



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
REGIONAL STATISTICAL SERVICES OFFICE VII



PHILIPPINE BIDDING DOCUMENTS

**Procurement of 2024 Janitorial Services for
Philippine Statistics Authority 7 (PSA 7) for
the Provinces of Bohol, Cebu, Negros
Oriental, Siquijor and Regional Statistical
Services Office VII
(01 January 2024-31 December 2024)**

(Early Procurement Activity)

Government of the Republic of the Philippines

PHILIPPINE STATISTICS AUTHORITY 7
Gaisano Capital South Bldg. Colon St., Cebu City, Philippines

PUBLIC BIDDING NO. 2023-008

11 November 2023

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.



INVITATION TO BID FOR

Procurement of 2024 Janitorial Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office VII

- The *Philippine Statistics Authority 7 (PSA 7)*, through the *2024 National Expenditure Program (NEP)* intends to apply the sum of **ONE MILLION FOUR HUNDRED EIGHTY FIVE THOUSAND SIX HUNDRED TWENTY TWO PESOS AND FORTY FOUR CENTAVOS ONLY (PhP1,485,622.44)** being the Approved Budget for the Contract (ABC) to payments under the contract stated below for the Procurement of 2024 Janitorial Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office VII – (EPA). Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

LOT	Item Description	Approved Budget for the Contract (ABC)
1	<p>Janitorial Services for PSA Bohol Provincial Office for 01 January 2024 to 31 December 2024</p> <p>*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)</p>	202,673.40
2	<p>Janitorial Services for PSA Cebu Provincial Office for 01 January 2024 to 31 December 2024</p> <p>*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)</p>	440,959.20
3	<p>Janitorial Services for PSA Negros Oriental Provincial for 01 January 2024 to 31 December 2024</p> <p>*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)</p>	202,673.40
4	<p>Janitorial Services for PSA Siquijor Provincial Office for 01 January 2024 to 31 December 2024</p> <p>*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)</p>	198,357.24
5	<p>Janitorial Services for PSA Regional Statistical Services Office VII (PSA RSSO7) for 01 January 2024 to 31 December 2024</p> <p>*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)</p>	440,959.20
TOTAL:		1,485,622.44

2. The *PSA 7* now invites bids for the **Procurement of 2024 Janitorial Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office VII (EPA)**. Delivery of the Services is required on **01 January 2024 – 31 December 2024**. Bidders should have completed, within *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.

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 5183.

4. Bidding Prospective Bidders may obtain further information from **PSA 7 through the RBAC Secretariat** and inspect the Bidding Documents at the address given below during *working days, 8:00 a.m. to 5:00 p.m.*
5. A complete set of Bidding Documents may be acquired by interested Bidders from **11 November 2023 to 05 December 2023 (until 12:00nn only)** from the address stated in IB Clause 7 and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of:

APPROVED BUDGET FOR THE CONTRACT (ABC)	COST OF THE BIDDING DOCUMENTS (in Philippine Peso)
<i>500,000 and below</i>	<i>500.00</i>
<i>More than 500,000 up to 1 Million</i>	<i>1,000.00</i>
<i>More than 1 Million up to 5 Million</i>	<i>5,000.00</i>
<i>More than 5 Million up to 10 Million</i>	<i>10,000.00</i>
<i>More than 10 Million up to 50 Million</i>	<i>25,000.00</i>

Bid Documents Fee to be paid by the Bidder shall be based on the Total ABC of all LOTS to Bid.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity (<http://rso07.psa.gov.ph>), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

For bidders outside Cebu Province, BID Documents fee will be deposited to the account below and copy of the deposit slip shall be emailed to the email address provided for the issuance of OR.

Account Number: [0142-0375-13](#)

Account Name: [PSA Trust Fund Account](#)

Email Address: psa07.rbac@gmail.com

Also, original Copy of the deposit slip shall be sent or mailed to the address below.

Also, original Copy of the deposit slip shall be sent or mailed to the address below.

Name: [Lorna R. Chan](#)

Address: [2/F Philippine Statistics Authority Regional Statistical Services Office No. 7 \(PSA-RSSO 7\), Gaisano Capital South Building, Colon St., Cebu City](#)

6. The **PSA 7** will hold a Pre-Bid Conference on **22 November 2023, 1:30 P.M.** at **2/F Philippine Statistics Authority Regional Statistical Services Office 7 (PSA-RSSO 7), Gaisano Capital South Bldg., Colon St., Cebu City**, and through video conferencing via **zoom meeting** with link below which shall be opened to prospective bidders.

Zoom Meeting Link: <https://tinyurl.com/JanitorialPreBid>

Meeting ID: 893 4857 9340

Passcode: 771953

7. Bids must be duly received by the **RO7 BAC Secretariat** at the address below on or before **05 December 2023, 12:00nn.**

Activity	Date and Time	Place of Submission	Address/Station
Submission of Bids	11 November 2023 to 05 December 2023 (Note: During office hours only, Monday-Friday, from 8:00A.M. to 5:00 P.M. except 05 December 2023 which is until 12:00nn only)	Bohol	PSA Bohol Provincial Office, 3/F Galleria Luisa Bldg., Gallares St., Poblacion II, Tagbilaran City, Bohol
		RSSO and Cebu	Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City
		Negros Oriental	PSA Negros Oriental Provincial Office, Purple Building, Valencia Road, Bagacay, Dumaguete City, Negros Oriental
		Siquijor	PSA Siquijor Provincial Office, 3rd Floor Siquijor Business and Convention Center Bldg., Poblacion, Siquijor, Siquijor

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 **05 December 2023, 1:30 P.M.** at **Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City**, and through video conferencing via zoom meeting with link below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Late bids shall not be accepted.

Meeting Link: <https://tinyurl.com/JanitorialOpeningofBids>

Meeting ID: 862 4767 4590

Passcode: 382423

The Schedule of Bidding Activities shall be as follows:

ACTIVITIES	DATE AND TIME	VENUE
Sale and Issuance of Bid Documents	11 November 2023 to 05 December 2023 (Note: During office hours only, Monday-Friday, from 8:00A.M. to 5:00 P.M. except 05 December 2023 which is until 12:00nn only)	BOHOL: PSA Bohol Provincial Office, 3/F Galleria Luisa Bldg., Gallares St., Poblacion II, Tagbilaran City, Bohol
		CEBU: Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City
		NEGROS: PSA Negros Oriental Provincial Office, Purple Building, Valencia Road, Bagacay, Dumaguete City, Negros Oriental
		SIQUIJOR: PSA Siquijor Provincial Office, 3rd Floor Siquijor Business and Convention Center Bldg., Poblacion, Siquijor, Siquijor
Pre-Bid Conference	22 November 2023 1:30 P.M.	Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City or via Zoom Meeting with the following link: <u>Zoom Meeting Link:</u> https://tinyurl.com/JanitorialPreBid Meeting ID: 893 4857 9340 Passcode: 771953
Submission of Bids	11 November 2023 to 05 December 2023 (Note: During office hours only, Monday-Friday, from 8:00A.M. to 5:00 P.M. except 05 December 2023 which is until 12:00nn only)	BOHOL: PSA Bohol Provincial Office, 3/F Galleria Luisa Bldg., Gallares St., Poblacion II, Tagbilaran City, Bohol
		CEBU: Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA-RSSO7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City

		<p>NEGROS: PSA Negros Oriental Provincial Office, Purple Building, Valencia Road, Bagacay, Dumaguete City, Negros Oriental</p> <p>SIQUIJOR: PSA Siquijor Provincial Office, 3rd Floor Siquijor Business and Convention Center Bldg., Poblacion, Siquijor, Siquijor</p>
Opening of Bids	05 December 2023 1:30 P.M.	<p>Philippine Statistics Authority Regional Statistical Services Office No.7 (PSA- RSSO7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City or via Zoom Meeting with the following link: <u>Meeting Link:</u> https://tinyurl.com/JanitorialOpeningofBids Meeting ID: 862 4767 4590 Passcode: 382423</p>

10. The **PSA 7** 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 Section 35.6 and 41 of the 2016 revised IRR of RA 9184, without thereby incurring any liability to the affected bidder or bidders.
11. Procurement undertaken under Early Procurement Activity (EPA) will be based on the issuance of the GPPB CIRCULAR 06-2019, Guidelines on the Implementation of Early Procurement Activities (EPA).
12. For further information, please refer to:

**Ms. Edwina M. Carriaga/ Ms. Erah Mhay Quiñones/ Ms. Mary Clare Coronado/
Ms. Marie Cris Lerio and Ms. Manilyn Lunday**
Philippine Statistics Authority Regional Statistical Services Office 7
Gaisano Capital South Bldg. Colon St., Cebu City
Tel. nos.:(032)412-6794/254-0470/256-0592
Email address: psa07.rbac@gmail.com
Telefax nos.:(032)412-6794/254-0470


EDWINA M. CARRIAGA
 R07-BAC Chairperson

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, *Philippine Statistics Authority 7* wishes to receive Bids for the Procurement of the 2024 Janitorial Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office VII, with P.B No. 2023-008.

The Procurement of 2024 Janitorial Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office VII is composed of *Five (5) lots*, 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 2024 General Appropriation (General Fund) in the amount of ***ONE MILLION FOUR HUNDRED EIGHTY-FIVE THOUSAND SIX HUNDRED TWENTY-TWO PESOS AND FORTY-FOUR CENTAVOS ONLY (PhP1,485,622.44)***.

2.2. The source of funding is the National Expenditure Program (NEP).

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. 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. For the procurement of Non-expendable Supplies and Services, the Bidder must have completed a single contract that is similar to this Project which must be equivalent to at least fifty percent (50%) of the ABC.
- 5.3. 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

Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *Philippine Statistics Authority Regional Statistical Services Office No. 7 (PSA-RSSO 7), 2/F Gaisano Capital South Bldg., Colon St., Cebu City*, and through video conferencing via zoom meeting 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 **three (3) years** as provided in **paragraph 2 of the IB** 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.

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/Services to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
 - 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 the **BDS**.

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 Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ 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 shall be valid until **03 April 2024**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

For Bidders who intend to Bid for one LOT, several LOTs or for all LOTs, each bidder shall submit **three hard copies, one copy (original)** of the TECHNICAL COMPONENT ENVELOPE and **two copies (copy 1 and copy 2)** which are certified true copy of the TECHNICAL COMPONENT ENVELOPE and **three hard copies, one copy (original)** of the FINANCIAL COMPONENT ENVELOPE for each LOT and **two copies (copy 1 and copy 2)** which are certified true copy of the FINANCIAL COMPONENT ENVELOPE for each LOT.

Bidders shall enclose their original eligibility and technical documents described in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.

¹ 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.

Each copy of the first and second component envelopes (copy 1 and copy 2) shall be similarly sealed and duly marking the inner envelopes as “COPY NO. 1 or 2 - TECHNICAL COMPONENT” and “COPY NO. 1 or 2 - FINANCIAL COMPONENT” and sealing them all in an outer envelope marked as “COPY NO. 1 or 2”.

Note: All sealed envelopes shall

- contain the name of the contract to be bid in capital letters;
- bear the name and address of the Bidder in capital letters;
- be addressed to the Procuring Entity's BAC
- bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time at its physical address 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 Entity's 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 14 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 One Project having several items grouped into one lot, which shall be awarded as one contract for the lot.
- 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> <ul style="list-style-type: none"> a. Janitorial services providing manpower b. Bidders should have completed, within three (3) years from the date of submission and receipt of bids. c. In the amount of at least equivalent to fifty percent (50%) of the ABC. 																								
7.1	<i>Subcontracting is not allowed.</i>																								
12	Refer to the financial bid form to be filled-up by bidders stated in the Checklist of Technical and Financial Documents item (II) (m) Financial Component Envelope																								
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> <p>The amount of not less than two percent (2%) of the Total ABC of each lot to bid, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>The amount of not less than five percent (5%) of the Total ABC for each lot to bid, if bid security is in Surety Bond.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">LOT</th> <th style="text-align: center;">Description</th> <th style="text-align: center;">2%</th> <th style="text-align: center;">5%</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Janitorial Services for PSA Bohol Provincial Office</td> <td style="text-align: right;">4,053.47</td> <td style="text-align: right;">10,133.67</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Janitorial Services for PSA Cebu Provincial Office</td> <td style="text-align: right;">8,819.18</td> <td style="text-align: right;">22,047.96</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Janitorial Services for PSA Negros Oriental Provincial Office</td> <td style="text-align: right;">4,053.47</td> <td style="text-align: right;">10,133.67</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Janitorial Services for PSA Siquijor Provincial Office</td> <td style="text-align: right;">3,967.14</td> <td style="text-align: right;">9,917.86</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Janitorial Services for PSA Regional Statistical Services Office VII (PSA RSSO7)</td> <td style="text-align: right;">8,819.18</td> <td style="text-align: right;">22,047.96</td> </tr> </tbody> </table>	LOT	Description	2%	5%	1	Janitorial Services for PSA Bohol Provincial Office	4,053.47	10,133.67	2	Janitorial Services for PSA Cebu Provincial Office	8,819.18	22,047.96	3	Janitorial Services for PSA Negros Oriental Provincial Office	4,053.47	10,133.67	4	Janitorial Services for PSA Siquijor Provincial Office	3,967.14	9,917.86	5	Janitorial Services for PSA Regional Statistical Services Office VII (PSA RSSO7)	8,819.18	22,047.96
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19.3	<p><i>The project will be awarded by lot.</i></p> <p><i>Five (5) Lots: Procurement of 2024 Janitorial Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office VII under PR No. 0700-2023-10-082 / Public Bidding No. 2023-08.</i></p> <table border="1" data-bbox="336 443 1391 1671"> <thead> <tr> <th data-bbox="336 443 421 555">LOT</th> <th data-bbox="421 443 1171 555">Item Description</th> <th data-bbox="1171 443 1391 555">Approved Budget for the Contract (ABC)</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 555 421 701"></td> <td data-bbox="421 555 1171 701">Procurement of the 2024 Janitorial Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office VII (EPA)</td> <td data-bbox="1171 555 1391 701">1,485,622.44</td> </tr> <tr> <td data-bbox="336 701 421 887">1</td> <td data-bbox="421 701 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20	<p><i>For post qualification, Bidders must submit the following additional requirements:</i></p> <p><i>1. Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) as of April 2023.</i></p> <p><i>2. Audited Financial Statements for the last three (3) years as of December 31, 2022.</i></p>																					

	<p><i>3. Proof of paid remittances for the past six (6) months or one (1) year for the following government agencies: SSS, Philhealth, and PAG-IBIG in the form of a certification issued by the said agencies</i></p> <p><i>4. Certification of no adverse decision rendered by DOLE and NLRC in the last 3 years; and</i></p> <p><i>5. Certified true copy of tax remittances from BIR-Alpha listing as of December 2022.</i></p>
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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/Services 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 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 *{[Include if Framework Agreement will be used:] or Framework Agreement}* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (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

- 5.1 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.
- 5.2 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>Delivery and Documents –</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>The delivery terms applicable to this Contract are delivered to the project sites defined in <i>Section VI. Schedule of Requirements</i>. 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/Services 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 (<i>Erah Mhay Quiñones, RO7-BAC Secretariat</i>).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the ProjectSite are:</p> <p>*PSA RSSO 7 – <i>Engr. Ariel E. Florendo</i></p> <p>*PSA Cebu Provincial Statistical Office - <i>Mr. Melchor B. Bautista</i></p> <p>*PSA Bohol Provincial Statistical Office – <i>Ms. Jessamyn Anne C. Alcazaren</i></p> <p>*PSA Negros Oriental Provincial Statistical Office – <i>Engr. Ariel T. Fortuito</i></p> <p>*PSA Siquijor Provincial Statistical Office – <i>Engr. Joselito C. Maghanoy</i></p> <p>Incidental Services –</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:</p> <ol style="list-style-type: none"> a. supervision of Utility Workers; b. training of the Procuring Entity’s personnel in accordance to the general cleaning/maintenance and/or required by any governing body; <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>
2.2	<p><i>Partial Payment: Not Applicable</i></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>

Section VI. Schedule of Requirements

The delivery schedule for the Procurement of Janitorial Services for Philippine Statistics Authority 7 (PSA 7) for the Provinces of Bohol, Cebu, Negros Oriental, Siquijor and Regional Statistical Services Office for 01 January 2024 to 31 December 2024 expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Note: Project Sites/Place of Delivery are as follows:

JANITORIAL SERVICES FOR PHILIPPINE STATISTICS AUTHORITY 7 (Project Sites/Place of Delivery)

1. Bohol : Ms. Jessamyn Anne C. Alcazaren
Chief Statistical Specialist
PSA Bohol Provincial Office, 3/F Galleria Luisa Bldg.,
Gallares St., Poblacion II, Tagbilaran City, Bohol
Tel. No. : (038) 501-0996
Email: bohol@psa.gov.ph
2. Cebu : Mr. Melchor B. Bautista
OIC-Chief Statistical Specialist
PSA Cebu Provincial Office, 2/F Martina Sugbo
Center, P. Burgos St., Brgy. San Roque, Cebu City
Tel. No.: (032) 412-1337/255-8573
Email: cebu@psa.gov.ph
3. Negros Oriental : Engr. Ariel T. Fortuito
Chief Statistical Specialist
PSA Negros Oriental Provincial Office, Purple
Building, Valencia Road, Bagacay, Dumaguete City,
Negros Oriental
Tel. No.: (035) 422-4374/422-4372
Email: negrosoriental@psa.gov.ph
4. Siquijor : Engr. Joselito C. Maghanoy
OIC- Supervising Statistical Specialist
PSA Siquijor Provincial Office, 3rd Floor
Siquijor Business and Convention Center Bldg.,
Poblacion, Siquijor, Siquijor
Tel. No. (035) 5425-239
Email: siquijor@psa.gov.ph
5. RSSO : Engr. Ariel E. Florendo
Regional Director
PSA RSSO 7, 2/F Gaisano Capital South Bldg.,
Colon St., Cebu City
Tel. No. (032) 412-6794/256-0592
Email: rsso07@psa.gov.ph

LOT	Description	Quantity	Approved Budget for the Contract (ABC)	Delivery of Services, Weeks/Months
1	Janitorial Services for PSA Bohol Provincial Office for 01 January 2024 to 31 December 2024	1	202,673.40	01 January 2024 to 31 December 2024
	<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>			
2	Janitorial Services for PSA Cebu Provincial Office for 01 January 2024 to 31 December 2024	2	440,959.20	
	<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>			
3	Janitorial Services for PSA Negros Oriental Provincial for 01 January 2024 to 31 December 2024	1	202,673.40	
	<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>			
4	Janitorial Services for PSA Siquijor Provincial Office for 01 January 2024 to 31 December 2024	1	198,357.24	
	<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>			
5	Janitorial Services for PSA Regional Statistical Services Office VII (PSA RSSO7) for 01 January 2024 to 31 December 2024	2	440,959.20	
	<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>			
TOTAL:			1,485,622.44	

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

Item	Specification	Statement of Compliance
		<p>[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.]</p>

I. TECHNICAL REQUIREMENTS/ SPECIFICATIONS				Statement of Compliance
<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) 6 male and 1 female; 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>				
<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 PSA7- Regional Office (PSA RSSO VII) and PSA7 Provincial Offices. In case of failure of the Service Provider to comply with this term, the PSA7- Regional Office (PSA RSSO VII) and PSA7 Provincial Offices 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 PSA7- Regional Office (PSA RSSO VII) and PSA7 Provincial 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 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	
6	Cleaning	Electric fans; 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 PSA officials and employees.		As Needed	
3	Reporting of all breakage and electrical malfunctions, plumbing, necessary repair works, etc.		Immediately	

II. PERFORMANCE ASSESSMENT	
The Service Provider shall maintain satisfactory level of performance throughout the twelve (12) 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 in the GPPB Resolution No. 24-2007 (September 28, 2007).	
IV. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER	
a. Provide and deliver, at its own expense all the required services indicated in the Schedule of Requirements.	
b. 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.	
c. Observe office rules and regulations prescribed by the PSA-RSSO VII including subjecting all janitors to appropriate Janitorial inspection every time they enter and leave the premises.	
d. Require their employees to always wear the prescribed uniform, identification card and safety gadgets.	
e. 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 PSA7- Regional Office (PSA RSSO VII) and PSA7 Provincial Offices.	
f. 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. The Schedule of Contribution for SSS and PhilHealth and other statutory benefits shall be the latest as issued by the respective agencies.	
g. 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.	
V. The PSA7- Regional Office (PSA RSSO VII) and PSA7 Provincial Offices, through its Administrative Services Division shall monitor the implementation of the utility services in accordance with the specifications and conditions of the contract.	

<p>VI. Payment by PSA7- Regional Office (PSA RSSO VII) and PSA7 Provincial Offices 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 PSA7- Regional Office (PSA RSSO VII) and PSA7 Provincial Offices 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"> • 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 	
<p>VIII. DOCUMENTARY REQUIREMENTS Submission of the following documents/certificates for each utility personnel will be required prior to deployment to the PSA7- Regional Office (PSA RSSO VII) and PSA7 Provincial Offices:</p> <ul style="list-style-type: none"> - Curriculum vitae/Biodata - Certificate of Agency Training on proper housekeeping, cleaning and use of janitorial equipment for each utility personnel - Certificates from DOH-accredited health centers, NBI Clearance, Police Clearance and Barangay; - COVID-19 Vaccination Card 	
<p>IX. PAYMENT AND DELIVERY</p> <p>The janitorial services will be provided to the PSA7- Regional Office (PSA RSSO VII) and PSA7 Provincial Offices starting 01 January 2024 to 31 December 2024</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>Billings shall be based on the actual number of days worked during the billing period.</p>	
<p>ADDITIONAL PARAMETERS:</p>	
<p>Must have at least five (5) years of experience in providing janitorial services to other government office.</p>	
<p>Liquidity of the contractor: must have at least PhP 750,000.00 (current assets minus current liabilities based on Balance Sheet as of December 2022)</p>	
<p>Must provide the number of personnel including officers/managers and its organizational structure</p>	
<p>Must provide housekeeping plan for PSA Offices</p>	
<p>Must provide proof of registration to the Annual Establishment Report on Wages (AERW) or Certificate of Undertaking – (Labor Advisory No. 4-2023</p>	

Must provide Notice of Result of Inspection issued by the Department of Labor and Employment (DOLE) for establishment that was already inspected or a Notarized Certification that the company has not yet been inspected. - DO 238 - 2022	
Must provide guidelines/policy on Recruitment and Selection Criteria	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation, post-qualification or the execution of the contract, the same shall give rise to the imposition of administrative sanctions and the forfeiture of bid security or the performance security posted consistent with Section 69.1 of the revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Company/Bidder	Signature Over Printed Name of Authorized Representative	Date
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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) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- (b) 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; **and**
- (c) 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; **and**
- (d) 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**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) 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

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- (h) 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.

II. FINANCIAL COMPONENT ENVELOPE

- (i) Original of duly signed and accomplished Financial Bid Form; **and**
- (j) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- (k) *[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.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Bidding Forms

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Bid Form

Project Identification No.: _____ Date: _____

To: [name and address of Procuring Entity]

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] [description of the Goods] in conformity with the said PBDs for the sum of [total Bid amount in words and figures] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:
Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Detailed Computation of Bid

FACTOR: 313 DAYS

FOR THOSE WHO DO NOT WORK AND ARE NOT CONSIDERED PAID ON SUNDAYS OR RESTDAYS, BUT PAID DURING SPECIAL AND REGULAR HOLIDAYS EVEN IF UNWORKED

MONTHLY BREAKDOWN		BOHOL PROVINCIAL OFFICE
		CLASS B
1	Applicable Daily Minimum Wage (<i>Note: Wage Order No. VII-24 effective October 1, 2023</i>)	430.00
2	Equivalent Monthly Rate ($\#1 \times 313/12$)	
3	13th Month Pay PD 851 [$\#1/313/12/12$]*	
4	5 days Service Incentive Leave ($\#1 \times 5/12$)	
5	Total Monthly Salary due to employee ($\#2 + \#3 + \#4$)	
6	Philhealth (<i>employer's share only per Philhealth table based on #2, effective Jan. 2022</i>)**	
7	Add employer's share SSS + P10.00 as EC (<i>per SSS table based on #2, effective Jan. 2023 per R.A. 11199</i>)	
8	Employer's share on HDMF Contribution (<i>Salary bracket P5,000 & above @ 2% per RA 9679</i>)	
9	Total amount due to employee and government ($\#5 + \#6 + \#7 + \#8$)	
10	Administrative Overhead Margin for Manpower Agency ($\#9 \times 10\%$)***	
11	Gross Amount due to Employee, Government and Manpower Agency ($\#9 + \#10$)	
12	VAT of 12% based on #11 (<i>per BIR regulations</i>) ****	
13	Contract rate ($\#11 + \#12$)	
TOTAL BID QUOTATION		

Notes:

Use two (2) decimal places in all computations for figures in Philippine Peso

* P.D. 851-13th month law computation excludes holiday and rest day premiums.

** Per Philhealth Circular No. 2020-0005

*** Per Sec. 11(b) of DOLE D.O. 174-17

**** R.A. 9337- An Act amending certain provisions of the NIRC of 1997

FACTOR: 313 DAYS

FOR THOSE WHO DO NOT WORK AND ARE NOT CONSIDERED PAID ON SUNDAYS OR RESTDAYS, BUT PAID DURING SPECIAL AND REGULAR HOLIDAYS EVEN IF UNWORKED

MONTHLY BREAKDOWN		CEBU PROVINCIAL OFFICE
		CLASS A
1	Applicable Daily Minimum Wage (<i>Note: Wage Order No. VII-24 effective October 1, 2023</i>)	468.00
2	Equivalent Monthly Rate (#1x313/12)	
3	13th Month Pay PD 851 [(#1/313/12)/12]*	
4	5 days Service Incentive Leave (#1x5/12)	
5	Total Monthly Salary due to employee (#2 + #3 + #4)	
6	Philhealth (<i>employer's share only per Philhealth table based on #2, effective Jan. 2022</i>)**	
7	Add employer's share SSS + P10.00 as EC (<i>per SSS table based on #2, effective Jan. 2023 per R.A. 11199</i>)	
8	Employer's share on HDMF Contribution (<i>Salary bracket P5,000 & above @ 2% per RA 9679</i>)	
9	Total amount due to employee and government (#5 + #6 + #7 + #8)	
10	Administrative Overhead Margin for Manpower Agency (#9 x 10%)***	
11	Gross Amount due to Employee, Government and Manpower Agency (#9 + #10)	
12	VAT of 12% based on #11 (<i>per BIR regulations</i>)****	
13	Contract rate (#11 + #12)	
TOTAL BID QUOTATION		

Notes:

Use two (2) decimal places in all computations for figures in Philippine Peso

* P.D. 851-13th month law computation excludes holiday and rest day premiums.

** Per Philhealth Circular No. 2020-0005

*** Per Sec. 11(b) of DOLE D.O. 174-17

FACTOR: 313 DAYS

FOR THOSE WHO DO NOT WORK AND ARE NOT CONSIDERED PAID ON SUNDAYS OR RESTDAYS, BUT PAID DURING SPECIAL AND REGULAR HOLIDAYS EVEN IF UNWORKED

MONTHLY BREAKDOWN		NEGROS ORIENTAL PROVINCIAL OFFICE
		CLASS B
1	Applicable Daily Minimum Wage (<i>Note: Wage Order No. VII-24 effective October 1, 2023</i>)	430.00
2	Equivalent Monthly Rate (#1x313/12)	
3	13th Month Pay PD 851 [(#1/313/12)/12]*	
4	5 days Service Incentive Leave (#1x5/12)	
5	Total Monthly Salary due to employee (#2 + #3 + #4)	
6	Philhealth (<i>employer's share only per Philhealth table based on #2, effective Jan. 2022</i>)**	
7	Add employer's share SSS + P10.00 as EC (<i>per SSS table based on #2, effective Jan. 2023 per R.A. 11199</i>)	
8	Employer's share on HDMF Contribution (<i>Salary bracket P5,000 & above @ 2% per RA 9679</i>)	
9	Total amount due to employee and government (#5 + #6 + #7 + #8)	
10	Administrative Overhead Margin for Manpower Agency (#9 x 10%)***	
11	Gross Amount due to Employee, Government and Manpower Agency (#9 + #10)	
12	VAT of 12% based on #11 (<i>per BIR regulations</i>)****	
13	Contract rate (#11 + #12)	
TOTAL BID QUOTATION		

Notes:

Use two (2) decimal places in all computations for figures in Philippine Peso

* P.D. 851-13th month law computation excludes holiday and rest day premiums.

** Per Philhealth Circular No. 2020-0005

*** Per Sec. 11(b) of DOLE D.O. 174-17

FACTOR: 313 DAYS

FOR THOSE WHO DO NOT WORK AND ARE NOT CONSIDERED PAID ON SUNDAYS OR RESTDAYS, BUT PAID DURING SPECIAL AND REGULAR HOLIDAYS EVEN IF UNWORKED

MONTHLY BREAKDOWN		SIQUIJOR PROVINCIAL OFFICE
		CLASS C
1	Applicable Daily Minimum Wage (<i>Note: Wage Order No. VII-24 effective October 1, 2023</i>)	420.00
2	Equivalent Monthly Rate (#1x313/12)	
3	13th Month Pay PD 851 [(#1/313/12)/12]*	
4	5 days Service Incentive Leave (#1x5/12)	
5	Total Monthly Salary due to employee (#2 + #3 + #4)	
6	Philhealth (<i>employer's share only per Philhealth table based on #2, effective Jan. 2022</i>)**	
7	Add employer's share SSS + P10.00 as EC (<i>per SSS table based on #2, effective Jan. 2023 per R.A. 11199</i>)	
8	Employer's share on HDMF Contribution (<i>Salary bracket P5,000 & above @ 2% per RA 9679</i>)	
9	Total amount due to employee and government (#5 + #6 + #7 + #8)	
10	Administrative Overhead Margin for Manpower Agency (#9 x 10%)***	
11	Gross Amount due to Employee, Government and Manpower Agency (#9 + #10)	
12	VAT of 12% based on #11 (<i>per BIR regulations</i>)****	
13	Contract rate (#11 + #12)	
TOTAL BID QUOTATION		

Notes:

Use two (2) decimal places in all computations for figures in Philippine Peso

* P.D. 851-13th month law computation excludes holiday and rest day premiums.

** Per Philhealth Circular No. 2020-0005

*** Per Sec. 11(b) of DOLE D.O. 174-17

FACTOR: 313 DAYS

FOR THOSE WHO DO NOT WORK AND ARE NOT CONSIDERED PAID ON SUNDAYS OR RESTDAYS, BUT PAID DURING SPECIAL AND REGULAR HOLIDAYS EVEN IF UNWORKED

MONTHLY BREAKDOWN		REGIONAL OFFICE (PSA RSSO 7)
		CLASS A
1	Applicable Daily Minimum Wage (<i>Note: Wage Order No. VII-24 effective October 1, 2023</i>)	468.00
2	Equivalent Monthly Rate (#1x313/12)	
3	13th Month Pay PD 851 [(#1/313/12)/12]*	
4	5 days Service Incentive Leave (#1x5/12)	
5	Total Monthly Salary due to employee (#2 + #3 + #4)	
6	Philhealth (<i>employer's share only per Philhealth table based on #2, effective Jan. 2022</i>)**	
7	Add employer's share SSS + P10.00 as EC (<i>per SSS table based on #2, effective Jan. 2023 per R.A. 11199</i>)	
8	Employer's share on HDMF Contribution (<i>Salary bracket P5,000 & above @ 2% per RA 9679</i>)	
9	Total amount due to employee and government (#5 + #6 + #7 + #8)	
10	Administrative Overhead Margin for Manpower Agency (#9 x 10%)***	
11	Gross Amount due to Employee, Government and Manpower Agency (#9 + #10)	
12	VAT of 12% based on #11 (<i>per BIR regulations</i>) ****	
13	Contract rate (#11 + #12)	
TOTAL BID QUOTATION		

Notes:

Use two (2) decimal places in all computations for figures in Philippine Peso

* P.D. 851-13th month law computation excludes holiday and rest day premiums.

** Per Philhealth Circular No. 2020-0005

*** Per Sec. 11(b) of DOLE D.O. 174-17

Contract Agreement Form

Contract Agreement Form for the Procurement of Goods (Revised) [Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of __20__ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and

v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

Omnibus Sworn Statement

Omnibus Sworn Statement (Revised) *[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF_) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on**

Blacklisting:

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. [*select one, delete the rest:*]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [*Name of Bidder*] complies with existing labor laws and standards; and
8. [*Name of Bidder*] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [*Name of the Project*].
9. [*Name of Bidder*] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]

Bank Guarantee Form for Advance Payment

To: *[name and address of PROCURING ENTITY]*
[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause **Error! Reference source not found.** of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION

Project Identification No.: *[Insert Invitation to Bid number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1 (b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this _____ day of [month][year] at [place of execution].

*Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*
[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Performance Securing Declaration

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents] To:[Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this _____ day of [month][year] at [place of execution].

*Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

