



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
Tel. No.: 834-4000, 834-4318 Fax No.: 834-3295

Date: 05 October 2021

REQUEST FOR QUOTATION OF PRICES

Sir / Madam:

Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

1. Quotations submitted to this office will be considered final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase/Job Order.
2. The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative and
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. The validity period of the prices quoted must appear in the quotation.
6. Deadline of submission of quotations is on Friday, 08 October 2021 at 12:00 nn.

QTY.	UNIT	PARTICULARS	AMOUNT
1	Lot	Procurement of Janitorial services and cleaning supplies for the cleaning operations in the DFA Legaspi Property (Refer to the Terms of Reference and bid offer)	60,000.00
		Location: Southern Homes Subdivision, Lakandula Drive, Brgy. Cruzada, Lagazpi City, Albay	

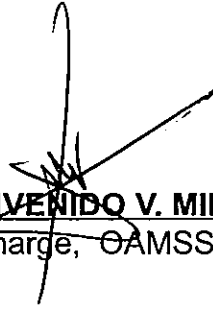
Company Name / Supplier:

Address and Telephone No:

Contact Person :

Prepared by:


AUDIE MURPHY R. TARAGUA
Engineer, OAMSS-EMD


ENGR. BIENVENIDO V. MIRANDA JR.
Officer-in-Charge, OAMSS-EMD



PURCHASE REQUEST

Department of Foreign Affairs

Agency

Department

Office of Assets Management and Support Services
OAMSS

PR No.:

09-03421

Date:

27 SEP 2021

Section

OAMSS-Engineering and Maintenance Division

SAI No.:

Date:

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
		Procurement of Janitorial services and cleaning supplies for the cleaning operations in the DFA Legaspi Property Location: Southern Homes Subdivision, Lakandula Drive, Brgy. Cruzada, Lagazpi City, Albay <i>Refer to the Terms of Reference and Bid Offer for the required price breakdown</i> **** nothing follows***	1 lot	Php 60,000.00	Php 60,000.00

Purpose:

The cleaning supplies and temporary 5-day janitorial manpower is required by the Property Caretaker for the cleanliness and maintenance of the property.

Signature

Requested By:

Approved by:

Printed Name:

ENGR. BIENVENIDO V. MIRANDA JR.

MEDARDO G. MACARAIG

Designation:

Officer-in-Charge OAMSS-EMD

Assistant Secretary, OAMSS

DEPARTMENT OF FOREIGN AFFAIRS OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES

BID OFFER

PROJECT: Procurement of Janitorial services and cleaning supplies for the cleaning operations in the DFA Legaspi Property
LOCATION: Southern Homes Subdivision, Lakandula Drive, Brgy. Cruzada, Lagaspi City, Albay

ITEM	PARTICULARS	QUANTITY	UNIT	UNIT COST	TOTAL COST
	Cleaning supplies and equipment				
1	High Power Pressure Washer (Power: 120 Bar, Rated Input Power: 1500W, Liter temperature: 6.0L/min., Powerhouse Brand or Equivalent)	1	Set		
2	Zinc Plated spring steel Drain Auger with "S" hook and plastic handle (1/2 X 25 ft)	1	Set		
3	Heavy Duty Water Container drum with cover (60L Drum)	1	Pc		
4	Schedule 20 Scaffolding set/ galvanized iron rent per day	2	Set		
5	Reinforced 4 ply Water hose 1/2 X 49.2 ft with metal coupling (Trauper Brand or equivalent)	2	Pcs		
6	Durable Heavy Duty 1/2" Brass faucet (Hose Bibb)	5	Pcs		
7	Heavy duty Steel Spade shovel nickel plated handle (990mm)	2	Pcs		
8	Steel square garden hoe with wooden handle (33.5 cm)	1	Pcs		
9	3/8 in X 50ft. 900lb. Twisted Multi-purpose rope oil and chemical free	1	Pc		
10	4 Liters Elastomeric Paint (Boysen Titan Superflex Natural Gray T5302 or equivalent)	2	Gallon		
11	Wire brush 11" with wooden handle	2	Pcs		
12	16 Liter Utility Pail/Bucket with metal handle (Orocana or equivalent)	5	Pcs		
13	3" White head paint brush	4	Pcs		
14	Microfiber floor mop with extendable handle	5	Pcs		
15	Broom (walls tambu/whisk broom)	5	Pcs		
16	Broom (walls ting ting/ broom stick)	5	Pcs		
17	Durable Plastic dust pan 11" head with x 25" height	4	Pcs		
18	Laminated sako sack bag for trash 50 kilos capacity	30	Pcs		
19	All-purpose Floor brush/scrub (Long handle)	5	Pcs		
20	Multi-purpose plastic laundry brush	5	Pcs		
21	Plastic Toilet Brush	5	Pcs		
22	Cotton Round Rags 6", 1 kilo	3	Kilos		
23	Multi-purpose Disinfecting Bleach per gallon	8	Gallon		
24	Detergent Power Soap, 800 grams (Champion or equivalent)	3	Pcs		

DEPARTMENT OF FOREIGN AFFAIRS OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES

25	Bathroom tile and grout cleaner (4 liters, Ionix Tilex N2 brand or equivalent)	4	Gallon		
26	70% Isopropyl Alcohol 1 gal (Buckler or equivalent)	2	Gallon		
	Labor costs for the cleaning services				
27	Minimum wage in Bicol Php 335 per day, 8 hours a day for 5 days and premiums SSS, Pagibig and Philhealth.	6	workforce		
	TOTAL COST				

Full name and signature

Date

Terms of Reference

Procurement of janitorial services and cleaning supplies for the cleaning operations in the DFA Legaspi Property

I.	<p>Background The property in Legaspi was bought by the Department of Foreign Affairs (DFA) last 2008 and it was used by Legaspi Regional Consular Office (RCO) before they transferred to Pacific Mall last December 2012. It is currently used as a storage and records area by the RCO due to the lack of space in Pacific Mall.</p>	
II.	<p>Objective The Department intends to procure cleaning supplies and hire a janitorial service to thoroughly clean its indoor and outdoor premises. The procured cleaning supplies and 5 day-workforce will be managed and supervised by the OAMSS assigned care taker of the property.</p>	
III.	Scope of Work	Statement of Compliance
A.	<p>Project Location</p> <p>DFA Legazpi Property Address: Southern Homes Subdivision, Lakandula Drive, BrgyCruzada, Legazpi City Lot Area: 398 sq.m. Building Area: 526.75 sq.m. No. of floors: 3 floors and a roof deck.</p>	
B.	<p>Specific Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. The Contractor shall supply the DFA Legaspi cleaning equipment, supplies and janitorial personnel to be supervised and managed by the OAMSS assigned care taker to undertake thorough cleaning of the property. 2. The janitorial personnel will provide complete cleaning services and as instructed by the OAMSS caretaker. 	
IV.	<p>Contractor's Obligations:</p> <p>The Contractor shall:</p>	
A.	<p>Equipment, Supplies and Manpower</p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> 1. Provide and deliver high quality cleaning supplies and equipment in the site as indicated in Annex A; 2. Provide six (6) janitorial personnel for five (5) days, eight (8) hours a day, to be supervised, coordinated and managed by OAMSS assigned caretaker in the DFA Property in Legaspi; 3. Ensure that all janitorial personnel will be provided proper personal protective equipment relevant to their tasks, such as but not limited to, gloves, uniform and masks for those handling garbage and other refuse; 4. Ensure that janitorial personnel are local hire from within the province; and 5. All cleaning supplies and equipment delivered with the exception of the rented 	

	scaffoldings will be turned over to DFA.	
D.	<p>Documentation</p> <ol style="list-style-type: none"> 1. Submit, upon award and/or before the signing of the contract, a complete list of personnel to be assigned in the project. 	
E.	<p>Delivery/ Supplies</p> <ol style="list-style-type: none"> 1. Submit the list of cleaning supplies including complete specifications and pictures before delivery for review and approval of OAMSS-EMD. 2. All items shall be delivered within seven (7) calendar days upon receipt of the Notice to Proceed (NTP). 3. All deliveries shall be made with one (1) day prior notice to the Office of Asset Management and Support Services – Engineering (OAMSS-EMD) from Monday – Friday, 8:00 am to 5:00 pm. 4. Have a prepared Delivery Receipt to be presented and countersigned by the assigned guard on duty and/or property caretaker on the DFA Property in Legaspi. 	
V.	<p>Contractor's Qualifications</p> <p>The Contractor must have existed as an agency offering cleaning services for at least five (5) years from the date of the submission of quotations, and must have all the appropriate permits to engage in such business.</p>	
VI.	<p>COVID-19 health protocols</p> <ol style="list-style-type: none"> 1. Contractor must comply with the minimum health protocols of the Philippine government against the spread of COVID-19 during the duration of the contract; and 2. Contractor must provide its assigned personnel a face shield, face mask and isopropyl alcohol on the site. 3. Contractor must ensure that before reporting to the site the personnel submit a Health Declaration Form to the OAMSS Caretaker. 	
VI.	<p>Penalties</p> <p>In case of Contractor's failure to deliver the supplies in the quantity and schedule specified in Annex A, the Department, at its discretion, shall either:</p> <ol style="list-style-type: none"> a. Withhold payment to the Contractor until the latter has delivered the stipulated quantity of supplies as verified by the OFMS-FRMD concerned, or b. Apply the appropriate deduction to the payment due to the Contractor for a particular period based on the prevailing market value of the items. 	
VIII.	<p>Contract Duration</p> <p>The contract will start upon issuance of a Notice to Proceed until the completion of the services and delivery of all cleaning supplies and equipment.</p>	
X.	<p>Confidentiality Clause</p> <p>The Contractor shall ensure that each of its personnel assigned shall execute and sign a Non-Disclosure Agreement which is to be submitted to the Department prior to the commencement of the service.</p>	

<p>XI.</p>	<p>Terms of Payment</p> <p>a) Payments shall be made thirty (30) calendar days upon receipt of the invoice with complete requirements through List of Due and Demandable Accounts Payable (LDDAP).</p> <p>b) The payment shall be inclusive of all applicable taxes and other lawful charges.</p>	
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Note:

Contractor must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Contractor, with proof of authority to sign and submit the bid for and on behalf of the Contractor concerned. All documentary requirements should be submitted on or before the deadline for the submission of quotation..

Contractor must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter if the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Contractor’s quotation 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 Contractor’s statement of compliance or the supporting evidence that is found to be false either during the evaluation of documents or the execution of the Contract may be regarded as fraudulent and render the Contractor liable for prosecution.

Conformé:

[Signature/s]
 [Name of Contractor’s Authorized Representative]
 [Position]
 [Date]

Annex A

PROJECT: CLEANING SUPPLY AND MANPOWER FOR DFA PROPERTY CLEANING
IN LEGASPI
LOCATION: SOUTHERN HOMES SUBDIVISION, LAKANDULA DRIVE, BRGY. CRUZADA, LAGAZPI
 CITY, ALBAY

ITEM	PARTICULARS	QUANTITY	UNIT
	Cleaning supplies and equipments		
1	High Power Pressure Washer (Power: 120 Bar, Rated Input Power: 1500W, Liter temperature: 6.0L/min., Powerhouse Brand or Equivalent)	1	Set
2	Zinc Plated spring steel Drain Auger with "S" hook and plastic handle (1/2 X 25 ft)	1	Set
3	Heavy Duty Water Container drum with cover (60L Drum)	1	Pc
4	Schedule 20 Scaffolding set/ galvanized iron rent per day	2	Set
5	Reinforced 4 ply Water hose 1/2 X 49.2 ft with metal coupling (Trauper Brand or equivalent)	2	Pcs
6	Durable Heavy Duty 1/2" Brass faucet (Hose Bibb)	5	Pcs
7	Heavy duty Steel Spade shovel nickel plated handle (990mm)	2	Pcs
8	Steel square garden hoe with wooden handle (33.5 cm)	1	Pcs
9	3/8 in X 50ft. 900lb. Twisted Multi-purpose rope (oil and chemical free)	1	Pc
10	4 Liters Elastomeric Paint (Boysen Titan Superflex Natural Gray T5302 or equivalent)	2	Gallon
11	Wire brush 11" with wooden handle	2	Pcs
12	16 Liter Utility Pail/Bucket with metal handle (Orocan or equivalent)	5	Pcs
13	3" White head paint brush	4	Pcs
14	Microfiber floor mop with extendable handle	5	Pcs
15	Broom (walis tambo/whisk broom)	5	Pcs
16	Broom (walis ting ting/ broom stick)	5	Pcs
17	Durable Plastic dust pan 11" head with x 25" height	4	Pcs
18	Laminated sako (sack) bag for trash 50 kilos capacity	30	Pcs
19	All-purpose Floor brush/scrub (Long handle)	5	Pcs
20	Multi-purpose plastic laundry brush	5	Pcs
21	Plastic Toilet Brush	5	Pcs
22	Cotton Round Rags 6", 1 kilo	3	Kilos
23	Multi-purpose Disinfecting Bleach per gallon	8	Gallon
24	Detergent Power Soap, 800 grams (Champion or equivalent)	3	Pcs
25	Bathroom tile and grout cleaner (4 liters, Ionix Tilex N2 brand or equivalent)	4	Gallon
26	70% Isopropyl Alcohol 1 gal (Buckler or equivalent)	2	Gallon
	Labor for the cleaning services		
27	Minimum wage in Bicol Php 335 per day, 8 hours a day for 5 days and premiums SSS, Pagibig and Philhealth.	6	workforce