project to be bid, calculated as follows:

$$NFCC = [(Current\ assets\ minus\ current\ liabilities)\ (15)]\ minus\ the\ value\ of\ all\ outstanding\ or\ uncompleted\ portions\ of\ the\ projects\ under\ ongoing\ contracts,\ including\ awarded\ contracts\ yet\ to\ be\ started,\ coinciding\ with\ the\ contract\ to\ be\ bid.$$

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

The bidder may submit a Committed Line of Credit (CLC), it must be at least ten percent (10%) of the Approved Budget (ABC) to be bid: from a Universal or Commercial bank *Provided*, that if the same is issued by Foreign or Commercial bank, it shall be confirmed or authenticated by a local Universal or Commercial bank, in lieu of its Net Financial Contracting Capacity (NFCC) computation.

c. Organizational Set-up

The prospective bidder shall submit its detailed organizational chart which should indicate an established organizational structure to show its capability to undertake the project; clearly identified lines of authority and responsibility with specific divisions dedicated to each of the needed service which are manned by full-time employees.

The prospective bidder should provide **Occupational and Safety Health Officer** to oversee the safety in the workplace and compliance to basic health protocol (DOLE accredited occupational safety and health training).

II. QUALIFICATIONS

a. Certifications, Clearances and Sworn Statements

- Certification of non-delinquency from Philippine Health Insurance Corporation (PhilHealth), Home Development Mutual Fund (PAG-IBIG Fund) and Social Security System (SSS)
- Certificate of registration with the Regional Office of the Department of Labor and Employment (DOLE) where it principally operates.
- National Labor Relations Commission (NLRC) Clearance (Certificate of no pending case or appeal)
- Certification of employment or job contract of all the personnel to be assigned for the project (to be submitted during post-qualification stage)

Affidavit of Undertaking that:

- a. All personnel have undergone and will continue to undergo regular and periodic trainings and orientations on work ethics, mandatory safety seminars and efficient and effective janitorial services.

III. RESOURCES

- a. No. and kind of equipment and supplies
(As indicated in the TOR Item No. 10.0-Project Implementation)
- b. No. of janitors and supervisors
 - **Fifty (50)** janitors/janitress and **one (1)** supervisor
 - The contract also includes the provision of twenty percent (20%) **RESERVED JANITORIAL PERSONNEL**

IV. HOUSEKEEPING PLAN

A **Housekeeping Plan** (covering the Service Area) shall be drawn up and submitted by the Contractor as part of its Bid. This Housekeeping 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 Housekeeping Plan should include the following:

- a) Scope of services to be rendered in the Service Area
- b) Organizational 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

As a general rule, the Contractor should be able to show documentary proof, where applicable, to establish its legal, technical, and financial capabilities.

V. OTHER FACTORS

- a. Recruitment and Selection Criteria (**Affidavit of Undertaking** for the following requirements, supporting documents to be submitted during **post qualification stage**).
 - Must be a Filipino Citizen
 - Drug test with proof of certificate from any DOH accredited drug testing laboratory
 - National Bureau of Investigation (NBI) clearance
 - All personnel must submit a Health Certificate issued by the Quezon City Health Department in compliance with Article 22, Section 83 of Ordinance No. SP-91, S-93, otherwise known as the "Quezon City Revenue Code of 1993".
- b. Completeness of Uniforms and other paraphernalia (**Affidavit of Undertaking** for the following requirements, supporting documents to be submitted during **post qualification stage**).
(As indicated in the TOR Item No. 9.0 - Project Standard and Requirements – personnel)
- c. **Company Manual of Operations** to include duties and functions of janitorial personnel and Agency's duties and responsibilities, liabilities and penalties/disciplinary measures.