

<p><b>VIII. DOCUMENTARY REQUIREMENTS</b>  Submission of the following documents/certificates for each utility personnel will be required prior to deployment to the <b>PSA7 Siquijor Provincial Office:</b></p> <ul style="list-style-type: none"> <li>- Curriculum vitae/Biodata</li> <li>- Certificate of Agency Training on proper housekeeping, cleaning and use of janitorial equipment for each utility personnel</li> <li>- Certificates from DOH-accredited health centers, NBI Clearance, Police Clearance and Barangay;</li> <li>- COVID-19 Vaccination Card</li> </ul>					
<p><b>TOTAL AMOUNT IN WORDS :</b></p>					

Other Requirements:

**Terms of Payment:**

*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.*

**Payment Details:**

Banking Institution: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Account Name: \_\_\_\_\_  
Branch: \_\_\_\_\_

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 No. \_\_\_\_\_  
Date: \_\_\_\_\_

<p>4.3. Observe office rules and regulations prescribed by the <b>PSA7 Siquijor Provincial Office</b>, including subjecting all janitors to appropriate Janitorial inspection every time they enter and leave the premises.</p>				( )	( )
<p>4.4. Require their employees to always wear the prescribed uniform, identification card and safety gadgets.</p>				( )	( )
<p>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 <b>PSA7 Siquijor Provincial Office</b>.</p>				( )	( )
<p>4.6. The Service Provider shall comply with existing labor laws, rules and regulations governing employee's Compensation, philhealth, social Janitorial and other labor standards applicable to each of 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.</p> <p>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.</p>				( )	( )
<p>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 of oversight regulatory authorities/agencies and Commissions.</p>				( )	( )
<p>V. The <b>PSA7 Siquijor Provincial Office</b>, through its Administrative Services Division shall monitor the implementation of the utility services in accordance with the specifications and conditions of the contract.</p>				( )	( )
<p>VI. Payment by <b>PSA7 Siquijor Provincial Office</b>, 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.</p>				( )	( )
<p>VII. In case of violation of any of the provisions of this Contract, the <b>PSA7 Siquijor Provincial Office</b>, shall issue written notice to the Service Provider of the violation on the provisions of this Contract with corresponding penalties:</p> <ul style="list-style-type: none"> <li>• 1st offense: Verbal warning thru their contact person</li> <li>• 2nd offense: Written warning</li> <li>• 3rd offense: Termination of Contract and liquidated damages in accordance to government rules and regulations</li> </ul>				( )	( )

6	Cleaning	Electric fans; Air-conditioning Units; refrigerators; lighting casings; window blinds; drinkingwater 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>B. MISCELLANEOUS SERVICES</b>									
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 <b>PSA7 Siquijor Provincial Office</b>		As Needed					( )	( )
3	Reporting of all breakage and electrical malfunctions, plumbing, necessary repair works, etc.		Immediately					( )	( )
<b>II. PERFORMANCE ASSESSMENT</b>									
	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.							( )	( )
<b>III. TECHNICAL CAPABILITIES</b>									
	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 in the GPPB Resolution No. 24-2007 (September 28, 2007).							( )	( )
<b>IV. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER</b>									
	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 office furniture and fixtures, equipment, and plumbing fixtures due to the fault or negligence of its personnel.							( )	( )

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.

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 **PSA7 Siquijor Provincial Office**. In case of failure of the Service Provider to comply with this term, the **PSA7 Siquijor Provincial Office** have the right to deduct the corresponding payment from the monthly billing.

1.3. The Service Provider shall endorse and submit the names and information of the one (1) utility personnel that will be deployed in **PSA7 Siquijor Provincial Office**

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.

ITEM	SERVICES	ITEMS/AREAS TO BE CLEANED FREQUENTLY	MINIMUM REQUIREMENTS					
	<b>A. JANITORIAL SERVICES</b>							
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 furniture/ equipment	Daily				( )	( )
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				( )	( )

BID FORM

IMPORTANT NOTES/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.**
10. Failure to follow these instructions will result to the disqualification of your entire quotation/bid.

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
1	<b>Janitorial Services for Philippine Statistics Authority 7 (PSA 7) for the Siquijor Provincial Office for 01 June 2022 to 31 December 2022 with the following details:</b>	LOT	1	108,409.00			( )	( )
1.1	<i>Janitorial Services for PSA Siquijor Provincial Office</i>	<i>Utility</i>	1	108,409.00			( )	( )
	<i>*8 hours service, Mondays to Saturdays (including holidays) 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>						( )	( )
	<b>Project Site/ Delivery: PSA Siquijor Provincial Office, 3rd Floor Siquijor Business and Convention Center Bldg., Poblacion, Siquijor, Siquijor</b>						( )	( )
<b>Other Requirements:</b>								
<b>I. TECHNICAL REQUIREMENTS/ SPECIFICATIONS</b>								
	<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;            ii) 1 male;            iii) Not less than 18 years old;            iv) At least high school graduate;            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;            vi) Agency training on proper housekeeping, cleaning and use of janitorial equipment;            vii) Fully Vaccinated against COVID-19;            viii) Preferably with Professional Driver's License</p>						( )	( )

**PHILIPPINE STATISTICS AUTHORITY**  
**Region 7 – Central Visayas**  
**REQUEST FOR QUOTATION**  
**Page 2**

10. 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.

11. The item/s shall be delivered according to the requirements specified in the Technical Specifications.

12. The PSA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

13. The following documentary requirements must be submitted prior to issuance of Purchase Order/Contract:

- *Mayor's/Business Permit*
- *PhilGEPS Registration Number/Certificate*
- *Income/Business Tax Return (for ABCs above P500K)*
- *Omnibus Sworn Statement (for ABCs above P50K)*

14. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

15. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. documentary requirements mentioned above (item no. 13), billing statement from the supplier. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the supplier's identified bank account not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice.

16. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA 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 to it.



REQUEST FOR QUOTATION  
RFQ # 2022-05-414  
25-May-22

The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Small Value Procurement** for the **Janitorial Services for Philippine Statistics Authority 7 (PSA 7) for the Siquijor Provincial Office 01 June 2022 to 31 December 2022**

Name of Project	Janitorial Services for Philippine Statistics Authority 7 (PSA 7) for the Siquijor Provincial Office from 01 June 2022 to 31 December 2022
Solicitation (If posted at the PhilGEPS)	0700-2022-05-069
Purchase Request No.	0700-2022-05-038
Location	PSA Siquijor Provincial Office, 3/F Siquijor Business and Convention Center Bldg., corner Mabini and Sta. Fe Sts., Poblacion Siquijor, Siquijor
Brief Description	Janitorial Services for Philippine Statistics Authority 7 (PSA 7) for the Siquijor Provincial Office
Quantity	1 Utility-Male
Approved Budget for the Contract (ABC)	Php 108,409.00
Contract Duration	01 June 2022 to 31 December 2022
Date of Delivery	01 June 2022 to 31 December 2022

Please quote your best price for the item described herein, subject to the Terms and Conditions provided in this RFQ. **Submit your sealed quotation duly signed by you or your duly authorized representative personally not later than**

**06 June 2022, 12:00 Noon.**

**Note: Online submission of accomplished bid form/s will not be accepted.**

For any clarification, you may contact Ms. Rizalyn Teodora Postrado at telephone nos. (035 344-2002/(035)480-9003.

  
**EDWINA M. CARRIAGA**  
R07 BAC Chairperson

**Terms and Conditions:**

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Bidders shall provide correct and accurate information required in this form.
4. **If the procurement is done by lot, the bidder may quote for all items per lot**
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.
6. Late submission of quotation shall not be accepted.
7. Bids exceeding the ABC for each item/lot shall be disqualified.
8. Award of contract shall be made to the Lowest Calculated and Responsive Bidder which complies with the specifications and other terms and conditions as stated herein.
9. The Lowest Calculated and Responsive Bidder shall be informed immediately.