



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Regional Statistical Services Office No. 6
Iznart St., Iloilo City

REGIONAL BIDS AND AWARDS COMMITTEE

Tel Nos: (033) 335-0316, 335-0907

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Regional Statistical Services Office VI through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Alternative Mode of Procurement under Section 53.9 (Small Value Procurement) for the **Janitorial Services for Philippine Statistics Authority Regional Statistical Services Office VI (PSA RSSO 6) and its Provincial Statistics Offices from 01 July 2022 to 31 December 2022.**

Name of Project	Janitorial Services for Philippine Statistics Authority Regional Statistical Services Office VI (PSA RSSO 6) and its Provincial Statistics Offices from 01 July 2022 to 31 December 2022
Reference	PR No. 2022-05-039
Location	Region VI (Iloilo City, Bacolod City, San Jose, Antique, Roxas City, Capiz, Kalibo, Aklan & Jordan, Guimaras
Brief Description	Janitorial Services for Philippine Statistics Authority Regional Statistical Services Office VI (PSA RSSO 6) and its Provincial Statistics Offices from 01 July 2022 to 31 December 2022
Quantity	As stated in the bid form (7 Utility Workers)
Approved Budget for the Contract (ABC)	Php 810,264.00
Contract Duration	6 months (July 2022 to December 2022)
Date of Delivery	01 July 2022 to 31 December 2022

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later than 9:00 A.M. of June 14, 2022, to be opened on the same day at 9:30 A.M., subject to the Terms and Conditions attached herewith. Submit your quotation duly signed by your representative to the Administrative Section, PSA Regional Statistical Services Office No. 6, 2nd Floor, J. Villanueva Bldg., Iznart St., Iloilo City. Address your quotation to Bids and Awards Committee, Attn: BAC Secretariat. Interested Bidders may obtain further information from the BAC Secretariat at Tel. No.(033) 335-0316 or (033) 335-0907.


WILLIAM G. JARO
BAC Chairperson

Terms and Conditions:

- 1 All entries must be **typewritten/printed legibly**. Any alterations, erasures or overwriting shall be signed or initialed by the person authorized to sign the quotation. Failure to use this form will result to disqualification of your bid;
- 2 Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation;
- 3 Online submission of accomplished bid form/s will not be accepted;
- 4 Late submission of quotation shall not be accepted;
- 5 Bids exceeding the ABC shall be disqualified;
- 6 Award of contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ), and complies with specifications and other terms and conditions as stated in the RFQ;
- 7 In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to strictly provide the goods and services stated in the bid form; The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification. The following documentary requirements must be submitted prior to issuance of Purchase Order/Contract; (1) Mayor/Business Permit; (2) PhilGEPS Registration Number/Certificate; (3) Income/Business Tax Return (for ABCs above P500K); and (4) Omnibus Sworn Statement (for ABCs above P50K);
- 8 Price should be valid forty (60) calendar days after the deadline of submission of quotation;
- 9 In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA shall adopt and employ "drawlots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005; and
- 10 The PSA reserves the right to reject any of all bid proposals, or declare the bidding a failure, or not award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

BID FORM

IMPORTANT INSTRUCTIONS

1. Make sure to read the Terms and Conditions stated in the Request for Quotation before filling out this form.
2. Use this form for your quotation. Additional bidder's proposal can also be attached to this form.
3. Accomplish this form correctly and accurately
4. Do not alter the contents of this form in any way.
5. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
6. Ensure to indicate the price for the whole lot and the unit price per unit.
7. Ensure to fill-up the **TOTAL AMOUNT IN WORDS**.
8. Ensure to check the "Compliance with Technical Specifications" Column.
9. Submit your bid sealed in an envelope.

Item No.	Item/s and specification/s (minimum)	Unit	Qty	Approved Budget for the Contract (ABC) per unit	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
							YES	NO
Lot 1	Janitorial Services for Philippine Statistics Authority Regional Statistical Services Office VI (PSA RSSO 6) and its Provincial Statistics Offices from 01 July 2022 to 31 December 2022 with the following details:	LOT	1	810,264.00			()	()
1.1	Janitorial Services for Philippine Statistics Authority Regional Statistical Services Offices VI (PSA RSSO 6) and its Provincial Statistics Offices PSA RSSO6 – 1 UTW PSA Aklan – 1UTW PSA Antique – 1 UTW PSA Capiz – 1UTW PSA Iloilo – 1 UTW PSA Negros Occ – 1 UTW PSA Guimaras – 1 UTW	Utility	7	135,044.00			()	()
	<i>" 8 hours service, Mondays to Saturdays (including holidays)</i> <i>Note: Reporting time will be flexible and can be changed depending on the arrangement of the end-user and upon agreement by the supplier and the end-user)</i>						()	()
1.2	Project site/ Delivery: 1. PSA RSSO 6 , G/Floor & 2 nd Floor, J. Villanueva Building, Iznart St., Iloilo City 2. PSA Iloilo PSO , 2 nd & 3 rd Floor, J. Villanueva Bldg., Iznart St., Iloilo City 3. PSA Aklan PSO , Redepermavic Bldg. North Capitol Site Estancia						()	()

	<p>4. PSA Antique PSO, 2/F Eagles Place Building, Bantayan Road San Jose, Antique</p> <p>5. PSA Capiz PSO, Ground Floor, Catalan Building Magallanes, Roxas City, Capiz</p> <p>6. PSA Guimaras PSO, 2/f Galanto Bldg., New Site, San Miguel, Jordan, Guimaras</p> <p>7. PSA Negros Occ, East 2 Corporate Center, Corner Diola-Circumferential Rd., Villamonte, Bacolod City</p>						
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Other Requirements:

I. TECHNICAL REQUIREMENTS/SPECIFICATIONS

	<p>The Service Provider shall provide a qualified and skilled personnel with sufficient experience in general cleaning/ maintenance of public office.</p> <p>1.1 Qualifications of Janitors/ Utilities</p> <p>i) Filipino Citizen;</p> <p>ii) Male;</p> <p>iii) Not less than 18 years old;</p> <p>iv) At least high school graduate;</p> <p>v) Well-trained, physically and mentally fit, of good moral character and covered by appropriate clearances from DOH-accredited health centers, NBI, Police and Barangay;</p> <p>vi) Agency training on proper housekeeping, cleaning and use of janitorial equipment;</p> <p>vii) Fully Vaccinated against COVID-19;</p> <p>viii) Preferably with Professional Driver's License</p>					()	()
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	<p>1.2 Janitorial services shall render forty-eight (48) –hour work per week in accordance with the scope of service/work, standards, approved janitorial plan and manpower compliment and deployment plan.</p> <p>In the event of resignation, absence with or without authorized leave of the janitor, the Service Provider undertakes to deploy a substitute/replacement immediately, without need of demand from the Philippine Statistics Authority Regional Statistical Services Offices VI (PSA RSSO 6). In case of failure of the Service Provider to comply with this term, the Philippine Statistics Authority Regional Statistical Services Offices VI (PSA RSSO 6) have the right to deduct the corresponding payment from the monthly billing.</p>						()	()
	<p>1.3 The Service Provider shall endorse and submit the names and information of the seven (7) utility personnel that will be deployed in Janitorial Services for Philippines Statistics Authority Regional Statistics Services Office VI (PSA RSSO 6) and its Provincial Statistics Offices.</p>						()	()
	<p>1.4 The Service Provider shall be responsible in supervising and monitoring its employees to ensure that they efficiently perform their duties and responsibilities as herein indicated.</p>						()	()

ITEM	SERVICES	ITEMS/AREAS TO BE CLEANED FREQUENTLY	MINIMUM REQUIREMENTS					
A. JANITORIAL SERVICES								
1	Sweeping, mopping, spot scrubbing	Floor areas of the office building	Daily				()	()
2	Dusting/damp wiping and polishing	Vertical and horizontal surfaces; tables; chairs; cabinets; racks; computers/ printers and other	Daily				()	()

		furniture/ equipment						
3	Trash removal; emptying and cleaning of waste cans/baskets and proper disposal of garbage	Waste cans and baskets	Daily/at the end of the day				()	()
4	Cleaning, deodorizing, disinfecting and sanitizing	All areas	Daily				()	()
5	Vacuuming	Fabric upholstery	Once a week				()	()
6	Cleaning	Electric fan; air-conditioning units; refrigerators; lighting casings; window blinds; drinking water dispensers; shelves or filing cabinet	Daily				()	()
7	General cleaning includes grass cutting, weeding, trimming of plants/trees, watering of plants, sweeping of ground, laundering of linens	All areas	As need arises				()	()
B. MISCELLANEOUS SERVICES								
1	Carrying or hauling of furniture and fixtures, supplies, records, etc.		As Needed				()	()
2	Other janitorial activities and related services that maybe assigned from time to time by officials and employees of Janitorial Services for Philippine Statistics Authority Regional Statistical Services Office VI (PSA RSSO 6) and its Provincial Statistics Offices.		As Needed				()	()
3	Reporting of all breakages and electrical malfunctions, plumbing, necessary repair works, etc.		Immediately				()	()
II. PERFORMANCE ASSESSMENT								
	The Service Provider shall maintain satisfactory level of performance throughout the seven (7) months term of the contract as prescribed in GPPB Resolution No. 24-2007 dated September 28, 2007.						()	()
III. TECHNICAL CAPABILITIES								
	The Technical Proposal of prospective bidders shall also be evaluated in terms of the Bidders' technical competence to deliver efficient and quality janitorial services to the PROCURING ENTITY prescribed I the GPPB Resolution No. 24-2007 (September 28, 2007).						()	()
IV. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER								
	4.1 Provide and deliver, at its own expense all the required services indicated in the Schedule of Requirements.						()	()

	4.2 The Service Provider shall be held responsible for any damage/ destruction to any furniture and fixtures, equipment and plumbing fixtures due to the fault or negligence of its personnel.				()	()
	4.3 Observe office rules and regulations prescribed by the Philippine Statistics Authority Regional Statistical Services Office VI (PSA RSSO 6) including subjecting all janitors to appropriate Janitorial inspection every time they enter and leave the premises				()	()
	4.4 Require their employees to always wear the prescribed uniform, identification card and safety gadgets.				()	()
	4.5 The Service Provider must provide all necessary equipment and/or transportation services, if necessary, to its personnel in case of community emergencies or calamities to continuously provide its service to Philippine Statistics Authority Regional Statistical Services Office VI (PSA RSSO 6) and its Provincial Statistics Offices..				()	()
	4.6 The Service Provider shall comply with existing labor laws, rules and regulations governing employees' Compensation , Philhealth, social janitorial and other labor standards applicable to each personnel employed by the service provider. The service provider shall ensure that the payment of salaries, allowances and other applicable benefits to its personnel are within latest legal rates or should not be less than the minimum wage as mandated by law. 4.6.1 The Schedule of Contribution for SSS and Philhealth and other statutory benefits shall be the latest as issued by the respective agencies.				()	()
	4.7 The Service Provider in the performance of its services shall secure maintain at its own expense all registration, licenses or permits required by National or Local Laws and shall comply with rules, regulations and directives or oversight regulatory authorities/agencies and Commissions.				()	()
	V. The Philippine Statistics Authority Regional Statistical Services Office VI (PSA RSSO 6) and its Provincial Statistics Offices , through its Administrative Services Division shall monitor the implementation of the utility services in accordance with the specifications and conditions of the contract.				()	()
	VI. Payment by Philippine Statistics Authority Regional Statistical Services Office VI (PSA RSSO 6) to the Service Provider shall be on a monthly basis upon submission of billing statement and acceptance of output of the Service Provider in compliance with the provision of labor laws, rules and regulations.				()	()
	VII. In case of violation of any of the provisions of this Contract, the Philippine Statistics Authority Regional Statistical Services Office VI (PSA RSSO 6) shall issue written notice to the Service Provider of the violation on the provisions of this Contract with corresponding penalties: <ul style="list-style-type: none"> • 1st offense: Verbal warning thru their contact person • 2nd offense: Written warning • 3rd offense: Termination of Contract and liquidated damages in accordance to government rules and regulations 				()	()
	VIII. DOCUMENTARY REQUIREMENTS Submission of the following documents/certificates for each utility personnel will be required prior to deployment to the Philippine Statistics Authority Regional Statistical Services Office VI (PSA RSSO 6)				()	()

<p>-Curriculum vitae/Biodata</p> <p>-Certificate of Agency Training on proper housekeeping, cleaning and use of janitorial equipment for each utility personnel</p> <p>-Certificates from DOH-accredited health centers, NBI Clearance, Police Clearance and Barangay;</p> <p>-COVID-19 Vaccination Card</p>					
<p>IX. PAYMENT AND DELIVERY</p> <p>The janitorial services will be provided to the Philippine Statistics Authority Regional Statistical Services Offices VI (PSA RSSO 6) and its Provincial Statistics Offices starting 1 July 2022 until 31 December 2022.</p> <p>The Service Provider shall submit billing statement monthly with attached monthly/quarterly basis certified true copies of proof of payments of all its obligations under the provisions of the SSS Law, Employees Compensation Act, PhilHealth, Pag-IBIG and other pertinent statutes presently in force and effect and signed summary of attendance.</p> <p>Billing shall be based on the actual number of days worked during the billing period.</p>				()	()
<p>TOTAL AMOUNT IN WORDS :</p> <p>_____</p> <p>_____</p> <p>AMOUNT IN FIGURES: _____</p>					

Other Requirements:

<p>Terms of Payment:</p> <p>Payment shall be made either through check or Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing/Statement of Account and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.</p> <p>Payment Details:</p> <p>Banking Institution: _____</p> <p>Account Number: _____</p> <p>Account Name: _____</p> <p>Branch: _____</p>

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature _____

Position: _____

Name of Company _____

TIN #: _____ (Please specify if VAT or NON-VAT) _____

Address: _____

Email Address: _____ Fax No. _____.

Tel No.: _____ Cellphone. _____

Date: _____