

CONTRACT **B**

## AGREEMENT FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR FY 2023

### KNOW ALL MEN BY THESE PRESENTS:

This Agreement for the procurement of 'PROCUREMENT OF JANITORIAL SERVICES FOR FY 2023 (hereinafter, the AGREEMENT), entered into in Pasay City, Philippines, on 03 JAN 2023, between the:

**DEPARTMENT OF FOREIGN AFFAIRS**, (hereafter, the PROCURING ENTITY), with principal office address at 2330 Roxas Blvd., Pasay City, 1300 Metro Manila, represented by its Undersecretary for Administration and Head of the Procuring Entity (HOPE) **HONORABLE ANTONIO A. MORALES**,

and

**CBII PHILIPPINES INTERNATIONAL, INC.** (hereinafter, the CONTRACTOR), a company duly organized and existing under and by virtue of the laws of the Philippines, as evidenced by the submitted SEC Registration dated 16 March 2006 as ANNEX "A", with business address at 8771 Unit C Santol Street, San Antonio Village, Makati City, Metro Manila, NCR, Philippines represented by **MR. REYNALDO M. CUEVAS**, who is duly authorized to enter into this Agreement pursuant to the Omnibus Sworn Statement dated 02 December 2022, copy of which is attached as ANNEX "B" and made an integral part of this AGREEMENT.

WITNESSETH:

**WHEREAS**, the PROCURING ENTITY invited bids for the procurement of the Department's PROCUREMENT OF JANITORIAL SERVICES FOR FY 2023 to be completed within twelve (12) months from the issuance of the Notice to Proceed (NTP), and has accepted a bid by the CONTRACTOR to provide the said services in the amount of **Twenty-Nine Million One Hundred Seven Thousand Nine Hundred Forty-One Pesos and Ninety-Four Centavos (PHP 29,107,941.94)** only, (hereinafter, the Contract Price) inclusive of all applicable taxes and other lawful charges.

**WHEREAS**, this Agreement, undertaken pursuant to DFA Bids and Awards Committee BAC Resolution No. CPM-PB-39-2022 dated 09 DEC 2022, and Notice of Award (ANNEX "C"), complies with the applicable provisions of Republic Act No. 9184 and its Implementing Rules and Regulations;

**NOW, THEREFORE**, for and in consideration of the foregoing premises, the PARTIES agree as follows:

1. The relevant definitions and general provisions in the General Conditions of Contract (GCC) and the Special Conditions of Contract (SCC) provided with the Philippine Bidding Documents which are not otherwise provided for herein or in any of the annexes to this Agreement shall apply suppletory.
2. The following Annexes are also attached and made integral parts of this Agreement:

ANNEX A.	SEC Registration
ANNEX B.	Omnibus Sworn Statement
ANNEX C.	BAC RESO and Notice of Award
ANNEX D.	Bid Form
ANNEX E.	Certificate of Availability of Funds
ANNEX F.	Technical Specifications
ANNEX G.	General Conditions of Contract
ANNEX H.	Special Conditions of Contract
ANNEX I.	Performance Bond/Security

In case of conflict or inconsistencies between or among the provisions of this Agreement and any of the documents annexed to this Agreement, the provisions of the Technical Specifications / Terms of Reference under Annex F shall be controlling.

3. The CONTRACTOR shall deliver the goods and services to the PROCURING ENTITY within the period prescribed in the Technical Specification attached in Annex F.
4. The CONTRACTOR shall ensure that each of its personnel assigned to enter and perform works herein in the premises of the Procuring Entity and to partake in the execution and implementation of this Agreement shall execute and sign a Non-Disclosure Agreement to be submitted to the Procuring Entity prior to the commencement of their services. Both Parties hereby agree to keep confidential all information obtained in connection with this Agreement, including any technical drawings and plans, and will implement and maintain safeguards to further ensure and protect the confidentiality of such information. Such confidential information shall not, without the prior written consent of the Procuring Entity, be disclosed or used for purposes other than those necessary for implementing the objectives of this Agreement. This duty of confidentiality shall survive the duration of this Agreement.
  - a. **Dispute Resolution.** – The Parties shall exert their best efforts to amicably resolve and settle in good faith any dispute arising out of or in relation to this Agreement through negotiations. In the event that an amicable settlement cannot be achieved within sixty (60) days from the date on which either Party has served written notice thereof on the other party, the Parties agree to settle the matter with finality by submitting the same for arbitration in accordance with the Philippine Dispute Resolution Center, Inc.'s (PDRCI) rules and regulations, and shall be governed by Philippine law. The arbitration proceedings, including all records, documents, pleadings, orders and judgments filed or rendered in pursuant thereto, shall be kept confidential and shall be in the English language. Nothing in this Agreement shall prevent the Parties from applying to a Philippine court of a competent jurisdiction for provisional or interim measures or injunctive relief as may be necessary to safeguard the property or rights, as may be the subject matter of the dispute. The seat and venue of arbitration and/or court proceedings shall be Pasay City, Metro Manila, Philippines to the exclusion of all other venues.




b. **Governing Law and Jurisdiction.** – This Agreement shall be governed, construed and enforced in accordance with Philippine law, rules and regulations.

5. For and in consideration of the performance of services, the PROCURING ENTITY shall pay the CONTRACTOR the above-mentioned Contract Price. The terms of payment shall be in accordance with the provisions stated in item XI of the Technical Specification and the Special Conditions of Contract, which are attached to and made an integral part of this Agreement.
6. This Agreement shall be effective upon compliance with the issued Notice to Proceed or upon the signing of this Agreement for a period of twelve (12) months, or until compliance by both Parties of their respective undertakings including the expiration of the Warranties hereunder, whichever occurs last, unless earlier terminated.
7. It is understood that there exists no employer-employee relationship between the Procuring Entity and the Contractor and their respective officers, employees and representatives.
8. Neither party nor any of its officers, directors, managers, employees, agents and representatives shall be liable to the other party of any of its officers, directors, managers, employees, agents, and representatives for any loss, liability, damage or expense arising out of or in connection with the performance of any services contemplated in this Agreement, unless such loss, liability, damage or expense shall be proven to directly result from the wilful misconduct or negligence of such officer, director, manager, employee, agent or representative.
9. Any other contract or agreement entered into by the Contractor and a third party for the implementation of this Agreement shall be exclusively between such parties, to the exclusion of the Procuring Entity. The Contractor warrants that it shall hold free and harmless the Procuring Entity from any and all such suits, and in no event shall it be held liable to such third parties for any special, incidental, indirect, consequential or punitive damages relating to the conduct or completion of the project.
10. The Contractor shall indemnify, defend, and hold harmless the Procuring Entity of any claims, damages, losses and expenses, including but not limited to attorneys' fees arising out of or resulting from the performance of the work, provided that such claim is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder.
11. Both parties warrant that they have not assigned and will not assign to any third party any cause of action, obligation, or demand of any nature whatsoever relating to any matter covered by this Agreement without the prior written consent of the other party.
12. This Agreement, the GCC, the SCC and the Technical Specifications encapsulate

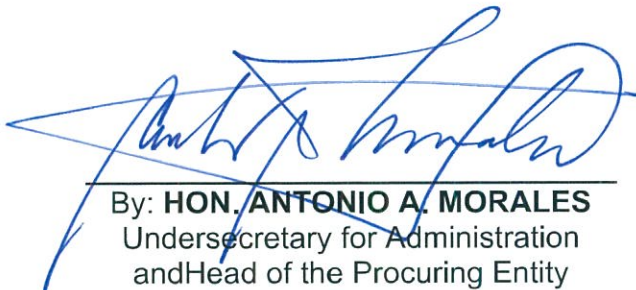


the full agreement between the Parties and any subsequent alteration, modification or amendment of the aforementioned documents or any of their provisions shall be subject to mutual consent of both Parties and shall be made in writing.

13. This Agreement shall be binding on the parties' respective successors or assigns.
14. The Parties agree that if any provision of this Agreement is judicially declared to be void, invalid, or otherwise unenforceable, said provision shall not invalidate the remaining provisions thereof. The parties shall, subject to their mutual agreement, promptly amend this Agreement and/or execute such additional documents as may be necessary to give legal effect to the void, invalid or unenforceable provision in a manner that, when taken with the remaining provisions, will achieve the intended purpose of the void, invalid or otherwise unenforceable provision.

IN WITNESS WHEREOF, the Parties through their authorized representatives hereto have signed this AGREEMENT on 03 JAN 2023, in Pasay City, Metro Manila.

**For the Procuring Entity:  
DEPARTMENT OF FOREIGN AFFAIRS**



By: **HON. ANTONIO A. MORALES**  
Undersecretary for Administration  
and Head of the Procuring Entity

**For the Contractor:  
CBII PHILIPPINES INTERNATIONAL,  
INC.**



By: **MR. REYNALDO M. CUEVAS**  
President

**WITNESSES**



**LYRIE F. FULGENCIO**  
DFA Chief Accountant



**KRESANDRA R. DELUNA**  
CBII PHILIPPINES INTERNATIONAL,  
INC.

**ACKNOWLEDGEMENT**

Republic of the Philippines)  
MAKATI CITY ) s.s.

BEFORE ME, a NOTARY PUBLIC for and in the City of Pasay, Philippines, on 03 JAN. 2023 personally appeared HONORABLE ANTONIO A. MORALES, Undersecretary for Administration of the Department of Foreign Affairs and MR. REYNALDO M. CUEVAS, Authorized Representative of CBII PHILIPPINES INTERNATIONAL, INC., known to me to be the same persons who executed the foregoing AGREEMENT FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR FY 2023 which instrument consists of \_\_\_\_\_ pages including the page on which this acknowledgment is written and the Annexes attached thereto, all pages of which have been signed by said PARTIES and their witnesses, and who acknowledged to me that the same is their free and voluntary act and deed and of the entities they represent.

The Philippine Government-Issued ID of the Parties were exhibited to me, the same bearing:

NAME	ID No.	PLACE OF ISSUE	DATE OF ISSUE
ANTONIO A. MORALES	D0009237A	DFA MANILA	06 DEC 2026
REYNALDO M. CUEVAS	P9183992B	MANILA	MAY 15, 2007

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day, year and in the place above written.

Doc. No. 227  
Page No. 40  
Book No. 121  
Series of 2023

*[Signature]*  
**ATTY. DANIEL Q. LACUATA**  
 NOTARY PUBLIC M-90  
 Until December 31, 2023  
 PTR No 11445122J/LPC  
 IBP No 014487/Roll No. 40233  
 MCLE No V-0021564

*[Signature]*

*[Signature]*



**AGREEMENT FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR FY 2023**

**KNOW ALL MEN BY THESE PRESENTS:**

This Agreement for the procurement of **PROCUREMENT OF JANITORIAL SERVICES FOR FY 2023** (hereinafter, the AGREEMENT), entered into in Pasay City, Philippines, on 03 JAN 2023, between the:


**DEPARTMENT OF FOREIGN AFFAIRS**, (hereafter, the **PROCURING ENTITY**), with principal office address at 2330 Roxas Blvd., Pasay City, 1300 Metro Manila, represented by its Undersecretary for Administration and Head of the Procuring Entity (**HOPE**) **HONORABLE ANTONIO A. MORALES**,

and


**CBII PHILIPPINES INTERNATIONAL, INC.** (hereinafter, the **CONTRACTOR**), a company duly organized and existing under and by virtue of the laws of the Philippines, as evidenced by the submitted SEC Registration dated 16 March 2006 as ANNEX "A", with business address at 8771 Unit C Santol Street, San Antonio Village, Makati City, Metro Manila, NCR, Philippines represented by **MR. REYNALDO M. CUEVAS**, who is duly authorized to enter into this Agreement pursuant to the Omnibus Sworn Statement dated 02 December 2022, copy of which is attached as ANNEX "B" and made an integral part of this AGREEMENT.

WITNESSETH:

**WHEREAS**, the **PROCURING ENTITY** invited bids for the procurement of the Department's **PROCUREMENT OF JANITORIAL SERVICES FOR FY 2023** to be completed within twelve (12) months from the issuance of the Notice to Proceed (NTP), and has accepted a bid by the **CONTRACTOR** to provide the said services in the amount of **Twenty-Nine Million One Hundred Seven Thousand Nine Hundred Forty-One Pesos and Ninety-Four Centavos (PHP 29,107,941.94)** only, (hereinafter, the Contract Price) inclusive of all applicable taxes and other lawful charges.

 **WHEREAS**, this Agreement, undertaken pursuant to DFA Bids and Awards Committee BAC Resolution No. CPM-PB-39-2022 dated 09 DEC 2022, and Notice of Award (ANNEX "C"), complies with the applicable provisions of Republic Act No. 9184 and its Implementing Rules and Regulations;

**NOW, THEREFORE**, for and in consideration of the foregoing premises, the **PARTIES** agree as follows:

- 
1. The relevant definitions and general provisions in the General Conditions of Contract (GCC) and the Special Conditions of Contract (SCC) provided with the Philippine Bidding Documents which are not otherwise provided for herein or in any of the annexes to this Agreement shall apply supplementary.
  2. The following Annexes are also attached and made integral parts of this Agreement:



ANNEX A.	SEC Registration
ANNEX B.	Omnibus Sworn Statement
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ANNEX D.	Bid Form
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ANNEX I.	Performance Bond/Security

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3. The CONTRACTOR shall deliver the goods and services to the PROCURING ENTITY within the period prescribed in the Technical Specification attached in Annex F.
4. The CONTRACTOR shall ensure that each of its personnel assigned to enter and perform works herein in the premises of the Procuring Entity and to partake in the execution and implementation of this Agreement shall execute and sign a Non-Disclosure Agreement to be submitted to the Procuring Entity prior to the commencement of their services. Both Parties hereby agree to keep confidential all information obtained in connection with this Agreement, including any technical drawings and plans, and will implement and maintain safeguards to further ensure and protect the confidentiality of such information. Such confidential information shall not, without the prior written consent of the Procuring Entity, be disclosed or used for purposes other than those necessary for implementing the objectives of this Agreement. This duty of confidentiality shall survive the duration of this Agreement.
  - a. **Dispute Resolution.** – The Parties shall exert their best efforts to amicably resolve and settle in good faith any dispute arising out of or in relation to this Agreement through negotiations. In the event that an amicable settlement cannot be achieved within sixty (60) days from the date on which either Party has served written notice thereof on the other party, the Parties agree to settle the matter with finality by submitting the same for arbitration in accordance with the Philippine Dispute Resolution Center, Inc.'s (PDRCI) rules and regulations, and shall be governed by Philippine law. The arbitration proceedings, including all records, documents, pleadings, orders and judgments filed or rendered in pursuant thereto, shall be kept confidential and shall be in the English language. Nothing in this Agreement shall prevent the Parties from applying to a Philippine court of a competent jurisdiction for provisional or interim measures or injunctive relief as may be necessary to safeguard the property or rights, as may be the subject matter of the dispute. The seat and venue of arbitration and/or court proceedings shall be Pasay City, Metro Manila, Philippines to the exclusion of all other venues.




b. **Governing Law and Jurisdiction.** – This Agreement shall be governed, construed and enforced in accordance with Philippine law, rules and regulations.

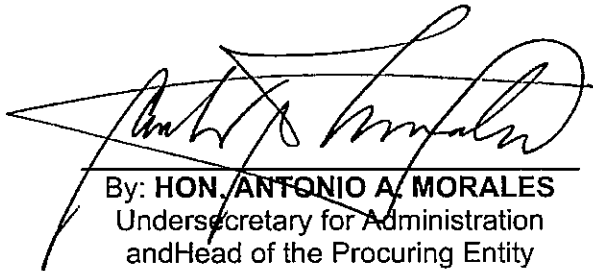
5. For and in consideration of the performance of services, the PROCURING ENTITY shall pay the CONTRACTOR the above-mentioned Contract Price. The terms of payment shall be in accordance with the provisions stated in item XI of the Technical Specification and the Special Conditions of Contract, which are attached to and made an integral part of this Agreement.
6. This Agreement shall be effective upon compliance with the issued Notice to Proceed or upon the signing of this Agreement for a period of twelve (12) months, or until compliance by both Parties of their respective undertakings including the expiration of the Warranties hereunder, whichever occurs last, unless earlier terminated.
7. It is understood that there exists no employer-employee relationship between the Procuring Entity and the Contractor and their respective officers, employees and representatives.
8. Neither party nor any of its officers, directors, managers, employees, agents and representatives shall be liable to the other party of any of its officers, directors, manavers, employees, agents, and representatives for any loss, liability, damage or expense arising out of or in connection with the performance of any services contemplated in this Agreement, unless such loss, liability, damage or expense shall be proven to directly result from the wilful misconduct or negligence of such officer, director, manager, employee, agent or representative.
9. Any other contract or agreement entered into by the Contractor and a third party for the implementation of this Agreement shall be exclusively between such parties, to the exclusion of the Procuring Entity. The Contractor warrants that it shall hold free and harmless the Procuring Entity from any and all such suits, and in no event shall it be held liable to such third parties for any special, incidental, indirect, consequential or punitive damages relating to the conduct or completion of the project.
10. The Contractor shall indemnify, defend, and hold harmless the Procuring Entity of any claims, damages, losses and expenses, including but not limited to attorneys' fees arising out of or resulting from the performance of the work, provided that such claim is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder.
11. Both parties warrant that they have not assigned and will not assign to any third party any cause of action, obligation, or demand of any nature whatsoever relating to any matter covered by this Agreement without the prior written consent of the other party.
12. This Agreement, the GCC, the SCC and the Technical Specifications encapsulate

the full agreement between the Parties and any subsequent alteration, modification or amendment of the aforementioned documents or any of their provisions shall be subject to mutual consent of both Parties and shall be made in writing.

13. This Agreement shall be binding on the parties' respective successors or assigns.
14. The Parties agree that if any provision of this Agreement is judicially declared to be void, invalid, or otherwise unenforceable, said provision shall not invalidate the remaining provisions thereof. The parties shall, subject to their mutual agreement, promptly amend this Agreement and/or execute such additional documents as may be necessary to give legal effect to the void, invalid or unenforceable provision in a manner that, when taken with the remaining provisions, will achieve the intended purpose of the void, invalid or otherwise unenforceable provision.

IN WITNESS WHEREOF, the Parties through their authorized representatives hereto have signed this AGREEMENT on 03 JAN 2023 in Pasay City, Metro Manila.

**For the Procuring Entity:  
DEPARTMENT OF FOREIGN AFFAIRS**




By: **HON. ANTONIO A. MORALES**  
Underscretary for Administration  
and Head of the Procuring Entity

**For the Contractor:  
CBII PHILIPPINES INTERNATIONAL,  
INC.**



By: **MR. REYNALDO M. CUEVAS**  
President

**WITNESSES**



**LYRIE F. FULGENCIO**  
DFA Chief Accountant



**KUESANDO R. DELUNA**  
CBII PHILIPPINES INTERNATIONAL,  
INC.

**ACKNOWLEDGEMENT**

Republic of the Philippines)  
MAKATI CITY ) s.s.


BEFORE ME, a NOTARY PUBLIC for and in the City of Pasay, Philippines, on 03 JAN. 2023 personally appeared HONORABLE ANTONIO A. MORALES, Undersecretary for Administration of the Department of Foreign Affairs and MR. REYNALDO M. CUEVAS, Authorized Representative of CBII PHILIPPINES INTERNATIONAL, INC., known to me to be the same persons who executed the foregoing AGREEMENT FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR FY 2023 which instrument consists of \_\_\_\_\_ pages including the page on which this acknowledgment is written and the Annexes attached thereto, all pages of which have been signed by said PARTIES and their witnesses, and who acknowledged to me that the same is their free and voluntary act and deed and of the entities they represent.

The Philippine Government-Issued ID of the Parties were exhibited to me, the same bearing:

NAME	ID No.	PLACE OF ISSUE	DATE OF ISSUE
ANTONIO A. MORALES			
REYNALDO M. CUEVAS	P9183992B	MANILA	MARCH 15, 2022

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day, year and in the place above written.

Doc. No. 227  
Page No. 40  
Book No. 161  
Series of 2023

  
**ATTY. DANIEL Q. LACUATA**  
NOTARY PUBLIC M-90  
Until December 31, 2023  
PTR No. 11445122J/R/PC  
IBP No. 014487/Roll No. 40233  
MCLE No. V-0021564





DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

DEPARTMENT OF FOREIGN AFFAIRS  
OFFICE OF ASSETS MANAGEMENT AND SUPPORT SERVICES

JAN 20 2023

OFFICE OF ASSETS MANAGEMENT AND SUPPORT SERVICES

MEMORANDUM FOR: THE UNDERSECRETARY FOR ADMINISTRATION AND  
HEAD OF PROCURING ENTITY

Through : The Assistant Secretary, OTLA  
The Assistant Secretary, OFMS  
The Chief Accountant, OFMS  
The Chairperson, Bids and Awards Committee *N W*

FROM : *Medardo G. Macaraig*  
MEDARDO G. MACARAIG  
Assistant Secretary

SUBJECT : Agreement for the Department's JANITORIAL SERVICES FOR FY  
2023

DATE : 04 January 2023

OAMSS transmits for the advance review, comments and signature of the attached draft Agreement for the Janitorial Services for CY 2023 (January to December 2023).

Attached are copies of Annexes arranged in the following order:

- ANNEX A. SEC Registration
- ANNEX B. Omnibus Sworn Statement
- ANNEX C. BAC RESO and Notice of Award
- ANNEX D. Bid Form
- ANNEX E. Certificate of Availability of Funds
- ANNEX F. Technical Specifications
- ANNEX G. General Conditions of Contract
- ANNEX H. Special Conditions of Contract
- ANNEX I. Performance Bond/ Security

The BAC Resolution and Notice of Award (NOA) (ANNEX C) will be attached to the agreement once signed by the members of the BAC while the Performance Security Certificate (Annex I) will be attached to the Agreement once submitted by the Contractor.

For your information and appropriate action.

BAC SECRETARIAN  
RECEIVED BY: *Daru*  
DATE: 20 Jan 2023  
TIME: \_\_\_\_\_



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF TREATIES AND LEGAL AFFAIRS

OTLA-M-105-2023

**EXTREMELY URGENT**

**MEMORANDUM FOR THE ASSISTANT SECRETARY, OAMSS**

CC : UNDERSECRETARY, UA  
ASSISTANT SECRETARY, OFMS  
BAC

FROM : **DOMINGO P. NOLASCO**  
Assistant Secretary

SUBJECT : Agreement for Janitorial Services for FY 2023

DATE : 11 January 2023

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This refers to OAMSS' Memorandum OAMSS-EMD-2023-01-09 dated 04 January 2023 on the above subject. OTLA finds the terms of the draft agreement to be generally in order; however, this Office provides the following comments:

1. Amend section 1, as follows:

*"The relevant definitions and general provisions in the General Conditions of Contract (GCC) and the Special Condition of Contract (SCC) provided with the Philippine Bidding Documents which are not otherwise provided for herein or in any of the annexes to this Agreement shall apply suppletory."*


2. Amend 4(a), as follows:

*"Dispute Resolution. – The Parties shall exert their best efforts to amicably resolve and settle in good faith any dispute arising out of or in relation to this Agreement through negotiations. In the event that an amicable settlement cannot be resolved within sixty (60) days from the date on which either Party has served written notice thereof on the other party, the Parties agree to settle the matter with finality by submitting the same for arbitration in accordance with the Philippine Dispute Resolution Center, Inc.'s (PDRCI) rules and regulations, and shall be governed by Philippine law. The arbitration proceedings, including all records, documents,*

pleadings, orders and judgments filed or rendered in pursuant thereto, shall be kept confidential and shall be in the English language. Nothing in this Agreement shall prevent the Parties from applying to a Philippine court of a competent jurisdiction for provisional or interim measures or injunctive relief as may be necessary to safeguard the property or rights, as may be the subject matter of the dispute. The seat and venue of arbitration and/or court proceedings shall be in Pasay City, Metro Manila, Philippines to the exclusion of all other venues."

3. Incorporate the following provisions into the agreement, to protect the interests of the Department:

- A. It is understood that there exists no employer-employee relationship between the Procuring Entity and the Contractor and their respective officers, employees and representatives.
- B. Neither party nor any of its officers, directors, managers, employees, agents, and representatives shall be liable to the other party or any of its officers, directors, managers, employees, agents, and representatives for any loss, liability, damage or expense arising out of or in connection with the performance of any services contemplated in this Agreement, unless such loss, liability, damage or expense shall be proven to directly result from the willful misconduct or negligence of such officer, director, manager, employee, agent or representative.
- C. Any other contract or agreement entered into by the Contractor and a third party for the implementation of this Agreement shall be exclusively between such parties, to the exclusion of the Procuring Entity. The Contractor warrants that it shall hold free and harmless the Procuring Entity from any and all such suits, and in no event shall it be held liable to such third parties for any special, incidental, indirect, consequential or punitive damages relating to the conduct or completion of the project.
- D. The Contractor shall indemnify, defend, and hold harmless the Procuring Entity of any claims, damages, losses and expenses, including but not limited to attorneys' fees arising out of or resulting from the performance of the work, provided that such claim is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder.
- E. Both parties warrant that they have not assigned and will not assign to any third party any cause of action, obligation, or demand of any nature whatsoever relating to any matter covered by this Agreement without the prior written consent of the other party.
- F. This Agreement, the GCC, the SCC and the Technical Specifications encapsulate the full agreement between the Parties and any subsequent alteration, modification or amendment of the aforementioned documents or any of their provisions shall be subject to mutual consent of both Parties and shall be made in writing.
- G. This Agreement shall be binding on the parties' respective successors or assigns.
- H. The Parties agree that if any provision of this Agreement is judicially declared void, invalid, or otherwise unenforceable, said provision shall not invalidate the remaining provisions thereof. The parties shall, subject to their mutual agreement, promptly amend this Agreement and/or execute such additional documents as may be necessary to give legal effect to the void, invalid or unenforceable provision in a manner that, when taken with the remaining provisions, will achieve the intended purpose of the void, invalid or otherwise unenforceable provision.

 OTLA defers to **OFMS, OAMSS and BAC** on the financial, technical, and procurement aspects of said agreement.

 For the Assistant Secretary's consideration.



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF FINANCIAL MANAGEMENT SERVICES

MEMORANDUM FOR THE ASSISTANT SECRETARY, OAMSS

CC : The Undersecretary for Administration  
The Assistant Secretary, OTLA  
The Chairperson, Bids and Awards Committee

FROM :   
SULPICIO M. CONFIADO  
Assistant Secretary

SUBJECT : Agreement for the Department's Janitorial Services for FY 2023

DATE : 13 January 2023

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Reference is made to OAMSS-EMD-2023-01-09 dated 04 January 2023 and its attached draft Agreement for the Janitorial Services for CY 2023 and Annexes. OFMS wishes to provide the following:

1. OFMS notes that page 35 of the Technical Specifications is not included in the annexes. As such, the provision on increase of wage, premium/contribution, overtime payment and other miscellaneous expenses is incomplete. In any case, for contracts such as these involving sub-contracting matters, the end user may wish to consider including a clause in the main agreement stating that the Department is amenable with complying with applicable wage increases as reflected in wage order, *provided that*, the contractor will provide the proper notice regarding the increase pursuant to wage orders, submit the corresponding computations reflecting the adjustments, which will be billed to the Department, and ensure that the total contract amount will not exceed the Approved Budget for the Contract; and
2. Under no. 5 of the draft Agreement, it states that "*The terms of payment shall be in accordance with the provisions stated in item VI of the Technical Specification and the Special Conditions of Contract, which are attached to and made an integral part of this Agreement*". However, upon review, the Terms of Payment are indicated under item XI of the Technical Specifications. Moreover, no. 5 of item XI Terms of Payment of the Technical Specifications or page 37 thereof, which states that "*all payments shall be inclusive of all applicable taxes and other lawful charges*" is also missing in the Annexes.

For the Assistant Secretary's consideration.






DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES

OAMSS-EMD-2023-01-38

MEMORANDUM FOR THE ASSISTANT SECRETARY, OFMS

CC : The Undersecretary for Administration  
The Assistant Secretary, OTLA  
The Assistant Secretary and Chai, BAC

FROM :   
MEDARDO G. MACARAIG  
Assistant Secretary

SUBJECT : Re: Agreement for the Department's Janitorial Services for FY 2023

DATE : 19 January 2023

With reference to OFMS memorandum dated 13 January 2023, OAMSS informs the the following:

1. The Technical Specifications submitted were disarranged. OAMSS organized the said document and the provisions for the wage increase are found at page 9 and 10.

*IV. Contractor's Obligations:*

*The Contractor shall:*

***"Increase of wage, premiums/contribution, overtime payment and other miscellaneous expenses.***

*The Contractor must include in the bid proposal/ cost breakdown a contingency (contingency of 5%) for wage increase, premiums/contribution increase, overtime payment and other miscellaneous expenses for the duration of the contract in compliance with labor laws and additional guidelines on procurement of janitorial services as provided in the GPPB Resolution 24-2007."*

2. For the second comment OAMSS will revise the draft contract accordingly.

For the Assistant Secretary's information.

*Already revised, waiting  
for the initial of CBII.*

**ANNEX A**  
**SEC REGISTRATION**

*AV*



REPUBLIC OF THE PHILIPPINES  
SECURITIES AND EXCHANGE COMMISSION  
SEC Building, EDSA, Greenhills  
City of Mandaluyong, Metro Manila

COMPANY REG. NO. CS200603870

**CERTIFICATE OF FILING  
OF  
AMENDED ARTICLES OF INCORPORATION**

KNOW ALL PERSONS BY THESE PRESENTS:

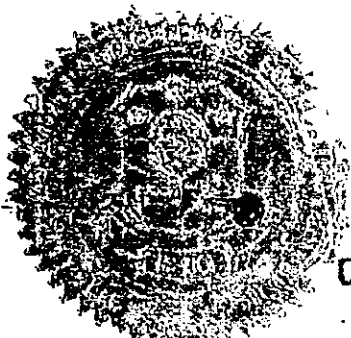
This is to certify that the amended articles of incorporation of the

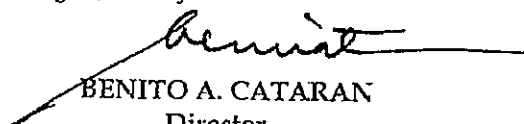
**CBII PHILIPPINES INTERNATIONAL, INC.**  
[Formerly: CAREBEST INTERNATIONAL, INC.]  
[Amending Articles I & III thereof.]

copy annexed, adopted on July 15, 2010 by majority vote of the Board of Directors and by the vote of the stockholders owning or representing at least two-thirds of the outstanding capital stock, and certified under oath by the Corporate Secretary and a majority of the Board of Directors of the corporation was approved by the Commission on this date pursuant to the provision of Section 16 of the Corporation Code of the Philippines, Batas Pambansa Blg. 68, approved on May 1, 1980, and copies thereof are filed with the Commission.

Unless this corporation obtains or already has obtained the appropriate Secondary License from this Commission, this Certificate does not authorize it to undertake business activities requiring a Secondary License from this Commission such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/financial futures exchange/broker/merchant, financing company, pre-need plan issuer, general agent in pre-need plans and time shares/club shares/membership certificates issuers or selling agents thereof. Neither does this Certificate constitute as permit to undertake activities for which other government agencies require a license or permit.

IN WITNESS WHEREOF, I have set my hand and caused the seal of this Commission to be affixed to this Certificate at Mandaluyong City, Metro Manila, Philippines, this 16<sup>th</sup> day of August, Twenty Ten.



  
BENITO A. CATARAN

Director

Company Registration and Monitoring Department

CERTIFIED TRUE COPY

REYNALDO CUEVAS



REPUBLIC OF THE PHILIPPINES  
SECURITIES AND EXCHANGE COMMISSION  
SEC Building, EDSA, Greenhills  
City of Mandaluyong, Metro Manila

Company Reg. No. CS200603870

CERTIFICATE OF FILING  
OF  
AMENDED BY-LAWS

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the Amended By-Laws of

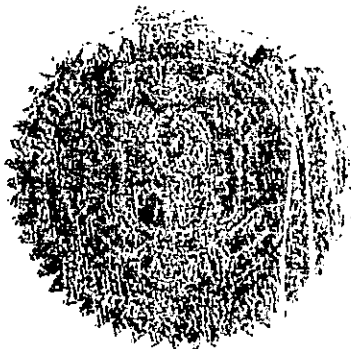
**CBII PHILIPPINES INTERNATIONAL, INC.**  
[Formerly: CAREBEST INTERNATIONAL, INC.]

copy annexed, adopted on July 15, 2010 by majority vote of the Board of Directors and by the vote of the stockholders owning or representing at least two-thirds of the outstanding capital stock, and certified under oath by the Corporate Secretary and majority of the said Board was approved by the Commission on this date pursuant to the provisions of Section 48 of the Corporation Code of the Philippines Batas Pambansa Blg. 68, approved on May 1, 1980, and copies thereof are filed with the Commission.

IN WITNESS WHEREOF, I have set my hand and caused the seal of this Commission to be affixed to this Certificate at Mandaluyong City, Metro Manila, Philippines, this 16<sup>th</sup> day of August, Twenty Ten.

  
BENITO A. CATARAN  
Director

Company Registration and Monitoring Department



CERTIFIED TRUE COPY

REYNALDO M. CUEVAS  
AGENT  
CBII PHILIPPINES INTERNATIONAL, INC.

**ANNEX B**  
**OMNIBUS SWORN**  
**STATEMENT**

*al*

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

---

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

**A F F I D A V I T**

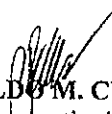
I, **REYNALDO M. CUEVAS**, of legal age, married, Filipino and residing at No. 8 Cabico Street, Philamlife Village, Pamplona Dos, Las Piñas City after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of **CBII PHILIPPINES INTERNATIONAL, INC** with office address at 2/F 8248 CBII Bldg., Camachile Street, San Antonio Village, Makati City and 8771 Unit C Santol St., San Antonio Village, Makati City;
2. 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 *Procurement of Janitorial Services for FY 2023 (EPA)* of the Department of Foreign Affairs as shown in the attached duly notarized Secretary Certificate and Special Power of Attorney;
3. **CBII PHILIPPINES INTERNATIONAL, INC.** 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 any entity as define 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. **CBII PHILIPPINES INTERNATIONAL, INC.** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of **CBII PHILIPPINES INTERNATIONAL, INC.** 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. **CBII PHILIPPINES INTERNATIONAL, INC.** complies with existing labor laws and standards; and
8. **CBII PHILIPPINES INTERNATIONAL, INC.** 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 *Procurement of Janitorial Services for FY 2023 (EPA)*.
9. CBII PHILIPPINES INTERNATIONAL, INC. 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 02 DEC 2022 day of December 2022 at Makati City, Philippines.

  
 REYNALDO M. CUEVAS-President  
 Bidder's Representative/Authorized Signatory  
 Affiant

02 DEC 2022  
 SUBSCRIBED AND SWORN to before me this \_\_\_ day of December 2022 at Makati City, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his Passport with his photograph and signature appearing thereon with No. P9183992B issued on March 25, 2022 at DFA Manila and his Community Tax Certificate No. CCI201826778835 issued on January 4, 2022 at Makati City, Philippines.

Witness my hand and seal this 02 DEC 2022 day of December 2022.

NOTARY PUBLIC  
 Serial Number of Commission \_\_\_\_\_  
 Notary Public for 2746 Z  
 Roll of Attorneys No. \_\_\_\_\_  
 PTR No. \_\_\_\_\_  
 IBP No. \_\_\_\_\_

ATTY. JOSELINO M. SUCION  
 NOTARY PUBLIC FOR MAKATI CITY  
 UNTIL DECEMBER 31, 2023  
 ROLL OF ATTORNEYS NO. \_\_\_\_\_  
 PTR NO. \_\_\_\_\_  
 IBP NO. \_\_\_\_\_  
 APPOINTMENT NO. M-073

Doc. No. 265  
 Page No. 37  
 Book No. 110  
 Series of 2022.

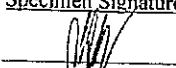
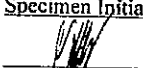
**AUTHORITY OF THE SIGNATORY  
SECRETARY'S CERTIFICATE**

I, **MYRNA Q. CAMPOSANO**, a duly elected and qualified Corporate Secretary of **CBII PHILIPPINES INTERNATIONAL, INC.** a corporation duly organized and existing under and by virtue of the law of the **PHILIPPINES**, DO HEREBY ATTEST AND CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said corporation duly convened and held on November 21, 2022 at which meeting a quorum was present and acting throughout, the following resolutions were approved and adopted, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, as it is hereby resolved, that **CBII PHILIPPINES INTERNATIONAL, INC.** shall participate in the bidding of *Procurement of Janitorial Services for FY 2023* ( Project ID No.: **PB-GS-38-22-EP4**) by the **DFA**; and that if awarded the project shall enter into a contract with the **DFA**; and for the said purposes, its President, **Reynaldo M. Cuevas**, is hereby designated as the duly authorized representative of **CBII Philippines International, Inc.**, who is hereby granted full power and authority to do, execute and perform any and all acts and things necessary to participate in the bidding, to submit its bid and to execute and sign the ensuing contract and any and all other papers and documents in connection with the performance of his authority herein, The specimen signatures of **Reynaldo M. Cuevas** are set forth below to wit:

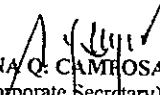
<u>Name</u>	<u>Designation</u>	<u>Specimen Signature</u>	<u>Specimen Initial</u>
REYNALDO M. CUEVAS	President		

RESOLVED FURTHER, that **CBII Philippines International, Inc.** shall authorize and empower **ALEJANDRO P. DELLUTA** and/or **MICHAELITO M. BUTAL** to submit its technical and financial documents and to attend the opening of bids duly signed and authenticated by its President, who is hereby authorized and empowered to execute and sign the pertinent Special Power of Attorney.

RESOLVED FURTHERMORE THAT, the **CBII PHILIPPINES INTERNATIONAL, INC.** hereby authorizes its President to:

- execute a waiver of jurisdiction whereby the **CBII Philippines International, Inc.** hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;
- execute a waiver that the **CBII Philippines International, Inc.** shall not seek and obtain writ of injunctions or prohibition or restraining order against the **DFA**; or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of an award of a contract to a successful bidder, and the carrying out of the awarded contract.

WITNESS the signature of the undersigned as such officer of the said **CBII PHILIPPINES INTERNATIONAL, INC.**, this 2 day of December 2022.

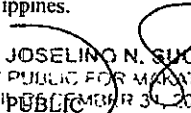
  
**MYRNA Q. CAMPOSANO**  
(Corporate Secretary)

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

**ACKNOWLEDGEMENT-**

SUBSCRIBED AND SWORN to before me this 02 DEC 2022 day of December 2022 at Makati City, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as define in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me her Passport with her photograph and signature appearing thereon, with No. P9930228B issued on May 5, 2022 at DFA Manila and her Community Tax Certificate No. CC201826778674 issued on January 4, 2022 at Makati City, Philippines.

Witness my hand and seal this 02 DEC 2022 day of December 2022.

  
**ATTY. JOSELING N. SUCION**  
NOTARY PUBLIC FOR MAKATI CITY  
NAME OF NOTARY PUBLIC  
Serial No. of Commission  
Notary Public for  
Roll of Attorneys No.  
PTR NO. MCLE COMPLAINT NO. V-0018184/2-28-19  
IBP No. 60799  
APPOINTMENT NO. M-078

Doc. No. 292  
Page No. 17  
Book No. 76  
Series of 2022.







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

**SPECIAL POWER OF ATTORNEY**

I, Reynaldo M. Cuevas, President of CBII Philippines International, Inc. a corporation, incorporated under the laws of the Philippines with its registered office at 8771 Unit C, Santol Street, San Antonio Village, Makati City/2/F 8248 CBII Bldg. Camachile St., San Antonio Village, Makati City by virtue of Board Resolution No. 11212022 dated 21 November 2022, hereby make, constitute and appoint ALEJANDRO P. DELLUTA and/or MICHAELITO M. BUTAL, as its true and lawful attorney-in fact, to submit its bid (eligibility, technical and financial documents) to Department of Foreign Affairs for the bidding of *Procurement of Janitorial Services for FY 2023* and to represent CBII Philippines International, Inc. during the opening of bids and to do, execute and perform any and all acts and things necessary to implement his authority herein and hereby ratifying and confirming any and all acts of said attorney-in-fact as fully and effectively as corporation might do if personally present with full power of substitution and revocation and hereby conforming and ratifying all that said attorney-in-fact may lawfully do or cause to be done by virtue of these present.

IN WITNESS WHEREOF, I have hereunto set my hand this 02 <sup>DEC</sup> 2022 day of December 2022 at Makati City, Philippines.

  
**REYNALDO M. CUEVAS**  
Affiant

Signed in the Presence of:

\_\_\_\_\_

\_\_\_\_\_

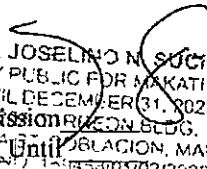
**ACKNOWLEDGEMENT**

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

02 <sup>DEC</sup> 2022

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of December 2022 at Makati City, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his Passport with his photograph and signature appearing thereon with No. P9183992B issued on March 15, 2022 at DFA Manila and his Community Tax Certificate No. CC201826778835 issued on January 4, 2022 at Makati City, Philippines.

Witness my hand and seal this 02 <sup>DEC</sup> 2022 day of December 2022.

  
ATTY. JOSELIND N. SUCION  
NOTARY PUBLIC FOR MAKATI CITY  
UNTIL DECEMBER 31, 2023  
Serial Number of Commission 2726  
Notary Public for ZENAJIDA P. OBLACION, MAKATI CITY  
Roll of Attorneys No. TR NO. 28514704-03/2022  
PTR No. MCLE COMPLAINT NO. VL-0018184/2-28-19  
IBP No. IBP NO. 30793  
APPOINTMENT NO. 12-079

Doc. No. 294;  
Page No. 09;  
Book No. 16;  
Series of 2022.



**ANNEX C**  
**BAC RESOLUTION**  
**AND NOTICE OF AWARD**





DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE

**BAC Resolution No. CPM-PB-39-2022**

**RESOLUTION RECOMMENDING AWARD OF THE CONTRACT ON  
PROCUREMENT OF JANITORIAL SERVICES FOR 2023**

**WHEREAS**, the Department of Foreign Affairs, through the authorized appropriations under the FY 2023 National Expenditure Program (NEP), intends to apply the sum of Thirty Million Two Hundred Fifty Thousand Pesos (PhP 30,250,000.00) only – the Approved Budget for the Contract (ABC) for the *Procurement of Janitorial Services for 2023*;

**WHEREAS**, the ABC is chargeable against OAMSS' FY 2023 MOOE – for Janitorial Services;

**WHEREAS**, on 28 October 2022, the Bids and Awards Committee (BAC) Secretariat conducted a Pre-Procurement Conference to discuss the availability of funds and the technical specifications for the Procurement of Janitorial Services for 2023;

**WHEREAS**, on 14 November 2022, the Bids and Awards Committee (BAC) Secretariat posted for seven (7) consecutive calendar days the *Invitation to Bid* for the *Procurement of Janitorial Services for 2023* on the DFA and PhilGEPS websites, and at conspicuous places within the premises of the DFA, in accordance with Section 21.2 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184;

**WHEREAS**, on 22 November 2022, the BAC held a *Pre-Bid Conference*, to discuss the eligibility requirements and the technical and financial components of the contract to be bid, in which three (3) prospective bidders attended namely: Dear John Services, Starcom Manpower and Allied Services Inc, and CBII Philippines International Inc.;

**WHEREAS**, on 05 December 2022, the deadline for the submission and receipt of bids as well as the date of opening thereof, only CBII Philippines International, Inc. submitted a bid which the BAC determined to be as follows:

<i>Name of Bidder</i>	<i>Eligibility and Technical Component</i>	<i>Financial Component</i>
<i>CBII Philippines International, Inc.</i>	Compliant	Twenty-Nine Million One Hundred Seven Thousand Nine Hundred Forty-One Pesos and 94/100 (PhP 29,107,941.94)

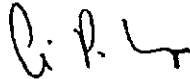
Page 2 of 3 of BAC Resolution No. CPM-PB-39-2022

**WHEREAS**, the BAC declared *CBII Philippines International, Inc.* as having the Single Lowest Calculated Bid, and subjected it to Post-Qualification 09 December 2022, pursuant to Section 34.2 of the IRR of RA 9184, to determine whether it complied with and was responsive to all the requirements and conditions specified in the Bidding Documents;


**WHEREAS**, during the post-qualification of bids and after careful consideration, the BAC determined that the bid of *CBII Philippines International, Inc.* was compliant with and responsive to all the requirements and conditions specified in the Bidding Documents;

**NOW, THEREFORE**, we, the members of the Bids and Awards Committee, unanimously RESOLVE to RECOMMEND the award the Contract on Janitorial Services for 2022 to *CBII Philippines International, Inc.* for having submitted the Single Lowest Calculated and Responsive Bid in the amount of Twenty-Nine Million One Hundred Seven Thousand Nine Hundred Forty-One Pesos and 94/100 (PhP 29,107,941.94) only, pursuant to Section 37 of the revised IRR of RA 9184.

**ADOPTED** this 09<sup>th</sup> day of December 2022, Pasay City.



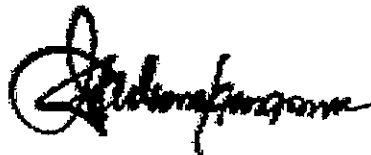
**CHARLIE P. MANANGAN**  
BAC Chairperson



**RUEL U. GUNABE**  
BAC Vice Chairperson



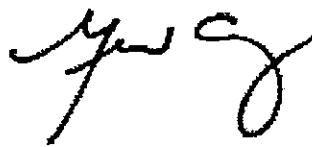
**VIOLAFLO R. ENERLAN-ANCHETA**  
Provisional BAC Member



**CHARLESON C. HERMOSURA**  
Alternate Member

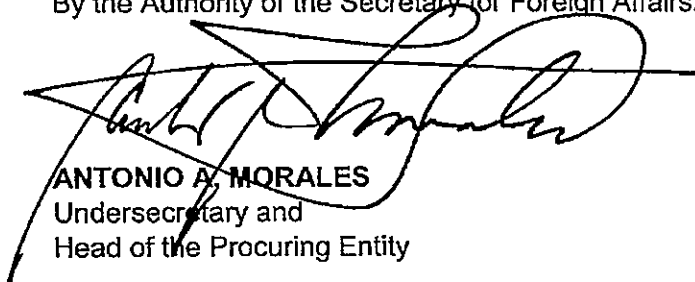


Page 3 of 3 of BAC Resolution No. CPM-PB-39-2022



**MEDARDO G. MACARAIG**  
End-User Representative

Approved:  
By the Authority of the Secretary for Foreign Affairs:



**ANTONIO A. MORALES**  
Undersecretary and  
Head of the Procuring Entity





DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

NOTICE OF AWARD

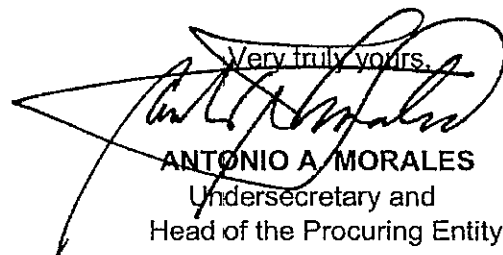
2 January 2023

Sir:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the DFA, as contained in Resolution No. CPM-PB-39-2022 dated 09 December 2022, the Department is awarding to your firm, the Contract on Janitorial Services for 2023 in the amount of Twenty-Nine Million One Hundred Seven Thousand Nine Hundred Forty-One Pesos and 94/100 (PhP 29,107,941.94) only, inclusive of taxes and other lawful charges.

You are hereby required to provide, within ten (10) calendar days from receipt of this Notice of Award, a **Performance Security** in the acceptable form and amount stated in the Bidding Documents of said procurement, as well as sign a Contract within the same period, pursuant to Section 37 of the Revised IRR of RA 9184. Failure to provide the Performance Security or to sign a contract within the prescribed period shall constitute sufficient grounds for the cancellation of the award and forfeiture of the bid security, or bid securing declaration, as the case may be.

~~Very truly yours,~~

  
ANTONIO A. MORALES  
Undersecretary and  
Head of the Procuring Entity

Mr. REYNALDO M. CUEVAS  
Representative  
CBII Philippines International Inc.  
2/F, 8248 CBII Bldg., Camachile Street, San Antonio Village,  
Makati City

2330 Roxas Blvd., Pasay City, 1300 Philippines  
Tel. No. 834 - 4000  
www.dfa.gov.ph

2330 Roxas Blvd., Pasay City, 1300 Philippines  
Tel. No. 834 - 4000  
www.dfa.gov.ph

**ANNEX D**  
**BID FORM**

**Bid Form for the Procurement of Goods/Services**  
*[shall be submitted with the Bid]*

**BID FORM**

Date: December 5, 2022  
 Project Identification No: PB-GS-38-22-EP4

To: **DEPARTMENT OF FOREIGN AFFAIRS**  
 2330 Roxas Boulevard, Pasay City 1300

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [ ], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *supply/deliver/perform Procurement of Janitorial Services for FY 2023 (EPA)* in conformity with the said PBDs for the sum of *Twenty Nine Million One Hundred Seven Thousand Nine Hundred Forty One Pesos & 94/100 (Php29,107,941.94)* 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: 12% *value added tax (VAT)*, 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 (120 Calendar days) specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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
<u>NONE</u> (if none, state "None")	<u>NONE</u>	<u>NONE</u>

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 *CBII PHILIPPINES INTERNATIONAL, INC.* as evidenced by the attached *Board Resolution*.

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: REYNALDO M. CUEVAS

Legal capacity: President

Signature: 

Duly authorized to sign the Bid for and behalf of: CBII Philippines International, Inc.

Date: December 5, 2022



**ANNEX E**

**CERTIFICATE OF**

**AVAILABILITY OF FUNDS**

*nm*



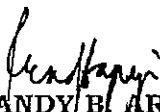
DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF FINANCIAL MANAGEMENT SERVICES

CERTIFICATE OF AVAILABILITY OF BUDGET  
(Based on NEP)

This is to certify that the amount of **THIRTY MILLION TWO HUNDRED AND FIFTY THOUSAND PESOS ONLY (Php30,250,000.00)** is included in the National Expenditure Program (NEP) for FY 2023 to cover Janitorial Services of the Department for FY 2023, chargeable against **OAMSS's FY 2023 MOOE for Janitorial Services**. Availability of which is subject to the release of funds and allotment by the Department of Budget and Management (DBM).

This Certification is issued for whatever lawful purpose it may serve.

  
RANDY B. ARQUIZA  
Acting Budget Officer

10 - 22 - 0093  
BUDGET DIVISION-CABNEP  
27 October 2022

*Handwritten mark*

**ANNEX F**  
**TECHNICAL**  
**SPECIFICATIONS/ TERMS**  
**OF REFERENCE**

*nd*



## ***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**

COMPLY

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.

COMPLY

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></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>
2.2	<p>The terms of payment shall be as follows:</p> <ul style="list-style-type: none"> <li>a) The Contractor shall submit monthly billings on the first week of the following month, based on consumption of supplies and services rendered.</li> <li>b) Payments shall be made thirty (30) calendar days upon receipt of the monthly invoice with complete requirements through List of Due and Demandable Accounts Payable (LDDAP).</li> <li>c) The payment shall be inclusive of all applicable taxes and other lawful charges.</li> </ul>
4	<p>The inspections and tests that will be conducted are: <i>inspection of goods upon deliver as specified in the Terms of Reference.</i></p>

COMPLY



# Technical Specifications

## Procurement of Janitorial Services for FY 2023

### [Early Procurement Activity]

<b>I.</b>	<b>Background</b> The Department of Foreign Affairs (DFA) intends to procure services for the cleaning of its indoor and outdoor facilities from a professional janitorial services company.	
<b>II.</b>	<b>Objective</b> To provide a safe and clean workspace for the Department personnel by securing outsourced professional janitorial services that use up-to-date and environment-friendly cleaning tools and procedures.	
		<b>Statement of Compliance</b>
<b>III.</b>	<b>General</b> The Contractor shall conduct services in the following areas: 1. <b>DFA Main Building</b> and its premises (including Apron building, South Wing Annex, Basement, Sub-basement, Old Authentication Building, Basketball court, Parking Plaza, Sewage Treatment Plant (STP), Waste Segregation Area, Roberts St., Service road, green house and gardens within the DFA premises (excluding Foreign Service Institute premises and DFA Library).  Address: 2330 Roxas Blvd., Pasay City Lot Area: 12,200 sq.m. Building Area: 46,550.27 sq.m. No. of floors: 13 floors (North wing), 5 floors (Apron), 6 floors (South Wing Annex) and 2 basements. Basketball court with an area of 1,800 sq.m. 2. <b>DFA OCA-Aseana Building</b> and its premises (including STP).  Address: Pres. Diosdado Macapagal Blvd. Corner Bradco Avenue, Aseana Business Park, Brgy. Tambo, Parañaque City Lot Area: 3,269.53 sq.m. Building Area: 7,802 sq.m. No. of floors: 4 floors. 3. <b>Metro Manila/ NCR Offices</b> 4. <b>All Consular Offices (COs) in the Philippines</b> 5. <b>DFA Mindanao</b>	<b>COMPLY</b>  <b>COMPLY</b>    <b>COMPLY</b> <b>COMPLY</b> <b>COMPLY</b> <b>COMPLY</b> <b>COMPLY</b> <b>COMPLY</b> <b>COMPLY</b> <b>COMPLY</b> <b>COMPLY</b> <b>COMPLY</b>
	<b>Personnel assignment and schedule summary; and Specific Duties and Responsibilities</b>	<b>COMPLY</b>

	<p>The Contractor and its personnel shall comply with the Personnel assignment and schedule specific duties and responsibilities as provided in Annexes A, B and C-6.</p> <p>The Department reserves the right to change and amend the personnel assignment and duties during the duration of the Contract.</p>	<b>C O M P L Y</b>
<b>IV.</b>	<p><b>Contractor's Obligations:</b> The Contractor shall:</p> <p><b>Training</b></p> <ol style="list-style-type: none"> <li>1. Certify that its janitorial service personnel are properly oriented/trained on proper janitorial protocols;</li> <li>2. Ensure that its janitorial service personnel shall: <ol style="list-style-type: none"> <li>a. Have undergone basic orientation on gender sensitivity, office decorum, and anti-sexual harassment policies; and</li> <li>b. Have passed a competency exam to determine technical capability. Each janitorial personnel must have a Certificate of Competency issued by TESDA (Completion of the competency requirements under the Philippine TVET Qualifications and Certification System).</li> </ol> </li> <li>3. Submit the above mentioned certification/s to the Department prior to the deployment of the janitorial service personnel.</li> </ol> <p><b>Observance of Government Regulations</b></p> <ol style="list-style-type: none"> <li>1. Pay and timely remit all government-mandated contributions of its janitorial service personnel, particularly Social Security System (SSS), Pag-ibig and PhilHealth. Pay slips must be issued regularly to the employees including those assigned at COs.</li> <li>2. Comply with all Philippine labor laws, rules, and regulations, including DOLE Department Order(D.O.) 18-A, series of 2011, and D.O. 174, series of 2017, as applicable, and provide valid certification/registration of the applicable D.O.</li> <li>3. No pending case prior to the opening of bids.</li> <li>4. All certifications proving compliance shall be attached in the Bid Documents. All certifications must be valid during the opening of bids.</li> </ol> <p><b>Miscellaneous Equipment and Supplies</b></p> <ol style="list-style-type: none"> <li>1. Provide an accurate attendance system, preferably automated, for the time in/out record of the janitorial service personnel, to be installed at the DFA Main Building and in DFA Ascana;</li> </ol>	<p><b>C O M P L Y</b></p> <p><b>C O M P L Y</b></p> <p><b>C O M P L Y</b></p> <p><b>C O M P L Y</b></p> <p><b>C O M P L Y</b></p> <p><b>C O M P L Y</b></p> <p><b>C O M P L Y</b></p> <p><b>C O M P L Y</b></p> <p><b>C O M P L Y</b></p> <p><b>C O M P L Y</b></p> <p><b>C O M P L Y</b></p> <p><b>C O M P L Y</b></p>

<p>2. Provide its own one (1) unit of photocopying machine with one (1) year supply of photocopying paper to be placed at the Janitorial field office in the DFA Main Building for printing of documents necessary for billing purposes;</p>	<p><b>COMPLY</b></p>
<p>3. Provide a delivery truck to transport supplies from DFA Main building to DFA leased premises, DFA ASEANA building and other COs within Metro Manila, including transport of potted plants from DFA grounds garden (Greenhouse) to DFA ASEANA building;</p>	<p><b>COMPLY</b></p>
<p>4. Provide cleaning supplies, tools and equipment, not mentioned in the contract or Annexes C-2, C-3, C-4 and C-5 if the need arises, at no additional cost to the Department. The supplies must be environment-friendly and non-hazardous to health.</p>	<p><b>COMPLY</b></p>
<p>5. Provide its janitorial service personnel with proper personal protective equipment relevant for their tasks, such as but not limited to, gloves and masks for those handling garbage and other refuse.</p>	<p><b>COMPLY</b></p>
<p>6. Provide at least three (3) sets of custom-fit prescribed uniforms, free of charge, for all its janitorial service personnel which should be worn together with proper ID at all times. The Contractor shall require janitorial service personnel to wear only prescribed uniforms for all days of the week.</p>	<p><b>COMPLY</b></p>
<p>7. In no case shall the janitorial service personnel be allowed to stay within the Department's premises after their regular duty, unless deemed necessary by their Supervisor or OAMSS' Head of the Sanitation Section or with the approval of the Administrative Officer(AO) of the concerned office.</p>	<p><b>COMPLY</b></p>
<p><b>Documentation</b></p>	<p><b>COMPLY</b></p>
<p>1. Submit, upon award and/or before the signing of the contract, the following:</p>	<p><b>COMPLY</b></p>
<p>a. The résumés, valid NBI Clearance, Police Clearance and Medical Certificates of janitorial service personnel, including relievers, to the OAMSS' Head of the Sanitation Section;</p>	<p><b>COMPLY</b></p>
<p>b. The entire janitorial service personnel's updated health certificates with vaccination history, especially for Hepatitis B and other communicable but preventable diseases; and</p>	<p><b>COMPLY</b></p>
<p>c. A certification that its janitorial service personnel under this contract are its regular employees.</p>	<p><b>COMPLY</b></p>
<p>2. Submit at the end of the month the consolidated time records of the janitorial service personnel assigned at the DFA Main building and DFA ASEANA Building to the OAMSS Engineering and Maintenance Division (EMD)Head and Head of Sanitation Unit for certification and signature. For those assigned at COs, the respective Officers-in-Charge</p>	<p><b>COMPLY</b></p>

*[Handwritten signature]*

<p>(OIC) and/or AOs shall certify the DTR of each janitorial service personnel;</p>	<p><b>C O M P L Y</b></p>
<p>3. Submit at the end of each week to the Head of the Sanitation Unit for evaluation, the daily quality of services checklist, accomplished by the Contractor's supervisor upon conduct of daily spot checks.</p>	<p><b>C O M P L Y</b></p>
<p><b>Delivery/ Supplies</b></p>	<p><b>C O M P L Y</b></p>
<p>1. Have a prepared Delivery Receipt to be presented and countersigned by the assigned guard on duty at any of the DFA gates during deliveries of janitorial supplies to the DFA Main Building. For the delivery of supplies at DFA ASEANA and COs from DFA Main Building. Delivery personnel should present a Gate Pass signed by the Head of Sanitation Unit, EMD Head, and Intelligence and Security Unit (ISU) Representative.</p>	<p><b>C O M P L Y</b></p>
<p>2. Ensure that, every end of the month, all unconsumed supplies are removed from storage room #1 (Issuance) for transfer to storage room #2 (Stock Room), while newly delivered supplies are to be placed in storage room #1.</p>	<p><b>C O M P L Y</b></p>
<p>3. Provide the necessary supplies as indicated in the schedule in Annexes C-2, C-3, C-4 and C-5. The supplies shall be subject to inspection upon delivery and spot audit/verification by the Office of Financial Management Services – Financial Resources Management Division (OFMS-FRMD).</p>	<p><b>C O M P L Y</b></p>
<p>4. Delivery procedures for leased premises will be subject to addendum to the contract.</p>	<p><b>C O M P L Y</b></p>
<p>5. Provide Official Receipt (OR) or its equivalent for the supplies of Consular Offices. Request a certificate of inspection and acceptance from the Officer-in-charge (OIC) or Property Officer for the delivered supplies.</p>	<p><b>C O M P L Y</b></p>
<p><b>Others</b></p>	<p><b>C O M P L Y</b></p>
<p>1. Coordinate on a regular basis with the OAMSS' Head of the General Services Section for purposes of receiving feedback on the janitorial service personnel's performance;</p>	<p><b>C O M P L Y</b></p>
<p>2. Coordinate and report to OAMSS-EMD change in manpower schedule for proper coordination with the DFA office. OAMSS-EMD has the right to change any manpower schedule and re-assign janitorial personnel nationwide.</p>	<p><b>C O M P L Y</b></p>
<p>3. Limit the number of relievers to a maximum of fifteen (15) persons/day for the Main building/leased premises, ten (10) persons/day for DFA Aseana, and six (6) persons/day for the COs within Metro Manila.</p>	<p><b>C O M P L Y</b></p>

<p>4. Supervisors assigned in the project must conduct daily inspection and report on all the areas assigned to the janitor personnel which includes but is not limited to offices, common areas, record rooms, storage rooms, comfort rooms, conference rooms and pantries.</p>	<p><b>COMPLY</b></p>
<p>5. All relievers are advised to proceed to the assigned field office prior to deployment. Relievers are only allowed to relieve corresponding janitorial service personnel at their respective building of assignment.</p>	<p><b>COMPLY</b></p>
<p>The Contractor shall submit to OAMSS-EMD at the beginning of the Contract, and whenever necessary, a short list of priority relievers recommended for each building of the Department with their proximity of residence taken into consideration.</p>	<p><b>COMPLY</b></p>
<p>6. Ensure that its janitorial service personnel shall:</p>	<p><b>COMPLY</b></p>
<p>a. Report to OAMSS-EMD all broken fixtures in the comfort rooms, hallways and stairs, and other observations, which require immediate attention;</p>	<p><b>COMPLY</b></p>
<p>b. Remain at their assigned stations during assigned work hours. No loitering shall be tolerated;</p>	<p><b>COMPLY</b></p>
<p>c. Proceed to the rest area provided or designated by the Department during break time;</p>	<p><b>COMPLY</b></p>
<p>d. Use the facilities of the Department properly in accordance with the facilities' intended use (e.g. dishes should not be washed in the comfort rooms, mops should not be washed at the urinals and washbasins, etc.);</p>	<p><b>COMPLY</b></p>
<p>e. Strictly use only the stairs, the elevators at the South Wing Annex and the service elevator of the main building;</p>	<p><b>COMPLY</b></p>
<p>f. Inform their supervisor in case of absence;</p>	<p><b>COMPLY</b></p>
<p>g. Have a designated reliever when they file for leaves;</p>	<p><b>COMPLY</b></p>
<p>h. Be subject to reshuffling every quarter of the year or as often as necessary. Concerned offices which may want to retain their respective assigned janitorial personnel must submit written request from the Administrative Officer to OAMSS-EMD;</p>	<p><b>COMPLY</b></p>
<p>i. Be subject to search, every time they enter and leave the premises, by security guards as precaution or deterrence against property losses; and</p>	<p><b>COMPLY</b></p>
<p><b>Increase of wage, premium/contribution, overtime payment and other miscellaneous expenses.</b></p>	<p><b>COMPLY</b></p>
<p>The Contractor must include in the bid proposal/cost breakdown contingencies (contingency of 5%) for wage increase, premium/contribution increase, overtime payment and other miscellaneous expenses for the duration of the contract in compliance</p>	<p><b>COMPLY</b></p>

*[Handwritten signature]*

	<p>with labor laws and additional guidelines on procurement of janitorial services as provided in GPPB Resolution 24-2007.</p> <p>The Contractor shall submit during the contract implementation the cost breakdown and other justifications for payment requirements such as but not limited to wage orders, increase in premiums/contributions, etc.</p>	<p>COMPLY</p> <p>COMPLY</p>
V.	<p><b>COVID19 prevention and safety during operations:</b></p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> <li>1. Ensure that assigned personnel are fully vaccinated (including booster dose) and COVID free before entering the premises;</li> <li>2. Provide and ensure that assigned personnel observe IATF prescribed safety protocols (ie. face mask and observe social distancing) within the DFA premises and comply with DFA security requirements;</li> <li>3. Provide its personnel isopropyl alcohol and hand soap for personal hygiene; and</li> <li>4. Ensure that personal protective equipment used by Department as well as janitorial personnel are disposed of separately from other waste products through the use of color coded trash bins.</li> </ol>	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>
VI.	<p><b>Contractor's Qualifications</b></p> <p>The Contractor must have existed as an agency offering janitorial services for at least eight (8) years from the date of the opening of bids, and must have all the appropriate permits to engage in such business.</p> <p>The Contractor shall be compliant with all government regulations pertaining to labor laws and standards, and submit current clearances from DOLE, SSS, PhilHEALTH and Pag-IBIG to show its compliance, as part of its qualification.</p> <p>Additional set of Technical Parameters are as follows:</p> <ol style="list-style-type: none"> <li>1. Stability <ol style="list-style-type: none"> <li>a. Years of Experience</li> <li>b. Organizational set-up</li> </ol> </li> <li>2. Resources <ol style="list-style-type: none"> <li>a. No. of Kind of Equipment and Supplies</li> <li>b. No. of Janitor and Supervisors</li> </ol> </li> <li>3. Housekeeping plan</li> <li>4. Other factors <ol style="list-style-type: none"> <li>a. Recruitment and Selection Criteria</li> <li>b. Completeness of Uniforms and Other Paraphernalia</li> </ol> </li> </ol>	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>

VII.	<p><b>Penalties</b>  In case of Contractor's failure to deliver the supplies in the quantity and schedule specified in Annex C-2, C-3, C-4 and C-5, the Department, at its discretion, shall either:</p> <ol style="list-style-type: none"> <li>a. Withhold payment to the Contractor until the latter has delivered the stipulated quantity of supplies as verified by the OFMS-FRMD concerned, or</li> <li>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.</li> </ol>	COMPLY COMPLY COMPLY COMPLY
VIII.	<p><b>Reservation</b>  The Department reserves the right to amend the Contract in the event that retrofitting of the DFA main building is implemented and during the opening of new COs. Thus, all charges applicable to the main building, as reflected in the Contractor's cost breakdown, shall be deducted from the monthly billing. For this purpose, the Contractor shall provide a price breakdown, as indicated in Annex C-1, (price breakdown), of its offer reflecting those for DFA Main Building, including South Wing Annex, DFA ASEANA, Consular Offices and DFA Main temporary office as indicated in Annex C-2, C-3, C-4 and C-5 (supply cost).</p>	COMPLY COMPLY
IX.	<p><b>Contract Duration</b>  The Contract shall commence on 01 January 2023 and end on 31 December 2023.</p>	COMPLY COMPLY
X.	<p><b>Confidentiality Clause</b>  The Contractor shall ensure that each of its personnel assigned to the Department shall execute and sign a Non-Disclosure Agreement which is to be submitted to the Department prior to the commencement of the service.</p>	COMPLY COMPLY
XI.	<p><b>Terms of Payment</b></p> <ol style="list-style-type: none"> <li>1. The Contractor shall submit monthly billings on the first week of the following month, based on consumption of supplies and services rendered.</li> <li>2. Payment of janitorial services shall be based on the actual number of days as reflected in the DTR of personnel. The daily schedule of janitorial services shall be from Monday to Saturday. During regular and special holidays, the Contractor shall not require their personnel to report to work. The Department shall not be obliged to pay the services rendered during regular and special holidays unless otherwise instructed in writing by OAMSS.</li> <li>3. Provision on overtime and holiday pay rates during these circumstances should be considered in the Bid Price.</li> <li>4. The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice and complete supporting documents through List of Due and Demandable Accounts Payable (LDDAP).</li> </ol>	COMPLY COMPLY COMPLY COMPLY COMPLY COMPLY

	5. All payments shall be inclusive of all applicable taxes and other lawful charges	<b>COMPLY</b>
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*Note:*

Bidder 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 Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders 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 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 Bidders 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 of supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).

**COMPLY**

Conformé:

[Signature/s]   
 [Name of Bidder's Authorized Representative] **REYNALDO M. CUEVAS**  
 [Position] **President**  
 [Date] **December 5, 2022**

*[Handwritten mark]*



**Annex B**

Office of Asset Management and Support Services (OAMSS)  
Engineering and Maintenance Division (EMD)

**JANITORIAL DUTIES AND  
RESPONSIBILITIES**

Prepared by: **Engineering and Maintenance Division (EMD)**

**C O M P L Y**

MS

MS

I. Coverage

The Contractor shall conduct services in the following areas:

1. DFA Main Building (except the Foreign Service Institute premises and the DFA library)
2. South Wing Annex Building (except the Foreign Service Institute premises)
3. Roberts Street (area between Libertad Street and Williams Street only).
4. Roxas Boulevard Service road in front of Parking Plaza
5. DFA Covered Court
6. All Consular Offices include OCA-ASEANA Building, Consular Offices (COs) within and outside Metro Manila and additional COs which may be opened during the duration of the Contract.

II. Sundays and Holidays

The Contractor shall not require janitorial service personnel to report on Sundays and holidays that fall during workdays, unless the Department makes a special written request for cleaning services as needed. The Contractor shall be solely responsible for overtime pay to the janitorial service personnel, in compliance with labor laws and standards, for such services including Saturdays if declared a holiday.

III. Janitorial Service Personnel's Duties and Responsibilities by Area:

**RESTROOM AND FIRE EXITS**

A. General

Cleaning shall cover, but not be limited to, the following:

1. Wall-washing;
2. Sanitizing of washrooms and toilets;
3. Washing, mopping, disinfecting and drying of the building floors, including sidewalls, doors, partitions, sidings, stairways and other parts/portions of the building premises; and
4. Cleaning of garbage cans, sorting of garbage, and the disposal of garbage from the DFA premises to the nearest city waste disposal site.

B. Daily

The Contractor shall provide the following services from Monday to Saturday:

1. Sweeping, mopping, spot-scrubbing and polishing of all floors. The areas with heavy foot traffic (e.g. the main lobby entrance ways and waiting areas) shall be serviced continuously during office hours to guarantee and ensure clean premises;
2. Emptying and cleaning of all garbage bins, waste paper containers, and disposing of garbage at designated areas in accordance with the Department's waste segregation plan;
3. Cleaning, sanitizing and minor de-clogging of toilets and washrooms, which include the use of special and disinfecting agents (e.g. muriatic acid or equivalent) in washbasins, urinals and toilet bowls;
4. Spraying of toilets and hallways with deodorizer and air fresheners;
5. Refilling all liquid hand soap dispensers;
6. Cleaning of receptacles and waste containers;
7. Lining of waste bins with appropriate plastic bags and changing them as necessary;
8. Watering of indoor and outdoor plants and flowers; and
9. Damp-wiping of plants and flowers, and cleaning of vases, pots and plant boxes.

C. Weekly

COMPLY

The Contractor shall carry-out the following several cleaning services on a weekly basis, every Saturday:

1. Thorough cleaning, washing and scrubbing of all rooms and facilities;
2. Thorough cleaning, scrubbing, dusting, and damp-wiping of vertical surfaces such as walls, partitions, windows, doors, glass walls;
3. Thorough cleaning, sanitizing, and disinfecting of all washrooms, lavatories, water closets, urinals, wash basins and toilets;
4. General cleaning (washing with detergent) of trash cans/garbage bins; and
5. Washing and drying of all rubber matting.

**D. Miscellaneous Works**

1. Deodorizing of office/rooms and other areas;
2. Reporting to concerned offices defects requiring immediate attention and action, such as leaking faucets and busted bulbs, among others;
3. Assignment of additional janitors to high-traffic comfort rooms; and
4. Other services related to janitorial services as needed by Offices.

**E. Equipment and Supplies**

Janitorial equipment/tools as listed but not limited to the following shall be delivered by the Contractor directly to the Department and inspected by the OFMS-FRMD:

1. Floor mats for DFA Main lobby, South Wing and DFA Ascana entrances;
2. Stainless Steel or Plastic Multifold paper towel Dispenser (11" w x 14.5" h x 4" d ) wall mounted;
3. Facial acrylic Tissue Box Cover (rectangular);
4. Step-on Containers/Bins;
5. "CAUTION" floor signs;
6. Brand new hand dryers;
7. Color Coded Heavy Duty Waste Receptacles with wheels (95 gals. capacity);
8. Heavy Duty Floor Polishers (16");
9. Dust Mop/Flat Mop Systems;
10. Mop Handles;
11. Mop Heads;
12. Toilet Bowl Plungers (heavy duty);
13. Dust Pans (heavy duty);
14. Toilet Bowl Brushes (heavy duty)
15. Scrubbing Pads 16"x10";
16. Stripping Pads 16"x10"; and
17. Scrubbing Pads 20"x10".

**ASSIGNED TO OFFICES**

**A. General**

Cleaning shall cover, but not be limited to, the following:

1. Wall-washing;
2. Cleaning and sanitizing of washrooms and toilets;
3. Washing, mopping, disinfecting and drying of the building floors, including sidewalls, doors, partitions, sidings, stairways and other parts/portions of the building premises;
4. High-dusting of walls and ceilings;
5. Dusting and polishing of furniture and fixtures;
6. Spot-cleaning of all offices;
7. Cleaning and wiping of all office equipment, including telephone, intercom and others;
8. Scrubbing, waxing and polishing building floors, including the corridors;
9. Cleaning of glass windows, venetian blinds and curtain ledges, glass wall and façade; and
10. Cleaning of garbage cans, sorting of garbage, and the disposal of garbage from the DFA premises to the nearest City waste disposal site.

COMPLY

**B. Daily**

The Contractor shall provide the following services on a daily basis, Monday to Saturday:

1. Sweeping, mopping, spot-scrubbing and polishing of all floors;
2. Cleaning all surface areas such as floors, ramps, walls, windows, window ledges, window panels, mirrors, vertical blinds, railings, doors, ceilings, work surfaces, etc.;
3. Emptying and cleaning of all garbage bins, waste paper containers, and disposing of garbage at designated areas in accordance with the Department's and the host's waste segregation plan;
4. Cleaning, wiping, disinfecting, dusting, damp-wiping and/or polishing of furniture, office tables, glass tops, fixtures, equipment, appliances, light diffusers, window ledges, counters and glass partitions and doors/door knobs;
5. Cleaning of receptacles and waste containers;
6. Cleaning, sanitizing and minor de-clogging of toilets and washrooms, which include the use of special and disinfecting agents in washbasins, urinals and toilet bowls;
7. Spraying of toilets and hallways with deodorant and air fresheners;
8. Refilling all liquid soap dispensers;
9. Lining of waste bins with appropriate plastic bags and changing them as necessary;
10. Watering of indoor and outdoor plants and flowers; and
11. Damp-wiping of artificial plants and flowers, and cleaning of vases, pots and plant boxes.

**C. Weekly**

The Contractor shall carry-out the following several cleaning services on a weekly basis, every Saturday:

1. Thorough cleaning, washing and scrubbing of all rooms and facilities;
2. Thorough cleaning, scrubbing, dusting, and damp-wiping of vertical surfaces such as walls, partitions, windows, doors, glass walls;
3. Damp-wiping and cleaning of venetian/roll-up blinds;
4. General cleaning (washing with detergent) of trash cans/garbage bins;
5. Cleaning and polishing of internal and external parts of windows and panels;
6. Vacuuming and shampooing of carpets, rugs and upholstered chairs/ furniture;
7. Thorough dusting-off and cleaning of office furniture and equipment;
8. Thorough cleaning, sanitizing, and disinfecting of all washrooms, lavatories, water closets, urinals, wash basins and toilets;
9. General cleaning (washing with detergent) of trash cans/garbage bins; and
10. Washing and drying of all rubber matting.

**D. Miscellaneous Works**

1. Moving of office supplies, furniture and equipment within the building or areas of responsibilities;
2. Deodorizing of office/rooms and other areas;
3. Reporting to concerned offices defects requiring immediate attention and action, such as leaking faucets and busted bulbs, among others;
4. Posting of additional janitorial service personnel during special activities, such as office parties and office relocation; and
5. Other services related to janitorial services as needed by offices.

**E. Equipment and Supplies**

Janitorial equipment/tools and supplies as listed but not limited to the following shall be delivered by the Contractor directly to the Department and inspected by the OFMS-FRMD:

1. Heavy-Duty Floor Polisher (16");
2. Wet and Dry Industrial Vacuum Cleaner (32L);

COMPLY

3. Rubber made Pro Line Window Squeegee (heavy duty);
4. Push Cart (flatbed 250 kgs. capacity);
5. Color Coded Heavy-Duty Waste Receptacles with wheels (95 gals. capacity);
6. Multi-Functional Cleaning Janitorial Cart;
7. Mop Squeezers;
8. Aluminum Ladder (6 ft.);
9. Grass Scissor;
10. Pruning Knives;
11. Step-on Containers/Bins;
12. Biometric Finger Scanner;
13. Facial acrylic Tissue Box Cover (rectangular);
14. Air Freshener Liquid;
15. Air Freshener (downy);
16. Disinfectant Spray 19 oz (Lysol or Equivalent) (Early Morning Breeze or as per end user choice);
17. Black Garbage Bags XXL;
18. Biodegradable Garbage Bags (12" x 18", any color);
19. Transparent Biodegradable Garbage Bags XXL;
20. Carpet Shampoo;
21. Cleanser;
22. Concentrated Dishwashing Soap;
23. Fine Steel Wool;
24. Flannel Cloth 1ft. x 1.5ft;
25. Floor Maintainer (J &J);
26. Furniture Polish;
27. Glass Cleaner;
28. "Good Morning" Towels;
29. Marble Crystallizer;
30. Ordinary Round Rags;
31. Scouring Pad;
32. Sealer Wax (Over & Under J&J);
33. Stain Remover;
34. Multi Fold Hand Towel Tissue Paper 23cm x 23cm (white) 250/Pk-16Pk/Cs;
35. Facial Tissue;
36. Wax Stripper;
37. Disposable Safety Gloves;
38. Dust Mop/Flat Mop System;
39. Mop Handle;
40. Mop Head;
41. Ceiling Broom;
42. Soft Broom;
43. Dust Pan (heavy duty);
44. Powder detergent soap;
45. Ordinary Rags;
46. Stick Broom;
47. Toilet Bowl Cleaner;
48. Deodorant Cake;
49. Tissue Roll;
50. All Purpose Cleaner;
51. Floor Wax;
52. Spray Gun;
53. Push Brush;
54. Bowl Brush;
55. Hand Brush and
56. Metal Polish.

**COMPLY**

#### COMMON AREAS AND FIRE EXITS

##### A. General

Cleaning shall cover, but not be limited to, the following:

1. High-dusting of walls and ceilings;
2. Dusting and polishing of furniture and fixtures;
3. Scrubbing, waxing and polishing building floors, including the corridors and stairs;
4. Washing, mopping, disinfecting and drying of the building floors, including sidewalls, doors, partitions, sidings, stairways and other parts/portions of the building premises;
5. Shampooing and vacuuming of all carpeted areas;
6. Cleaning of glass windows, venetian blinds and curtain ledges, glass walls and façade;
7. Cleaning of the interior and exterior of the elevators; and
8. Sweeping and washing of all stairs.

**B. Daily**

The Contractor shall provide the following services on a daily basis, Monday to Saturday:

1. Sweeping, mopping, spot-scrubbing and polishing of all floors. The areas with heavy foot traffic (e.g. the main lobby entrance ways and waiting areas) shall be serviced continuously during office hours to ensure cleanliness at all times;
2. Cleaning of all surface areas such as floors, ramps, walls, windows, window ledges, window panels, mirrors, vertical blinds, railings, doors, ceilings, work surfaces, etc.;
3. Sweeping, hose-washing and mopping (dry and wet) of all stairways, hallways, lobbies and corridors;
4. Clearing of any obstruction in all corridors, lobbies, entrances, stairways, and fire exits;
5. Spraying of toilets and hallways with deodorant and air fresheners;
6. Cleaning and sanitizing of the elevators;
7. Watering of indoor and outdoor plants and flowers;
8. Damp-wiping of plants and flowers, and cleaning of vases, pots and plant boxes;
9. Emptying and cleaning of all garbage bins, waste paper containers, and disposing of garbage at designated areas in accordance with the Department's waste segregation plan;
10. Cleaning, wiping, disinfecting, dusting, damp-wiping and/or polishing of furniture, office tables, glass tops, fixtures, equipment, appliances, light diffusers, window ledges, counters and glass partitions and doors/door knobs; and
11. Cleaning of receptacles and waste containers.

**C. Weekly**

The Contractor shall carry-out the following several cleaning services on a weekly basis, every Saturday:

1. Thorough cleaning, washing and scrubbing of all rooms and facilities;
2. General cleaning (waxing and polishing, spot-scrubbing, dirt and stain removal) of all horizontal surfaces such as floors, ramps, corridors, lobbies and stairways, including railings;
3. Cleaning and polishing of internal and external parts of windows and panels;
4. Dusting of lighting fixtures suspended from the ceiling;
5. Vacuuming and shampooing of carpets, rugs and upholstered chairs' furniture;
6. Washing and drying of all rubber mattings;
7. Thorough cleaning, scrubbing, dusting, and damp-wiping of vertical surfaces such as walls, partitions, windows, doors, glass walls;
8. Damp-wiping and cleaning of venetian/roll-up blinds; and
9. General cleaning (washing with detergent) of trash cans/garbage bins;

**D. Miscellaneous Works**

1. Deodorizing of office/rooms and other areas;
2. Reporting to concerned offices defects requiring immediate attention and action, such as leaking faucets and busted bulbs, among others;

COMPLY

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3. Posting of additional janitorial service personnel during special activities, such as office parties and office relocation;
4. Provision of signs and barriers to effectively prevent accidents in the course of completing an assignment;
5. Cleaning of conference rooms, auditorium and other common areas before and after events/meetings/functions; and
6. Other services related to housekeeping as needed by offices.

#### E. Equipment and Supplies

Janitorial equipment/tools and supplies as listed but not limited to the following shall be delivered by the Contractor directly to the Department and inspected by the OFMS-FRMD.

1. Heavy-Duty Floor Polisher (16");
2. Wet and Dry Industrial Vacuum Cleaner (32L);
3. Marble Wall Polisher with pad holder;  
Description:  
180 mm Electric Wet Polishing Machine (HB-CP002)  
Makita Type. 180m Wheel. Professional Type CA;
4. Rubber made Pro Line Window Squeegee (heavy duty);
5. Vacuum Cleaner;
6. Aluminum Extension Ladder 20' (extra heavy duty);
7. Color Coded Heavy-Duty Waste Receptacles with wheels (95 gals. capacity);
8. Multi-Functional Cleaning Janitorial Cart;
9. Improvised Garbage Push Cart (heavy duty);
10. "CAUTION" Sign;
11. Mop Squeezers;
12. Step-on Containers/Bins
13. Crow bar (heavy duty);
14. Facial acrylic Tissue Box Cover (rectangular);
15. Air Freshener Liquid;
16. Air Freshener (downy);
17. Disinfectant Spray 19 oz. (Lysol or Equivalent) (Early Morning Breeze or as per end user choice);
18. Black Garbage Bags XXL;
19. Biodegradable Garbage Bags (12" x 18", any color);
20. Transparent Biodegradable Garbage Bags XXL O.R.CA.GN.GAR;
21. Carpet Shampoo;
22. Cleanser;
23. Fine Steel Wool;
24. Flannel Cloth 1ft. x 1.5ft;
25. Floor Maintainer (J & J);
26. Furniture Polish;
27. Glass Cleaner;
28. "Good Morning" Towels;
29. Marble Crystallizer;
30. Ordinary Round Rags;
31. Scouring Pad;
32. Sealer Wax (Over & Under J&J);
33. Stain Remover;
34. Wax Stripper;
35. Red Wax;
36. Disposable Safety Gloves;
37. Safety Gloves (heavy duty) standard size;
38. Dust Mop/Flat Mop System;
39. Mop Handle;
40. Mop Head;
41. Ceiling Broom;
42. Soft Broom;

COMPLY

43. Dust Pan (heavy duty);
44. Polishing Pad 16"x10" pads;
45. Polishing Pad 20"x10" pads;
46. Scrubbing Pad 16"x10" pads;
47. Stripping Pad 16"x10" and
48. Scrubbing Pad 20"x10".

## GROUNDS AND GARDEN MAINTENANCE

### A. General

Cleaning shall cover, but not be limited to, the following:

1. Cleaning of garbage cans, sorting of garbage, and the disposal of garbage from the DFA premises to the nearest City waste disposal site;
2. Cleaning and washing of all DFA open spaces;
3. Cleaning of the DFA grounds and gardens, including the reflecting pool;
4. Clearing of storm drains and manholes;
5. Maintenance of indoor and outdoor plants, including the propagation of existing plants at the green house;
6. Cleaning of the DFA grounds and gardens, including the reflecting pool; and
7. Clearing of storm drains and manholes.

### B. Daily

The Contractor shall provide the following services on a daily basis, Monday to Saturday:

1. Sweeping of driveways, premises of buildings, parking areas and surroundings;
2. Emptying and cleaning of all garbage bins, waste paper containers, and disposing of garbage at designated areas in accordance with the Department's waste segregation plan;
3. Emptying and cleaning of ashtrays and sand urns in smoking-designated areas;
4. Collection of garbage from receptacles to trash storage areas for segregation and disposal to the city waste disposal site;
5. Watering and rotation of indoor and outdoor plants and flowers;
6. Damp-wiping of plants and flowers, and cleaning of vases, pots and plant boxes; and
7. Maintenance of the gardens, including de-weeding.

### C. Weekly

The Contractor shall carry-out the following several cleaning services on a weekly basis, every Saturday:

1. Washing and cleaning of the DFA Parking Plaza and basement parking spaces;
2. Thorough cleaning of areas around the building, including gutters, parking spaces, green house, and surroundings, etc.;
3. General cleaning (washing with detergent) of trash cans/garbage bins;
4. Polishing of all DFA seals, Coat-of-Arms and brass/stainless signage at the DFA Main Building, DFA Ascana, and COs;
5. Taking out of indoor plants for sunlight exposure and appropriate plants maintenance every Friday afternoon;
6. Trimming of ornamental plants and Bermuda grass; and
7. Applying insecticides and cutting of dry leaves.

### D. Quarterly

The Contractor shall provide the following services on a quarterly basis:

1. Removal, washing and reinstallation of lighting fixtures and diffusers in coordination with OAMSS-EMD; and
2. Provision of professionally-trained personnel to perform external glass window and façade cleaning at the DFA ASEANA Building. Safety gear and insurance to be provided by the Contractor.

COMPLY



**E. Miscellaneous Works**

1. Reporting to concerned offices defects requiring immediate attention and action, such as leaking faucets and busted bulbs, among others;
2. Posting of additional janitorial service personnel during special official activities and events, such as office parties and office relocation;
3. Provision of signs and barriers to effectively prevent accidents in the course of completing an assignment; and
4. Other services related to housekeeping as needed by offices.

**F. Equipment and Supplies**

Janitorial equipment/tools and supplies as listed but not limited to the following shall be delivered by the Contractor directly to the Department and inspected by the OFMS-FRMD:

1. Concrete Buggies (8cu. ft. capacity) Pneumatic Wheels;
2. Electric Pressure Washer 1700-PSI 1.2 GPM;
3. Aluminum Extension Ladder 20' (extra heavy duty);
4. Push Cart (flatbed 250 kgs. capacity);
5. Color Coded Heavy-Duty Waste Receptacles with wheels (95 gals. capacity);
6. Multi-Functional Cleaning Janitorial Cart;
7. Spatula 1", 2", 3", 4" (heavy duty);
8. Improvised Garbage Push Cart (heavy duty);
9. Sharpening tools (carborundum);
10. Pot Hole Digger (for cleaning of drainage system);
11. "CAUTION" Sign;
12. Mop Squeezers;
13. Screw Driver (heavy duty);
14. Pliers 8";
15. Long Nose 8";
16. Diagonal Cutter 8";
17. Ball Hammer 1";
18. Claw Hammer (heavy duty);
19. Hacksaw Frame with spare blade;
20. Wood Saw (heavy duty);
21. Crow bar (heavy duty);
22. Flat Chisel;
23. Electric Drill with set of Bit (masonry and steel);
24. Electric Grinder 4" diameter;
25. Wire Brush 4" diameter;
26. Grinding dish 4" diameter;
27. Metal Cutting dish 4" diameter;
28. Garden water hose with sprinkles (heavy duty);
29. Gas Engine Grass Cutter (heavy duty with spare nylon blade);
30. Trowel and Soil Scope;
31. Pruning Shears;
32. Spade/Shovel;
33. Black Garbage Bags XXL;
34. Biodegradable Garbage Bags (12" x 18", any color);
35. Transparent Biodegradable Garbage Bags XXL;
36. Fine Steel Wool;
37. Disposable Safety Gloves;
38. Safety Gloves (heavy duty) standard size;
39. Stick Broom;
40. Spray Gun (heavy duty);
41. Push Brush 12" (heavy duty) wood handle;
42. Metal Polish (metal cleaner);

COMPLY

43. Scrubbing Pad 16"x10" pads:
44. Scrubbing Pad 20"x10" pads:
45. Fertilizer (14-14-14):
46. Fertilizer (Urea):
47. Insecticide for ornamental plants:
48. Grinding disc 4" diameter and
49. Dust Pan (heavy duty)

#### PERSONNEL ASSIGNED AS MOVERS

##### A. Daily

Cleaning shall cover, but not be limited to, the following:

1. Clearing of any obstruction in all corridors, lobbies, entrances, stairways, and fire exits:
2. Cleaning of all surface areas such as floors, ramps, walls, windows, window ledges, window panels, mirrors, vertical blinds, railings, doors, ceilings, work surfaces, etc.:
3. Assist in preparing in events within the building:
4. Damp-wiping of plants and flowers, and cleaning of vases, pots and plant boxes; and
5. Moving of office supplies, furniture and equipment within the building premises.

##### B. Weekly

The Contractor shall carry-out the following several cleaning services on a weekly basis, every Saturday:

1. Thorough cleaning, washing and scrubbing of all rooms and facilities; and
2. Thorough dusting-off and cleaning of office furniture and equipment.

##### C. Miscellaneous Works

1. Moving of office supplies, furniture and equipment within the building premises;
2. Cleaning of conference rooms, auditorium and other common areas before and after events/meetings/functions; and
3. Other services related to housekeeping as needed by offices.

##### D. Equipment and Supplies

Janitorial equipment/tools as listed but not limited to the following shall be delivered by the Contractor directly to the Department and inspected by the OFMS-FRMD.

1. Concrete Buggies (8cu. ft. capacity) Pneumatic Wheels;
2. Heavy Duty Floor Polisher (16");
3. Aluminum Extension Ladder 20' (extra heavy duty);
4. Push Cart (flatbed 250 kgs. capacity);
5. Multi-Functional Cleaning Janitorial Cart;
6. Improvised Garbage Push Cart (heavy duty);
7. Mop Squeezers;
8. Furniture Polish;
9. Floor Maintainer (J & J);
10. Marble Crystallizer;
11. Ordinary Round Rags;
12. Stain Remover;
13. Disposable Safety Gloves;
14. Safety Gloves (heavy duty) standard size;
15. Cleanser;

COMPLY

16. Transparent Biodegradable Garbage Bags XXL;
17. Biodegradable Garbage Bags (12" x 18", any color);
18. Black Garbage Bags XXL;
19. Disinfectant Spray 19 oz (Lysol or Equivalent);
20. Air Freshener (downy);
21. Dust Mop/Flat Mop System;
22. Mop Handle;
23. Mop Head;
24. Soft Broom and
25. Dust Pan (heavy duty).

**STANDARD FOR CLEANING OFFICE BUILDINGS**  
 BASED ON JOINT CIRCULAR NO. 1 DBM-DENR-DPWH  
 MANUAL ON BUILDING SERVICES AND REAL PROPERTY MANAGEMENT

Job Description	Performance	Equipment	Qualifying Factors	Production Per Man-Day	Normal Frequency in Work Days
Floor Scrubbing With Polishing Machine	Place the cleaning agent on the floor and agitate with the machine. Pick up dirty solution and rinse.	<ol style="list-style-type: none"> <li>1. Floor scrubbing machine</li> <li>2. 2 compartment mop tank and wringer;</li> <li>3. Dust pan and brush;</li> <li>4. Three(3) mops;</li> <li>5. Rags and steel wool;</li> <li>6. Cleaning agent;</li> <li>7. Soft broom;</li> <li>8. Wet and Dry Vacuum</li> </ol>	<p>15" divided with (rotary) polishing machine</p> <p>15" concentrated with (rotary) polishing machine</p>	<p>1,859 sq.m.</p> <p>1,859 sq.m.</p>	<p>Main floor corridors daily</p> <p>Secondary floor corridors every 5 days</p> <p>Other space as required</p>
Floor scrubbing with power scrubbing machine	Applies a cleaning agent to the floor, agitates it with revolving brushes and picks up dirty solution with vacuum device. Rinsing optional.	<ol style="list-style-type: none"> <li>1. Power scrubbing machine;</li> <li>2. 2-component mop tank and wringer;</li> <li>3. Dust pan and brush;</li> <li>4. Two (2) mops;</li> <li>5. Rags and steel wool;</li> <li>6. Cleaning agent;</li> <li>7. Hair sweep;</li> </ol>	<p>Machine covers strip 25" wide</p> <p>Polishing machine</p>	2,323 sq.m.	<p>Main floor corridor daily</p> <p>Secondary floor corridors every 5 days</p>

COMPLY

		8. Hand squeegee; 9. Gum scraper; 10. Garden hose; 11. Measuring cup			
Floor mopping	Sweep and then place cleaning solution on floor and work with mop. Pick up dirty solution and rinse as required with mop.	1. 2-compartment mop tank and wringer; 2. Two mops; 3. Cleaning agent; 4. Soft broom;		1,859 sq.m.	Main floor corridors daily Secondary floor corridors every 5 days
Floor washing	Mop or scrub, apply new wax, polish	1. Dust pan and brush; 2. Floor polishing machine; 3. 2-compartment mop tank and wringer; 4. Three mops; 5. Cleaning agent; 6. Gum scraper; 7. Rags and steel wool; 8. Mopping unit for wax; 9. Wax	15" divided with (rotary) polishing machine 15" concentrated with (rotary) polishing machine 16" cylindrical drum polishing machine	465 sq.m. open area 279 sq.m. office area 743 sq.m. open area 325 sq.m. office area 465 sq.m. open area	Every 66 days
Floor buffing	Polish the floor to remove traffic marks without applying additional wax	1. Polishing machine; 2. Steel wool	15" divided with (rotary) polishing machine 15" concentrated with (rotary) polishing machine 16" cylindrical drum polishing machine	3,717 sq.m. open area 2,788 sq.m. office area 3,717 sq.m. open area 2,788 sq.m. office area	Every 22 days
Floor sweeping	Pick up loose paper and trash, sweep, clean telephone booths and dust surfaces that can be reached while standing on the floor	1. Soft broom; 2. Dust pan	Open spaces	4,517 sq.m.	Daily
Floor Vacuuming	Vacuum rugs using vacuum machine	Wet and Dry vacuum machine including vacuum hose and	Carpet tiles, carpeted floors	80 (12' x 15')	Daily

COMPLY

		tools			
Stair Cleaning	Sweep, dust and scrub	<ol style="list-style-type: none"> <li>1. Broom</li> <li>2. Bucket</li> <li>3. Scrub and deck brushes;</li> <li>4. Rags;</li> <li>5. Cleaning agent;</li> <li>6. Scraper</li> </ol>	Sweep and dust  Scrub	60 flights (floor to floor)  20 flights (floor to floor)	Daily  Every 5 days
Thorough Cleaning	Clean lights, pipes, cabinets, blinds and other objects high enough to require the ladder and too high to reach while standing on the floor	<ol style="list-style-type: none"> <li>1. Ladder</li> <li>2. Bueckets;</li> <li>3. Cloths:</li> <li>4. Vacuum cleaner;</li> <li>5. Cleaning agent;</li> <li>6. Ceiling broom:</li> <li>7. Push brush;</li> <li>8. Dust pan</li> </ol>		929 gross sq.m. floor area	Every 60 days
Rest rooms	Empty waste, containers, fill soap dispensers, towel and toilet paper holders. Clean fixtures, sweep floors and mop or scrub as required	<ol style="list-style-type: none"> <li>1. Mopping unit:</li> <li>2. Bucket;</li> <li>3. Mop;</li> <li>4. Soft broom;</li> <li>5. Toilet brush;</li> <li>6. Push brush;</li> <li>7. Scraper;</li> <li>8. Cleaning agent;</li> <li>9. Cloths:</li> <li>10. Polish; and</li> <li>11. Toilet supplies</li> </ol>		80 fixtures (Wash basins, water closets and urinals)	Clean daily  Services as required
Lobby and corridors	Sweep up scraps of paper and other waste, Mop wet spots and keep area presentable	<ol style="list-style-type: none"> <li>1. Leng handled dust pan;</li> <li>2. Soft broom;</li> </ol>	Main corridor  Secondary corridor	27,881 sq.m. corridor areas 27,881 sq.m. Corridor area	4 times daily  Daily

COMPLY

		3. Cloth			
Lobby cleaning	Sweep, mop, dust, polish metal and clean glass.	1. Soft broom 2. Mops; 3. Scraper; 4. Cloths 5. Metal Polish	Main Lobby Secondary lobby		Twice daily Twice daily
Entrance Cleaning (exterior)	Sweep, Polish, clean glass and push plates	1. Broom; 2. Cloths; 3. Metal polish; 4. Dust pan; and 5. Scraper	Main Entrance Secondary Entrance		Twice daily Daily
Waste collection	Waste bins are emptied. Waste collections are segregated for collection per floor.	1. Black plastic bags; 2. Large Waste bins;		35,762 sq.m. gross area	Daily
Window washing	Windows washed inside and outside	1. Safety harness (when needed); 2. Counter brush; 3. Sponge or cloth; 4. Scraper; 5. Cleaning agent; 6. Bucket; 7. Squeegee; and 8. Step ladder			Every 15 days
Elevator cleaning	Scrub, wax and buff floors, dust interior of car, polish metal	1. Mops; 2. Soft broom; 3. Cloth; 4. Dust pan; 5. Cleaning agent; 6. Ladder;	Passenger elevator Freight/ Service elevator	25 25	Daily Every 5 days

COMPLY

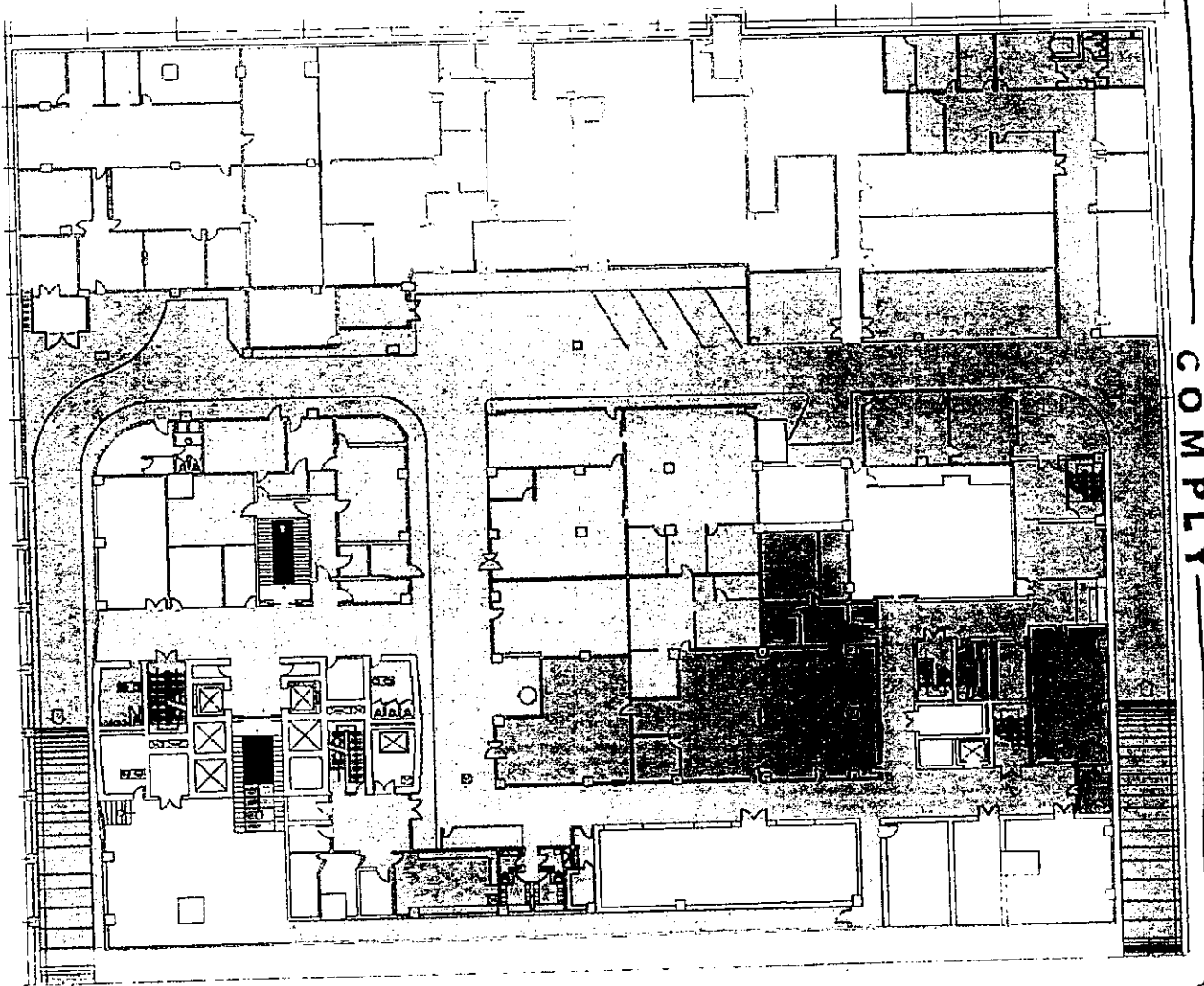
		<ul style="list-style-type: none"> <li>7. Steel wool;</li> <li>8. Scraper;</li> <li>9. Wax;</li> <li>10. Metal polish;</li> <li>11. Buffing machine</li> </ul>			
Escalator cleaning	Sweep treads and risers, remove gum and tape, wipe tread and risers and polish metal fittings.	<ul style="list-style-type: none"> <li>1. Bucket;</li> <li>2. Dust pan;</li> <li>3. Scraper;</li> <li>4. Rags; and</li> <li>5. Metal polish.</li> </ul>		20 flights (floor to floor)	Daily
Blinds	Venetian blinds slats are washed in place. Tapes and cords are dry cleaned with a stiff brush.	<ul style="list-style-type: none"> <li>1. Ladder;</li> <li>2. Bucket;</li> <li>3. Cloths;</li> <li>4. Brush;</li> <li>5. Cleaning detergent; and</li> <li>6. Dust pan</li> </ul>	<ul style="list-style-type: none"> <li>4 feet wide</li> <li>8 feet wide</li> </ul>	<ul style="list-style-type: none"> <li>16</li> <li>8</li> </ul>	<ul style="list-style-type: none"> <li>Monthly</li> <li>Monthly</li> </ul>
Lawn maintenance	Mow lawns and sweep adjacent sidewalks	<ul style="list-style-type: none"> <li>1. Mower or grass cutter;</li> <li>2. Garden scissors;</li> <li>3. Broom;</li> <li>4. Rake;</li> <li>5. Scraper;</li> <li>6. Metal polish</li> <li>7. Pressure washer</li> </ul>	<ul style="list-style-type: none"> <li>Grass cutting (in season)</li> <li>Sidewalk cleaning or sweeping</li> </ul>	<ul style="list-style-type: none"> <li>9,294 sq.m. of grass area</li> <li>9,294 sq.m.</li> </ul>	<ul style="list-style-type: none"> <li>Weekly</li> <li>Daily</li> </ul>
Garage and driveway cleaning	Polish sweep and mop or scrub	<ul style="list-style-type: none"> <li>1. Broom;</li> <li>2. Hose;</li> <li>3. Mops;</li> <li>4. Deck brush,</li> </ul>			Daily

COMPLY

		<ol style="list-style-type: none"> <li>5. Scrubbing machine.</li> <li>6. Mop tank; and</li> <li>7. Scraper.</li> </ol>			
Utility work	General utilities, truck helper, movers etc.			92,937 gross sq.m.	Daily
Cleaning	Sweep corridors, empty ashtrays, empty waste baskets, sweep or vacuum offices, mop floors, and dust all rooms and corridor space within reach while standing on the floor, clean wash basins and private toilets. Clean phone units and drinking dispensers in the assigned area.	<ol style="list-style-type: none"> <li>1. Mops (Treatment optional);</li> <li>2. Cloths;</li> <li>3. Dust pan and brush;</li> <li>4. Cleaning agent;</li> <li>5. Toilet brush</li> <li>6. Hair sweep;</li> <li>7. Corn broom;</li> <li>8. Vacuum machine;</li> </ol>	<p>File space</p> <p>Storage Space</p> <p>Office Space</p>	<p>Up to 4,647 net sq.m. floor space</p> <p>Up to 1,201 net sq.m. floor space.</p> <p>1,300 sq.m. plus adjoining corridor</p>	<p>Daily</p> <p>Depends on type of storage</p> <p>Daily</p>

COMPLY



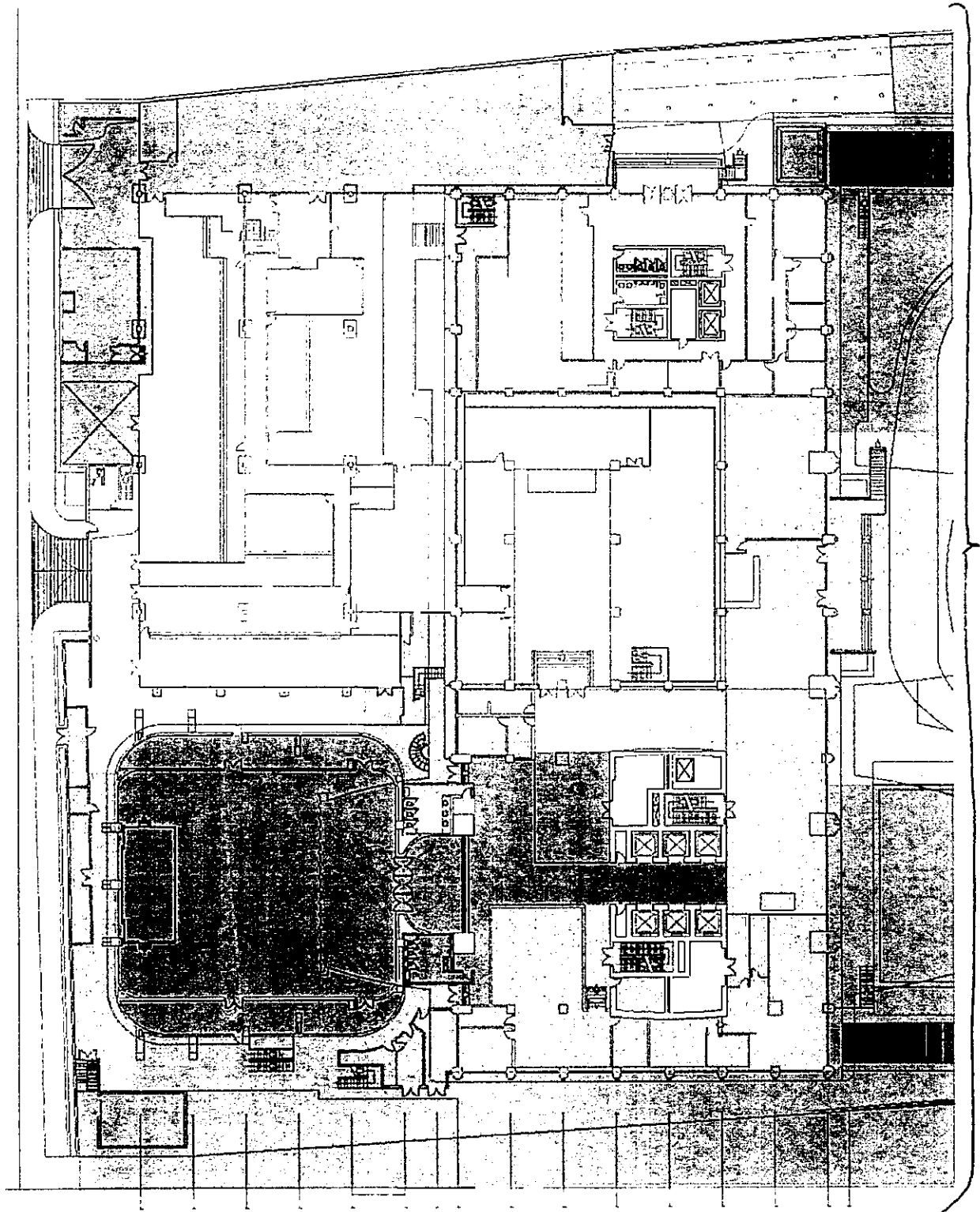


COMPLY

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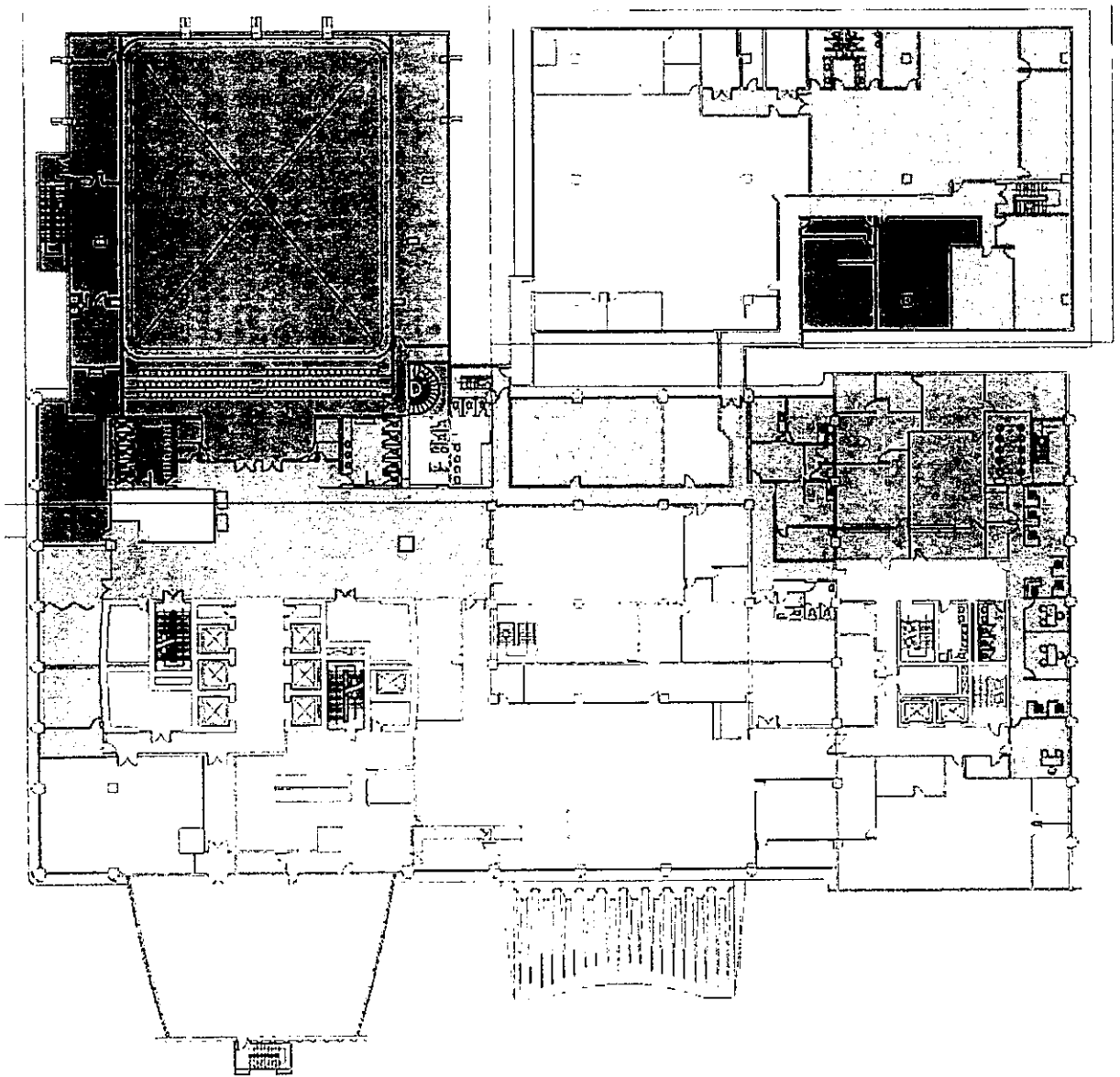


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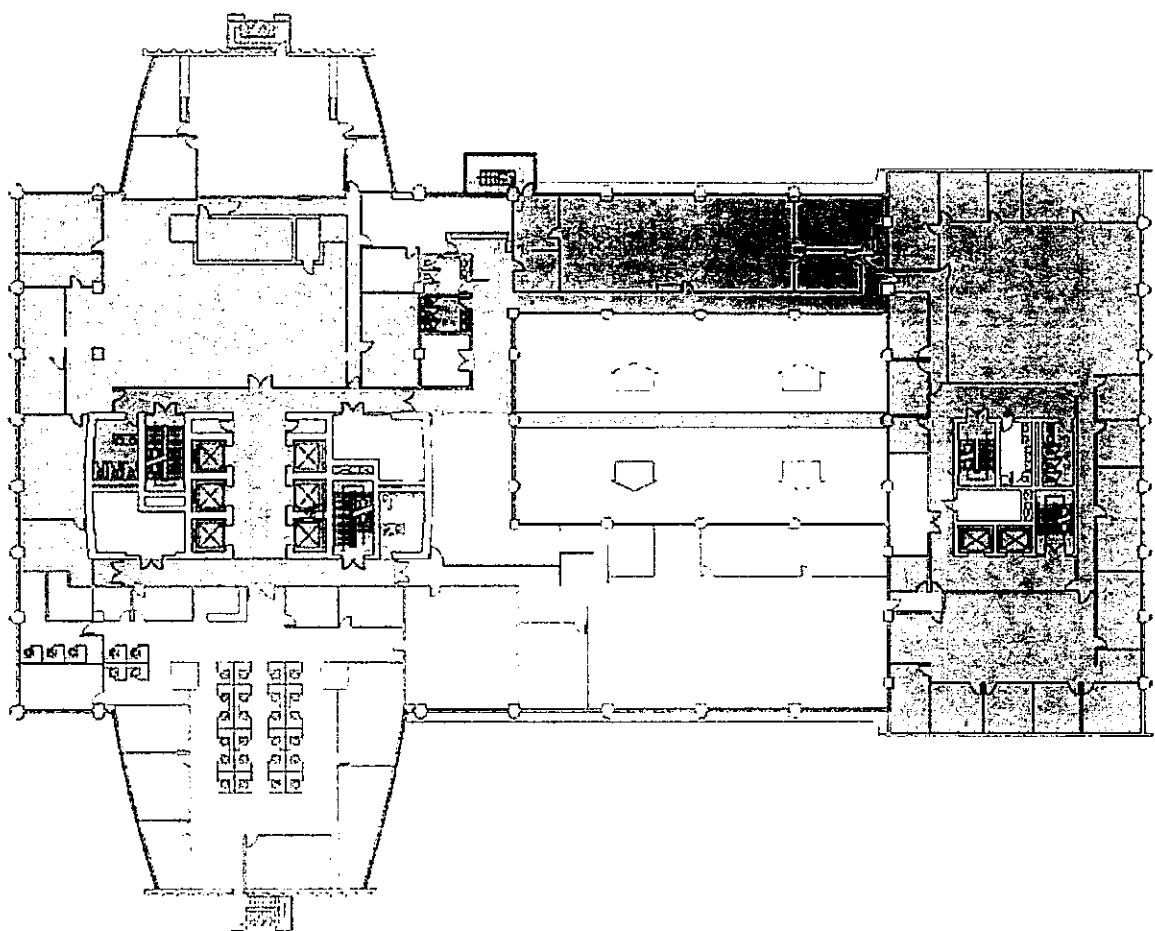
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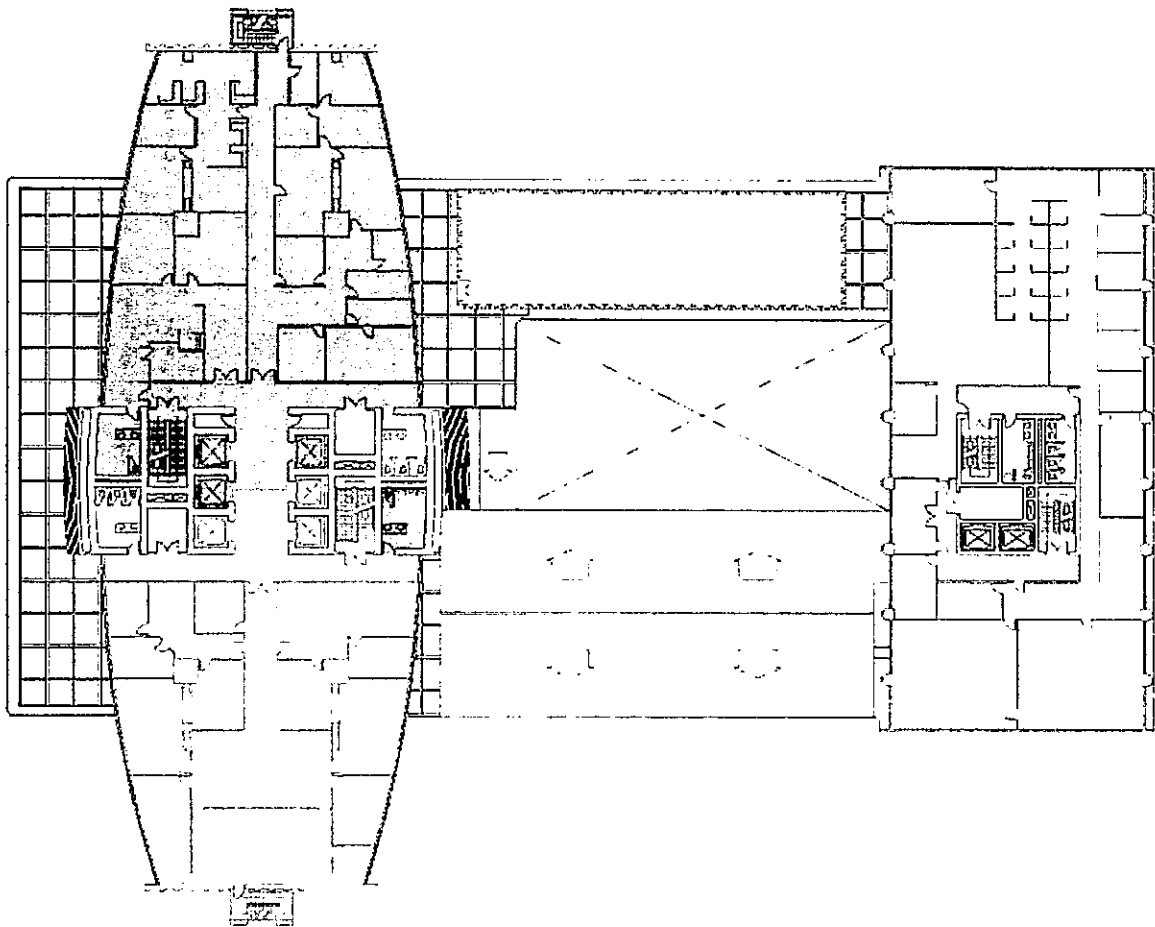


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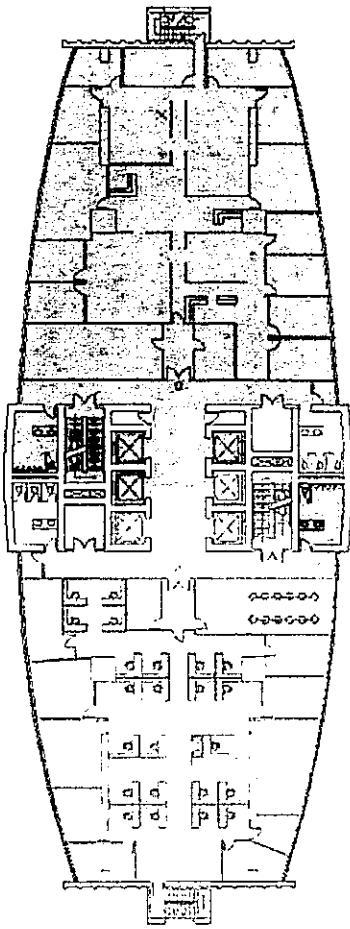
21



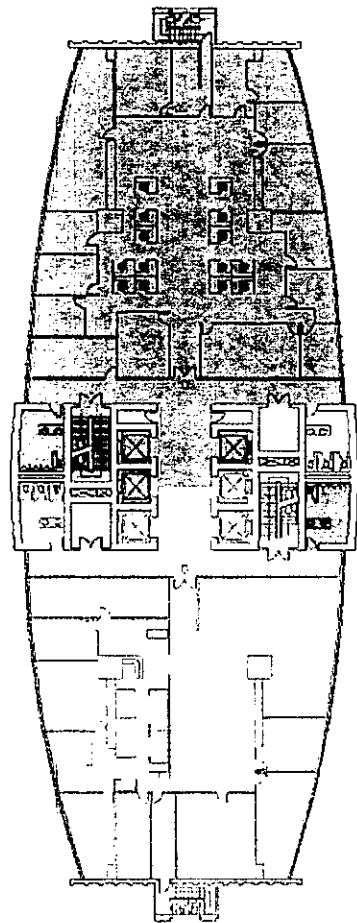
COMPLY

OFFICES, COMMON AREAS AND RESTROOM FOLLOW UP MAIN AREA  
(1- 11:00 am to 8:00 pm)

601



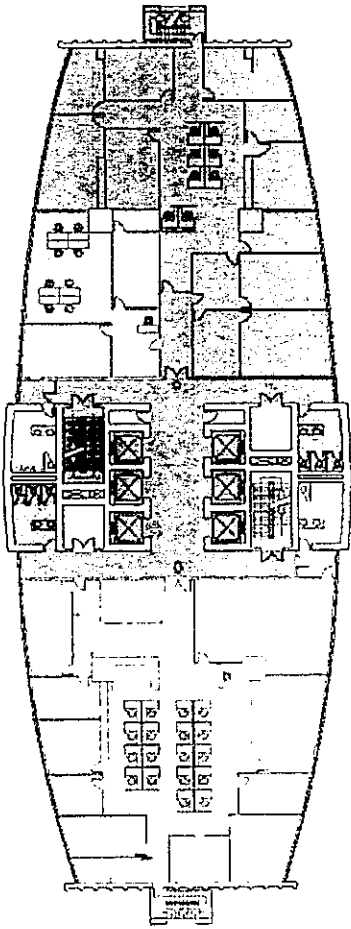
8th floor



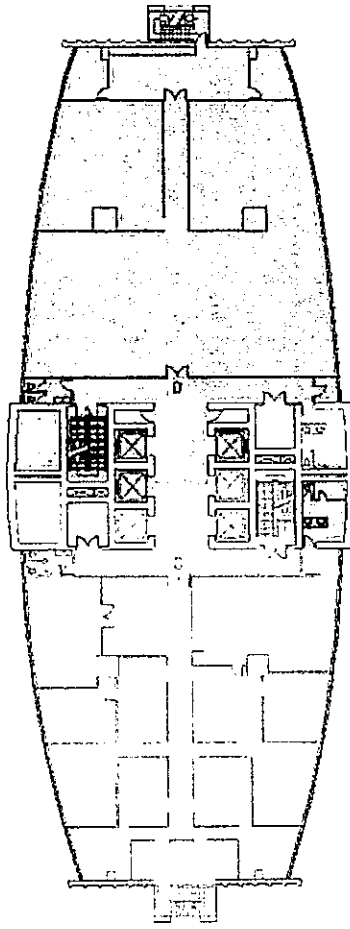
9th floor

COMPLY

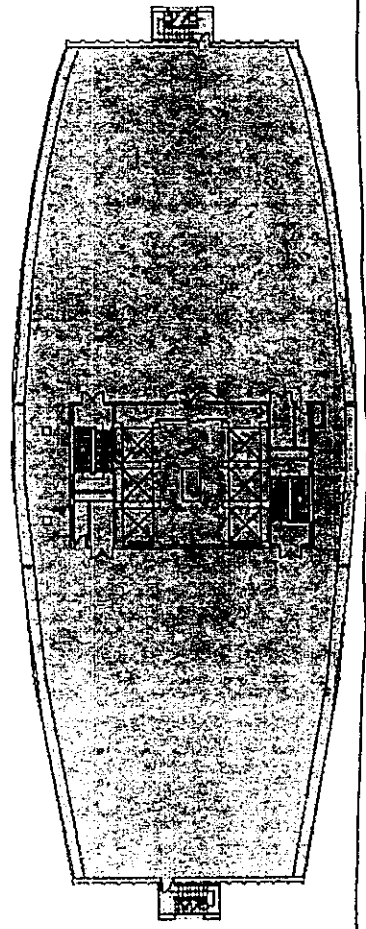
AM/



12th floor

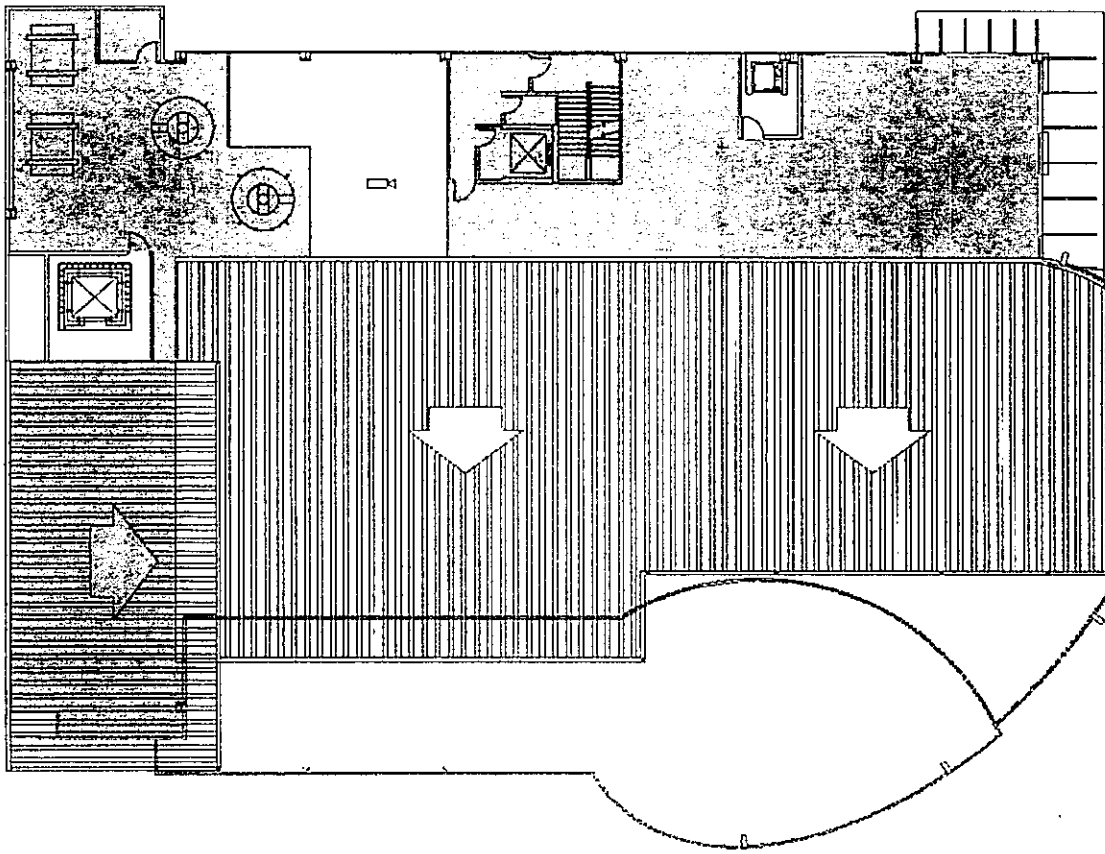


14th floor



Roof deck

COMPLY

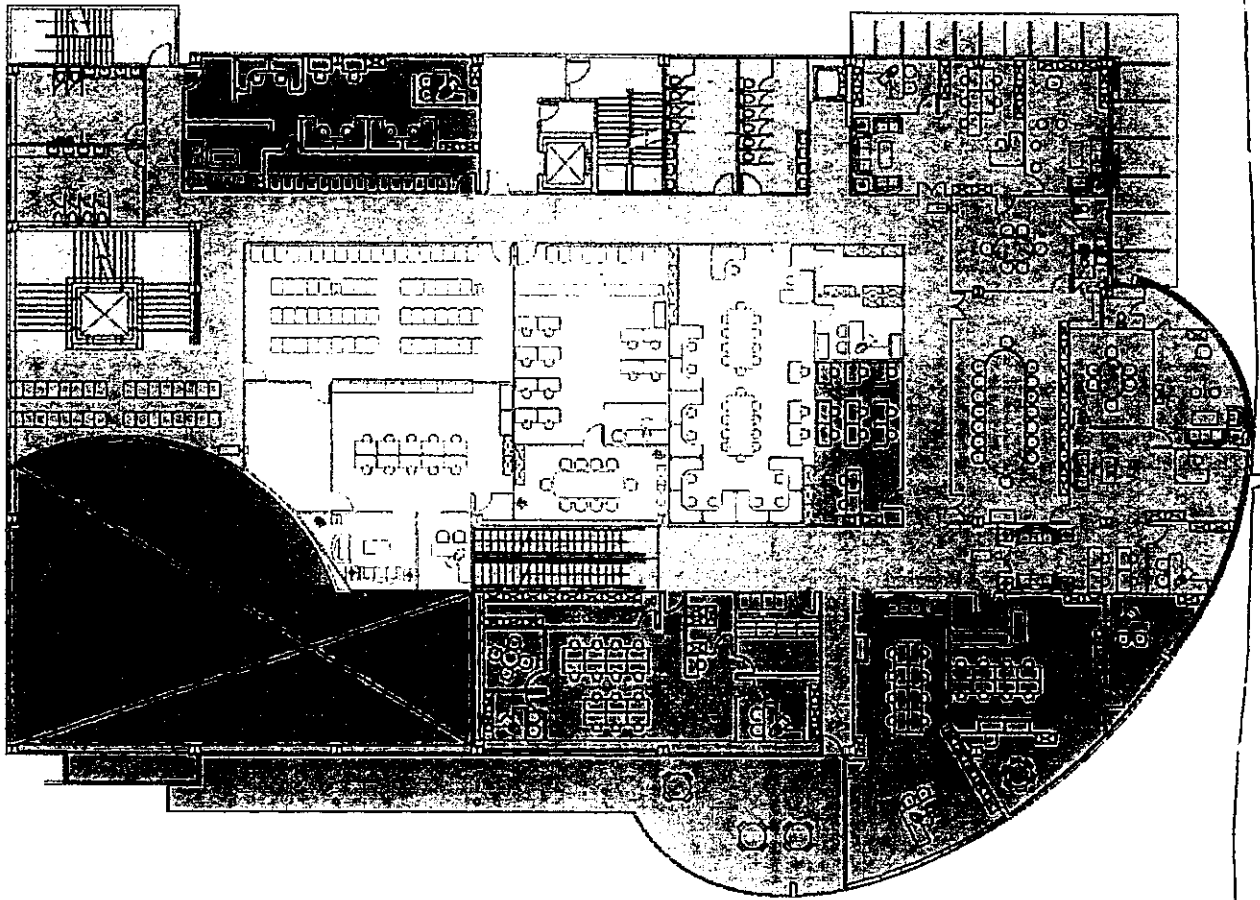


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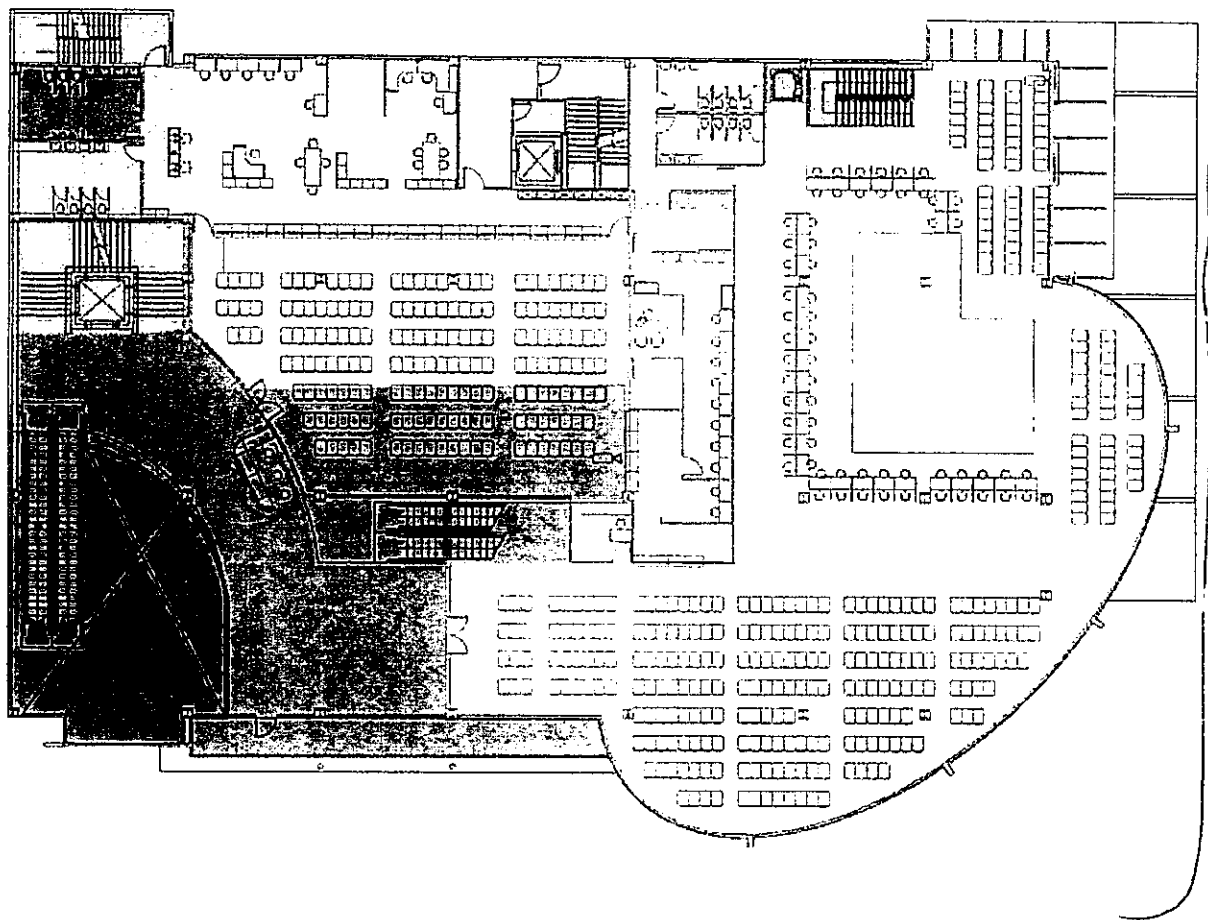




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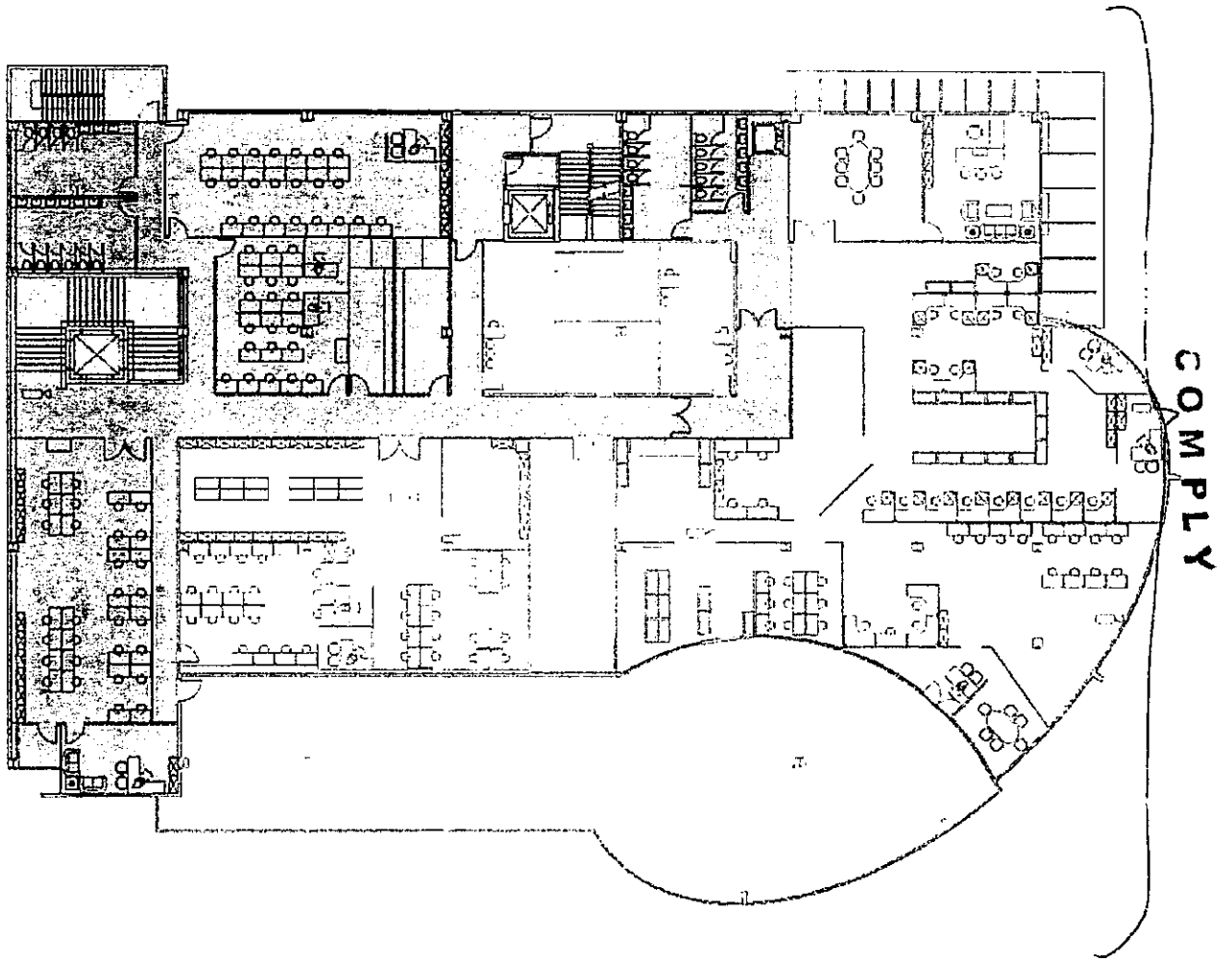
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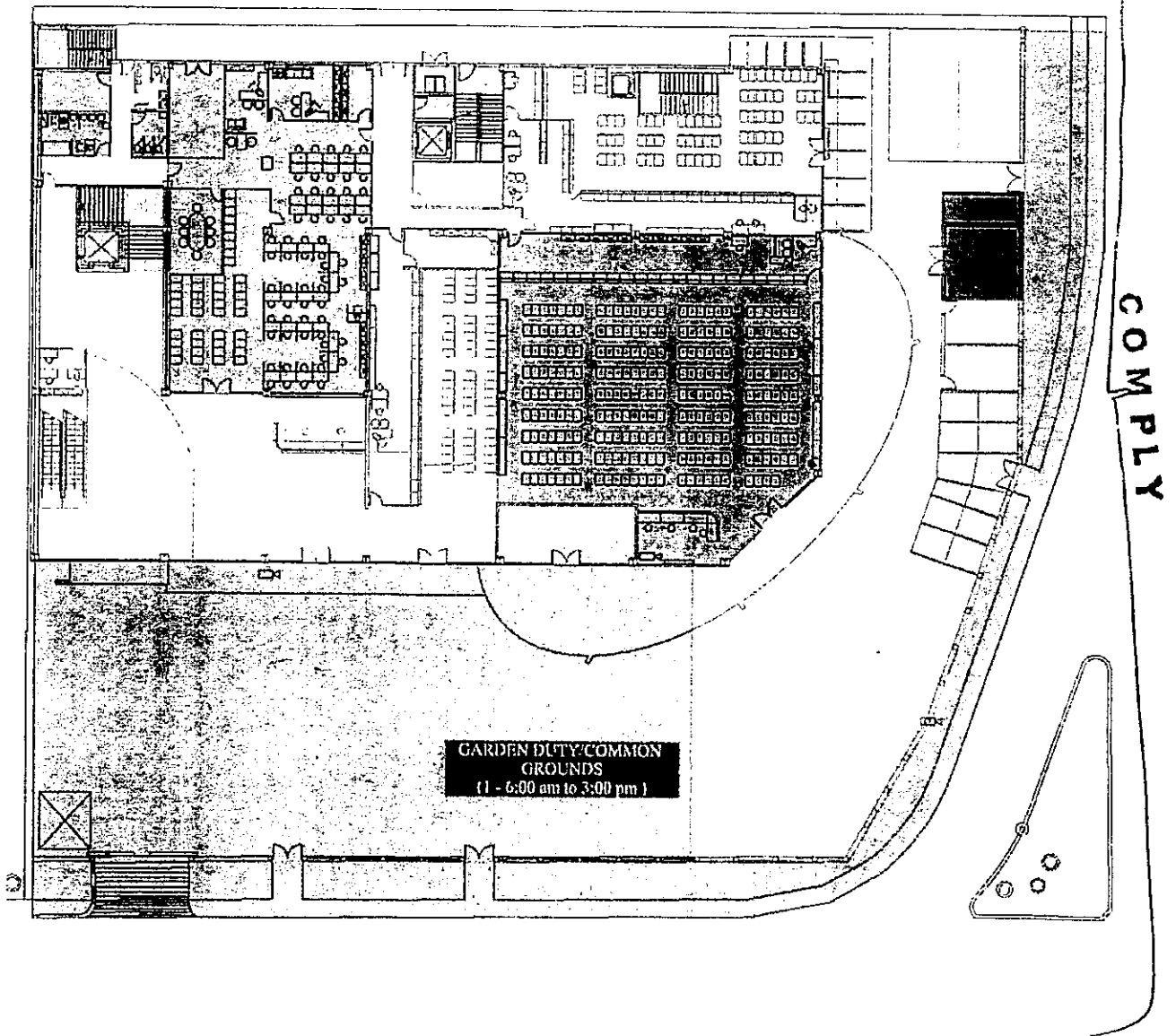
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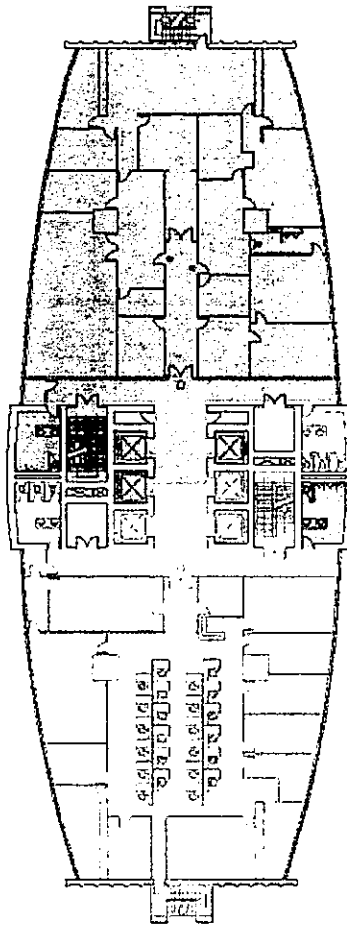
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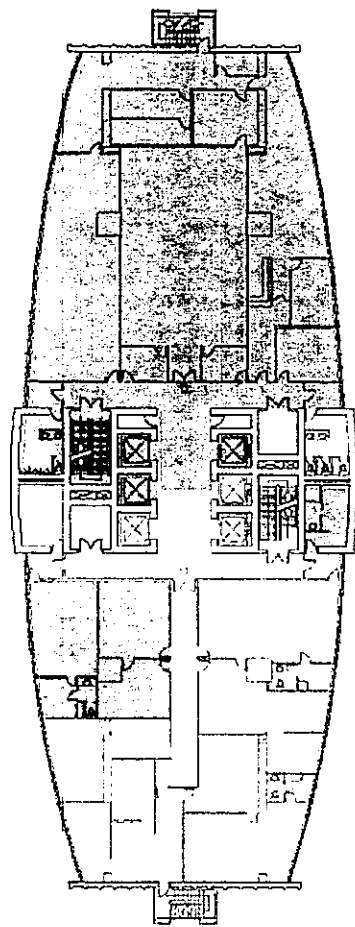
NOTE: 17 PERSONNEL

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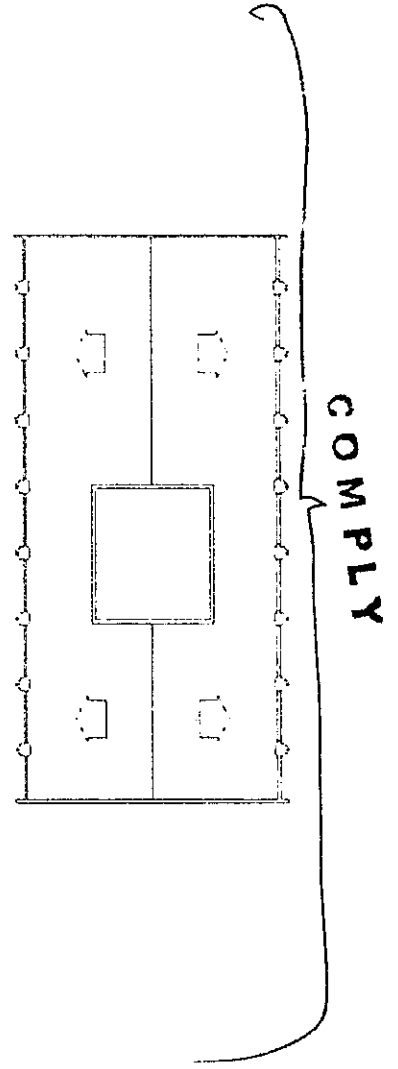
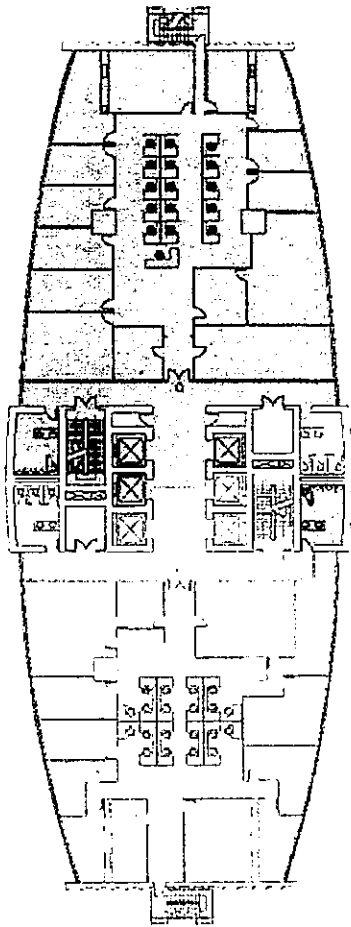


10th floor



11th floor

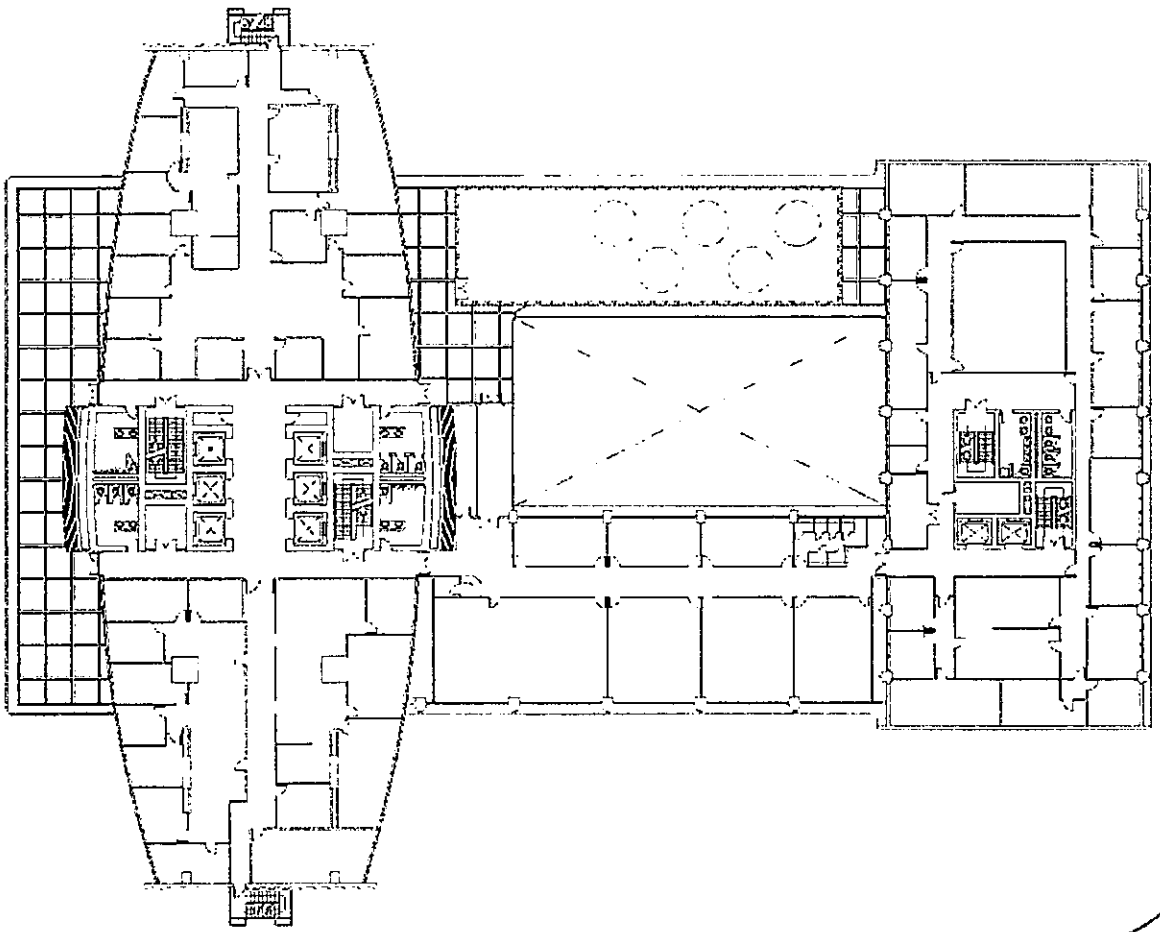
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OFFICES, COMMON AREAS AND RESTROOM FOLLOW UP  
(1- 11:00 am to 8:00 pm)

NOTE- 3 PERSONNEL

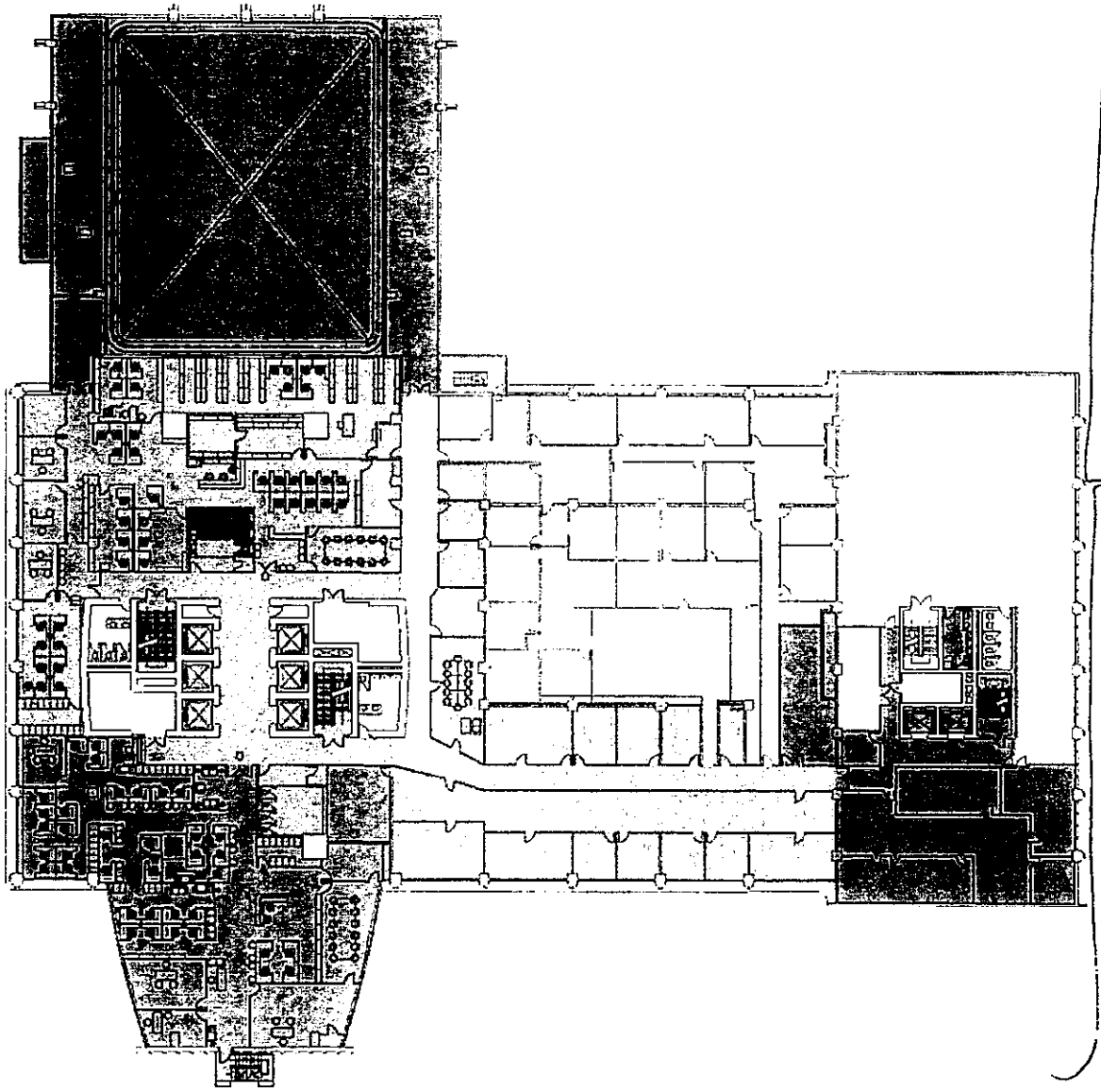
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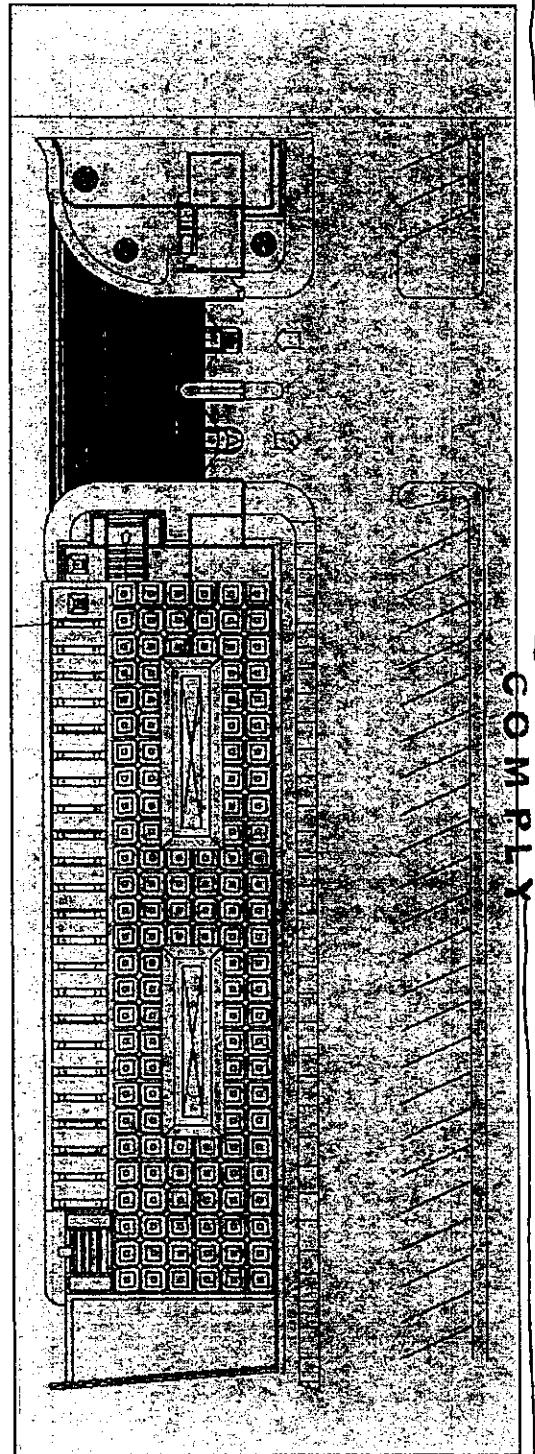
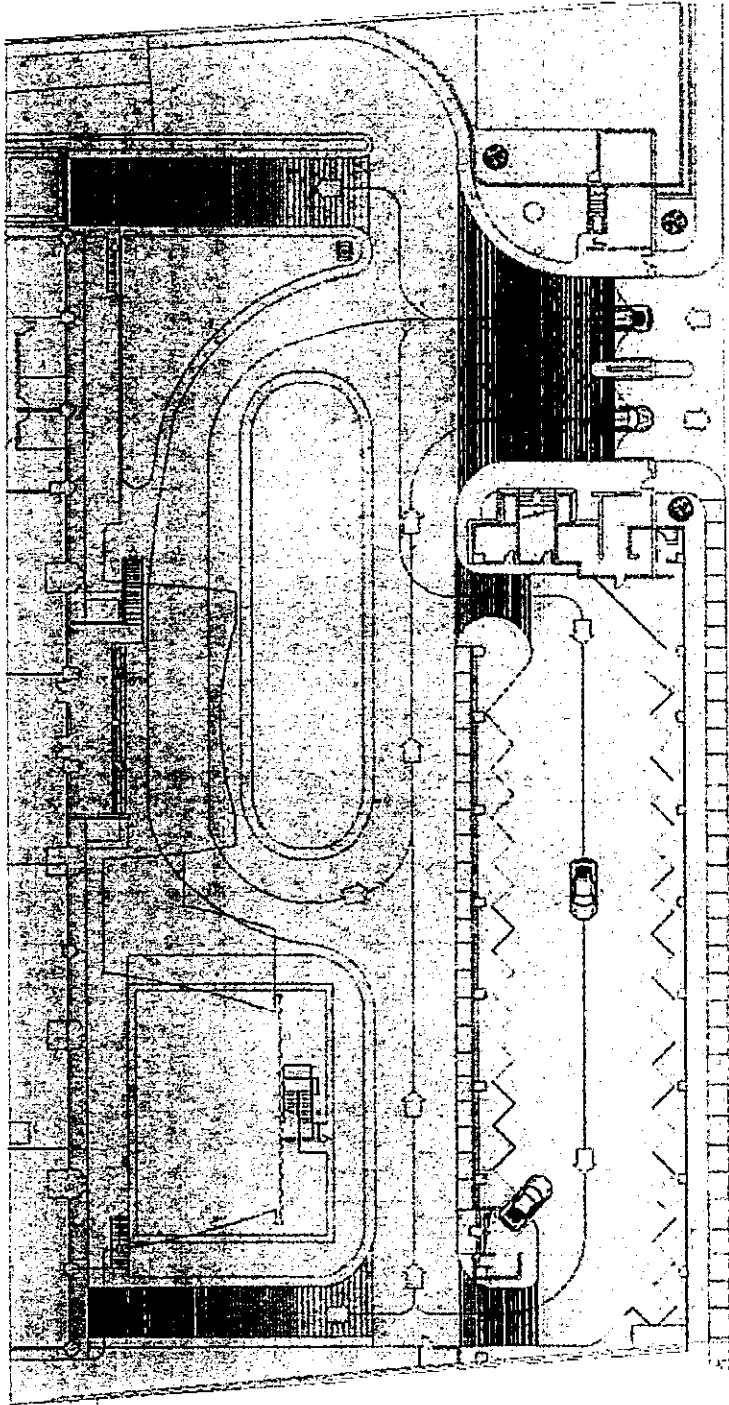
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COMPLY



JANITORIAL SERVICES FOR JAN. TO DEC. 2023

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M/M/NCR

PARTICULARS	NCR		SO		SO		SO		SO	
	DEA MAIN	OCA-ASEANA	5M MEGAMALL	5M ROBINSONS GALLERIA	NCR WEST	ALABANG TOWN CENTER				
Number of Personnel	45	19	2	2	2	2				
Daily Basic Salary Rate										
ECOLA/COLA	313.00	313.00	313.00	313.00	313.00	313.00				313.00
Number of Days per Year										
REIMBURSABLE COSTS										
(A) Payable Directly to Janitorial Staff										
a. Basic Salary	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
b. COLA	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
c. 13th Month Pay - 1/12 of basic salary	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
d. Service Incentive Leave Pay - 5 days per	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-total A	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
(B) Payable to the government employee share of:										
a. Social Security Premiums	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
b. Philhealth Premiums										
c. ECC Insurance Premiums										
d. Pag-ibig Fund Contribution										
Sub-total B	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ADMINISTRATIVE COST 10%	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT/BILLING RATE - per month	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT/BILLING RATE - per day	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT/BILLING RATE - per hour	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
VAT 12%	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
RATE/HEAD/MONTH	45	19	2	2	2	2				
Required No. of Personnel	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Contract Rate/Month	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
COST OF SUPPLIES AND EQUIP. PER MONTH	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
OVERTIME COMPUTATION PER MONTH	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
COST PER MONTH	12	12	12	12	12	12				
CONTRACT PERIOD	12	12	12	12	12	12				
TOTAL CONTRACT RATE	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
5% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
GRAND TOTAL	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP

JANITORIAL SERVICES FOR JAN. TO DEC. 2023

PARTICULARS	Region II		Region III	
	CO	SO	CO	SO
Number of Personnel	1	1	1	1
Daily Basic Salary Rate	-	-	-	-
ECOLA/COLA	313.00	313.00	313.00	313.00
Number of Days per Year	-	-	-	-
REIMBURSABLE COSTS	-	-	-	-
(A) Payable Directly to Janitorial Staff	-	-	-	-
3. Basic Salary	PHP	PHP	PHP	PHP
B. COLA	PHP	PHP	PHP	PHP
c. 13th Month Pay - 1/12 of basic salary	PHP	PHP	PHP	PHP
d. Service Incentive Leave Pay - 5 days per	PHP	PHP	PHP	PHP
Sub-total A	PHP	PHP	PHP	PHP
(B) Payable to the government employee share of:	-	-	-	-
a. Social Security Premiums	PHP	PHP	PHP	PHP
b. Philhealth Premiums	PHP	PHP	PHP	PHP
c. ECC Insurance Premiums	PHP	PHP	PHP	PHP
d. Pag-Ibig Fund Contribution	PHP	PHP	PHP	PHP
Sub-total B	PHP	PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B	PHP	PHP	PHP	PHP
ADMINISTRATIVE COST 10%	PHP	PHP	PHP	PHP
CONTRACT/BILLING RATE - per month	PHP	PHP	PHP	PHP
CONTRACT/BILLING RATE - per day	PHP	PHP	PHP	PHP
CONTRACT/BILLING RATE - per hour	PHP	PHP	PHP	PHP
VAT 12%	PHP	PHP	PHP	PHP
RATE/HEAD/MONTH	PHP	PHP	PHP	PHP
Required No. of Personnel	1	1	1	1
Contract Rate/Month	PHP	PHP	PHP	PHP
COST OF SUPPLIES AND EQUIP. PER MONTH	PHP	PHP	PHP	PHP
OVERTIME COMPUTATION PER MONTH	PHP	PHP	PHP	PHP
COST PER MONTH	PHP	PHP	PHP	PHP
CONTRACT PERIOD	12	12	12	12
TOTAL CONTRACT RATE	PHP	PHP	PHP	PHP
5% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS	PHP	PHP	PHP	PHP
GRAND TOTAL	PHP	PHP	PHP	PHP

COMPLETE

JANTORIAL SERVICES FOR JAN. TO DEC. 2023

PARTICULARS	Region VI		Region VII		Region VIII	Region IX	RCO
	CO	CO	CO	CO	CO	CO	CO
Number of Personnel	1	1	1	1	1	1	1
Daily Basic Salary Rate	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ECOLA/ECOLA	313.00	313.00	313.00	313.00	313.00	313.00	313.00
Number of Days per Year							
REIMBURSABLE COSTS							
(A) Payable Directly to Jantorial Staff							
a. Basic Salary	PHP	PHP	PHP	PHP	PHP	PHP	PHP
b. ECOLA	PHP	PHP	PHP	PHP	PHP	PHP	PHP
c. 13th Month Pay - 1/12 of basic salary	PHP	PHP	PHP	PHP	PHP	PHP	PHP
d. Service Incentive Leave Pay - 5 days per	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-total A	PHP	PHP	PHP	PHP	PHP	PHP	PHP
(B) Payable to the government employee share of:							
a. Social Security Premiums							
b. Philhealth Premiums	PHP	PHP	PHP	PHP	PHP	PHP	PHP
c. ECC Insurance Premiums							
d. Pag-Ibig Fund Contribution							
Sub-total B	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ADMINISTRATIVE COST 10%	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT/BILLING RATE - per month	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT/BILLING RATE - per day	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT/BILLING RATE - per hour	PHP	PHP	PHP	PHP	PHP	PHP	PHP
VAT 12%	PHP	PHP	PHP	PHP	PHP	PHP	PHP
RATE/HEAD/MONTH	1	1	1	1	1	1	1
Required No. of Personnel	1	1	1	1	1	1	1
Contract Rate/Month	PHP	PHP	PHP	PHP	PHP	PHP	PHP
COST OF SUPPLIES AND EQUIP. PER MONTH	PHP	PHP	PHP	PHP	PHP	PHP	PHP
OVERTIME COMPUTATION PER MONTH	PHP	PHP	PHP	PHP	PHP	PHP	PHP
COST PER MONTH	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT PERIOD	12	12	12	12	12	12	12
TOTAL CONTRACT RATE	PHP	PHP	PHP	PHP	PHP	PHP	PHP
5% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS	PHP	PHP	PHP	PHP	PHP	PHP	PHP
GRAND TOTAL	PHP	PHP	PHP	PHP	PHP	PHP	PHP

JANTORIAL SERVICES FOR JAN. TO DEC. 2023 31 UPCOMING CONSULAR OFFICES

PARTICULARS	DCCSKARGENI		SOGOLIN		ZAMBALES		NUVALEGA		MINDORO		GAMARINESUY/GAMARINESORITE		SANJOSE ANTIG	
	CO	SO	CO	SO	CO	SO	CO	SO	CO	SO	CO	SO	CO	SO
Number of Personnel	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Daily Basic Salary Rate	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
ECOLACOLA	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00
Number of Days per Year	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00
REIMBURSABLE COSTS														
(A) Payable Directly to Jantorial Staff														
a. Basic salary	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
b. COLA	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
c. 13th Month Pay - 1/12 of basic salary	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
d. Service Incentive Leave Pay - 5 days per	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
Sub-total A	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
(B) Payable to the government employee share of:														
a. Social Security Premiums	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
b. Philhealth Premiums	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
c. ECC Insurance Premiums	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
d. Pag-ibig Fund Contribution	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
Sub-total B	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
TOTAL REIMBURSABLE COSTS - A+B	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
ADMINISTRATIVE COST 10%	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
CONTRACT/BILLING RATE - per month	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
CONTRACT/BILLING RATE - per day	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
CONTRACT/BILLING RATE - per hour	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
VAT 12%	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
RATE/HEAD/MONTH	1	0	0	0	0	0	0	0	0	0	0	0	0	
Required No. of Personnel	1	0	0	0	0	0	0	0	0	0	0	0	0	
Contract Rate/Month	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
COST OF SUPPLIES AND EQUIP. PER MONTH	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
OVERTIME COMPUTATION PER MONTH	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -
COST PER MONTH	12	12	12	12	12	12	12	12	12	12	12	12	12	
CONTRACT PERIOD	12	12	12	12	12	12	12	12	12	12	12	12	12	
TOTAL CONTRACT RATE	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
5% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
GRAND TOTAL	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	

JANITORIAL SERVICES FOR JAN. TO DEC. 2023

PARTICULARS	2			TOTAL	107	REMARKS
	CO	CO	CO			
Number of Personnel	0	1	0	109		
Daily Basic Salary Rate						
ECOLA/COLA	PHP -	PHP -	PHP -			
Number of Days per Year	313.00	313.00	313.00			
REIMBURSABLE COSTS						
(A) Payable Directly to Janitorial Staff						
a. Basic Salary	PHP -	PHP -	PHP -			
b. COLA	PHP -	PHP -	PHP -			
c. 13th Month Pay - 1/12 of basic salary	PHP -	PHP -	PHP -			
d. Service Incentive Leave Pay - 5 days per	PHP -	PHP -	PHP -			
Sub-total A	PHP -	PHP -	PHP -			
(B) Payable to the government employee share of						
a. Social Security Premiums						
b. Philhealth Premiums	PHP -	PHP -	PHP -			
c. ECC Insurance Premiums						
d. Pag-Ibig Fund Contribution						
Sub-total B	PHP -	PHP -	PHP -			
TOTAL REIMBURSABLE COSTS - A+B	PHP -	PHP -	PHP -			
ADMINISTRATIVE COST 10%	PHP -	PHP -	PHP -			
CONTRACT/BILLING RATE - per month	PHP -	PHP -	PHP -			
CONTRACT/BILLING RATE - per day	PHP -	PHP -	PHP -			
CONTRACT/BILLING RATE - per hour	PHP -	PHP -	PHP -			
VAT 12%	PHP -	PHP -	PHP -			
RATE/HEAD/MONTH	PHP -	PHP -	PHP -			
Required No. of Personnel	0	1	0	109		
Contract Rate/Month	PHP -	PHP -	PHP -			
COST OF SUPPLIES AND EQUIP. PER MONTH	PHP -	PHP -	PHP -			
OVERTIME COMPUTATION PER MONTH	PHP -	PHP -	PHP -			
COST PER MONTH	PHP -	PHP -	PHP -			
CONTRACT PERIOD	12	12	12			
TOTAL CONTRACT RATE	PHP -	PHP -	PHP -			
5% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS	PHP -	PHP -	PHP -			
GRAND TOTAL	PHP -	PHP -	PHP -			COST ESTIMATE

COMPL

JANITORIAL SERVICES FOR JAN. TO DEC. 2023

PARTICULARS	Region X		Region X		Region XI		Region XII - (SI
	CO	OFFICE	SO	CO	SO	CO	
Number of Personnel	1	1	1	1	1	1	
Daily Basic Salary/Rate							
ECOLA/COLA	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
Number of Days per Year	313.00	313.00	313.00	313.00	313.00	313.00	
REIMBURSABLE COSTS							
(A) Payable Directly to Janitorial Staff							
a. Basic Salary	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
b. COLA	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
c. 13th Month Pay - 1/12 of basic salary	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
d. Service Incentive Leave Pay - 5 days per	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
Sub-total A	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
(B) Payable to the government employee share of:							
a. Social Security/Premiums							
b. Philhealth Premiums	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
c. ECC Insurance Premiums							
d. Pag-ibig Fund Contribution							
Sub-total B	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
TOTAL REIMBURSABLE COSTS - A+B	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
ADMINISTRATIVE COST 10%	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
CONTRACT/BILLING RATE - per month	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
CONTRACT/BILLING RATE - per day	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
CONTRACT/BILLING RATE - per hour	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
VAT 12%	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
RATE/HEAD/MONTH	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
Required No. of Personnel	1	1	1	1	1	1	
Contract Rate/Month	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
COST OF SUPPLIES AND EQUIP. PER MONTH	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
OVERTIME COMPUTATION PER MONTH	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
COST PER MONTH	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
CONTRACT PERIOD	12	12	12	12	12	12	
TOTAL CONTRACT RATE	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
5% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
GRAND TOTAL	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	



JANITORIAL SERVICES FOR JAN. TO DEC. 2023

PARTICULARS	Region IV-A					Region IV-A		Region IV-B	Region I
	CO	CO	SO	SO	SO	SO	CO		
Number of Personnel	1	1	1	1	1	1	1	1	
Daily Basic Salary Rate									
ECOLA/COLA	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
Number of Days per Year	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	
REIMBURSABLE COSTS									
(A) Payable Directly to Janitorial Staff									
a. Basic Salary	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
b. COLA	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
c. 13th Month Pay - 1/12 of basic salary	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
d. Service Incentive Leave Pay - 5 days per	Sub-total A	Sub-total A	Sub-total A	Sub-total A	Sub-total A	Sub-total A	Sub-total A	Sub-total A	
(B) Payable to the government employee share of:									
a. Social Security Premiums									
b. Philhealth Premiums	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
c. ECC Insurance Premiums									
d. Pag-IBIG Fund Contribution									
Sub-total B	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
TOTAL REIMBURSABLE COSTS - A+B	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
ADMINISTRATIVE COST 10%	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
CONTRACT/BILLING RATE - per month	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
CONTRACT/BILLING RATE - per day	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
CONTRACT/BILLING RATE - per hour	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
VAT 12%	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
RATE/HEAD/MONTH	1	1	1	1	1	1	1	1	
Contract No. of Personnel	1	1	1	1	1	1	1	1	
Contract Rate/Month	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
COST OF SUPPLIES AND EQUIP. PER MONTH	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
OVERTIME COMPUTATION PER MONTH	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
COST PER MONTH	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
CONTRACT PERIOD	12	12	12	12	12	12	12	12	
TOTAL CONTRACT RATE	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
5% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	
GRAND TOTAL	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	

JANITORIAL SERVICES FOR JAN. TO DEC. 2023

12

PARTICULARS	SO		Region 1		Region 1		Region 1	
	ALL MALL	ROBINSONS-NOVALICHES	BAGUIO	LA UNION	PANGASINAN	ILOCOS NORTE		
Number of Personnel	2	2	1	1	1	1	1	
Daily Basic Salary Rate								
FCOLA/COIA	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Number of Days per Year	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00
REIMBURSABLE COSTS								
(A) Payable Directly to Janitorial Staff								
a. Basic Salary	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
b. COIA	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
c. 13th Month Pay 1/12 of basic salary	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
d. Service Incentive Leave Pay - 5 days per	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Sub-total A	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
(B) Payable to the government employee share of:								
a. Social Security Premiums								
b. Philhealth Premiums	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
c. ECC Insurance Premiums								
d. Pag-ibig Fund Contribution								
Sub-total B	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
TOTAL REIMBURSABLE COSTS - A+B	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
ADMINISTRATIVE COST 10%	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT/BILLING RATE per month	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT/BILLING RATE - per day	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT/BILLING RATE - per hour	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
VAT 12%	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
RATE/HEAD/MONTH	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
Required No. of Personnel	2	2	1	1	1	1	1	
Contract Rate/Month	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
COST OF SUPPLIES AND EQUIP. PER MONTH	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
OVERTIME COMPUTATION PER MONTH	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
COST PER MONTH	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
CONTRACT PERIOD	12	12	12	12	12	12	12	12
TOTAL CONTRACT RATE	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
5% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP
GRAND TOTAL	PHP	PHP	PHP	PHP	PHP	PHP	PHP	PHP

51	Rubber Window Squeegee (heavy duty), 25cm	2	pcs	3	PHP	-	PHP	-	PHP	-
52	Wet and Dry Industrial Vacuum Cleaner (32 Liters)	2	unit	6	PHP	-	PHP	-	PHP	-
53	Garden water hose with sprinkles (heavy duty) 100m	1	rolls	3	PHP	-	PHP	-	PHP	-
54	Aluminum Step Ladder, 8 ft.	1	pcs	12	PHP	-	PHP	-	PHP	-
55	Foldable Flatbed Steel Platform Trolley, H800 x W470 x L730mm, 150kg	1	pcs	12	PHP	-	PHP	-	PHP	-
56	Color Coded Heavy Duty Waste Receptacles with wheels (95 gallons capacity) green	1	pcs	12	PHP	-	PHP	-	PHP	-
57	Steel Scraper 2-1/2"	1	pcs	6	PHP	-	PHP	-	PHP	-
58	Hedge shear grass cutter trimmer 22 inches carbon steel	6	pcs	3	PHP	-	PHP	-	PHP	-
59	Sharpening tools (Carborundum) 8"	3	pcs	2	PHP	-	PHP	-	PHP	-
60	Garden Hand trowel (80 x 125 mm x 1.5mm thick) total length 330mm	1	pcs	6	PHP	-	PHP	-	PHP	-
61	Pol Hole Digger 140 cm with wood handle	2	pcs	12	PHP	-	PHP	-	PHP	-
62	Metal frame Pruning Shears 8.5" with rubber handle	1	pcs	12	PHP	-	PHP	-	PHP	-
63	Caution wet floor sign (yellow) warning floor	1	pcs	3	PHP	-	PHP	-	PHP	-
64	Mop Squeezers 20 liter capacity	6	pcs	12	PHP	-	PHP	-	PHP	-
65	Step-on Containers/Bins	6	sets	12	PHP	-	PHP	-	PHP	-
66	Biometric Finger Scanner	30	unit	12	PHP	-	PHP	-	PHP	-
67	Steel Spade Shovel 102 cm (Spade head 30cm)	1	units	12	PHP	-	PHP	-	PHP	-
	Equipment/Tools rent cost per year	1	pcs	6	PHP	-	PHP	-	PHP	-
	Equipment cost per month									

A PHP  
 B PHP  
 C PHP  
 A+B+C= PHP  
 COST PER MONTH FOR DFA ASEANA PHP  
 12% VAT PHP  
 TOTAL COST PER MONTH PHP

**MONTHLY QUARTERLY MINIMUM REQUIRED SUPPLIES AND MATERIALS FOR DFA ASEANA**

Items	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPA
1	Plastic spray bottle	6	pcs	1	PHP	PHP	PHP
2	Air Freshener (mild)	40	pcs of sachet 22 ml	1	PHP	PHP	PHP
3	Disinfectant spray 510g (Lysol or Equivalent)(Early Morning Breeze or as per user choice)	3	lubes/510g	1	PHP	PHP	PHP
4	Black Garbage Bags XXL	50	pcs	1	PHP	PHP	PHP
5	Biodegradable Garbage Bags (12" x 18", any color)	200	pcs	1	PHP	PHP	PHP
6	Tripartite Biodegradable Garbage Bags XXL	200	pcs	1	PHP	PHP	PHP
7	Bleaching agent	200	pcs	1	PHP	PHP	PHP
8	Concentrated Dishwashing Soap	6	gals	1	PHP	PHP	PHP
9	Concentrated Liquid Hand soap	6	gals	1	PHP	PHP	PHP
10	Deodorant Cake	15	gals	1	PHP	PHP	PHP
11	Long-lasting durable liquid floor finish (Complete, J&J or equivalent)	35	pcs	1	PHP	PHP	PHP
12	Fine Steel Wool (16 pads/pack)	1	gals	1	PHP	PHP	PHP
13	Flannel Dust Cloth 1ft. x 1.5ft (6pcs per set)	3	pack	1	PHP	PHP	PHP
14	Floor spray/buff Maintainer (J&J or equivalent)	2	set	1	PHP	PHP	PHP
15	Furniture polish/tube 255g	1	gals	1	PHP	PHP	PHP
16	Glass Cleaner	1	gals	1	PHP	PHP	PHP
17	"Good Morning" Towels	1	dozen	1	PHP	PHP	PHP
18	Ordinary Round Rags	2	dozen	1	PHP	PHP	PHP
19	Powdered Detergent	20	kg	1	PHP	PHP	PHP
20	Scouring Pad	130	kg	1	PHP	PHP	PHP
21	Floor sealer (Over& Under, J&J or equivalent)	20	pcs	1	PHP	PHP	PHP
22	Stain remover (Bleach)	6	gals	1	PHP	PHP	PHP
23	Acidic, non-fuming liquid toilet bowl cleaner and disinfectant	2	gal	1	PHP	PHP	PHP
24	Bathroom tissue roll 2 ply	15	gals	1	PHP	PHP	PHP
25	Multi fold hand towel tissue paper 23cm x 23cm (white) 1ply x 175 pulls, 1 box = 30 pcs	12	pack of 48 rolls	1	PHP	PHP	PHP
26	Vanity/ Flat Box Unscented Facial Tissue 3 ply x 60 pulls	80	box (30pcs)	1	PHP	PHP	PHP
27	Heavy duty floor stripper	240	boxes	1	PHP	PHP	PHP

ANNEX C-2

77	Hacksaw frame with spare blade 12", 65mm blade soft grip with adjustable tension, quick release blade.	1	pc	12		PHP	-	PHP
78	Wood saw (heavy duty) 100mm, 65Mh	1	pc	12		PHP	-	PHP
79	Wrecking bar 24 inches (heavy duty) with oval shank with notch	1	pc	12		PHP	-	PHP
80	Flat chisel 16mm chrome carbon steel, rust resistant (Stanley or equivalent)	1	pc	12		PHP	-	PHP
81	Electric impact drill with set of bit (masonry and steel) 680W 3000 RPM Cordless drill, Brushless motor with 20V Battery and charger	1	set	12		PHP	-	PHP
82	Cordless Electric grinder 4 inches diameter 20V Battery	1	unit	12		PHP	-	PHP
83	Wire brush 4 inches diameter	5	pcs	12		PHP	-	PHP
84	Grinding metal disc 100mm diameter, 16mm bore diameter, 6.0mm thick	2	pcs	1		PHP	-	PHP
85	Metal cutting disc 4 inches diameter	4	pcs	1		PHP	-	PHP
86	Atomizer misting machine against COVID19	1	unit	12		PHP	-	PHP
87	155 liters high impact storage box L80 x W59 x 51cm Clear, food grade (For storage of food wares)	25	unit	1		PHP	-	PHP
	Equipment/Tools rent cost per year							
	Equipment Cost for one month							C

A PHP  
 B PHP  
 C PHP  
 A+B+C= PHP  
 12% VAT PHP  
 TOTAL COST PER MONTH PHP

ANNEX C-3

28	Furniture polish/tube 255g	4	pcs	1	PHP	-	PHP	-	PHP
29	Vinyl/ Nitrile Blend powder free disposable gloves, 100 pcs per box	8	boxes	1	PHP	-	PHP	-	PHP
30	Disposable Surgical Medical Face mask (hypoallergenic, high filtration capacity), blue, 17.3x9.5 cm, 50 masks/ pack	14	box (50pc/box)	1	PHP	-	PHP	-	PHP
31	Isopropyl Alcohol 70% (for janitorial personnel use)	2	gal	1	PHP	-	PHP	-	PHP
	Monthly total cost						A		
<b>QUARTERLY SUPPLIES</b>									
Items	DESCRIPTION		UNIT	LIFE SPAN (MONTHS)	UNIT COST		TOTAL COST		TOTAL COST/LIFE SPAN
32	Dust Mop/Floor Mop System	2	pcs	1	PHP	-	PHP	-	PHP
33	Mop Handle heavy duty 4.5 feet	15	pcs	1	PHP	-	PHP	-	PHP
34	Mop Head	30	pcs	1	PHP	-	PHP	-	PHP
35	Ceiling Broom	1	pcs	1	PHP	-	PHP	-	PHP
36	Soft Broom	15	pcs	1	PHP	-	PHP	-	PHP
37	Stick Broom	10	pcs	1	PHP	-	PHP	-	PHP
38	Toilet Bowl Plunger with thick rubber base (heavy duty) H-53cm W-15cm (Dura Brite or equivalent)	6	pcs	1	PHP	-	PHP	-	PHP
39	Foldable broom dustpan and broom set	12	pcs	1	PHP	-	PHP	-	PHP
40	Toilet Bowl Brush (heavy duty)	12	pcs	1	PHP	-	PHP	-	PHP
41	Push Brush 12" (heavy duty) wood handle	3	pcs	1	PHP	-	PHP	-	PHP
42	Metal Polish 150g (metal cleaner) Pledge or equivalent	10	pcs	1	PHP	-	PHP	-	PHP
43	Polishing Pad 16"x10" pads	2	pcs	1	PHP	-	PHP	-	PHP
44	Scrubbing Pad 16"x10" pads	2	pcs	1	PHP	-	PHP	-	PHP
45	Stripping Pad 16"x10" pads	2	pcs	1	PHP	-	PHP	-	PHP
46	PVC Hand Brush	10	pcs	1	PHP	-	PHP	-	PHP
47	40 kg chlorine Granules	1	pcs	1	PHP	-	PHP	-	PHP
48	Chlorine/Ph Test Kit	1	pcs	1	PHP	-	PHP	-	PHP
49	240ml OTO/ph solution	1	pcs	1	PHP	-	PHP	-	PHP
	Quarterly cost								
	Monthly cost						B		
<b>EQUIPMENT RENT FOR 1 YEAR (12 MONTHS)</b>									
Items	DESCRIPTION		UNIT	LIFE SPAN (MONTHS)	UNIT COST		TOTAL COST		TOTAL COST/LIFE SPAN
50	Heavy duty floor polisher (16 inches)	2	unit	48	PHP	-	PHP	-	PHP

51	Aluminum Step Ladder: 8 ft.	1	pcs	12		PHP	-	PHP
52	Fiber glass extension ladder (24 ft.)	1	pcs	12		PHP	-	PHP
53	Foldable Flatbed Steel Platform Trolley, H800 x W470 x L730mm, 150Kg	10	pcs	12		PHP	-	PHP
54	Color Coded Heavy Duty HDPE Waste Receptacles with wheels (360 liters capacity) green	1	pc	6		PHP	-	PHP
55	Color Coded Heavy Duty HDPE Waste Receptacles with wheels (360 liters capacity) blue	1	pc	6		PHP	-	PHP
56	Color Coded Heavy Duty HDPE Waste Receptacles with wheels (360 liters capacity) yellow	1	pc	6		PHP	-	PHP
57	Steel Scraper 2-1/2"	3	pcs	3		PHP	-	PHP
58	Improvised steel Garbage Push Cart (heavy duty)	2	units	24		PHP	-	PHP
59	Hedge shearer grass cutter trimmer 22 inches carbon steel.	4	pcs	2		PHP	-	PHP
60	Sharpening tools (Carborundum) 8"	1	pcs	6		PHP	-	PHP
61	Garden Hand trowel (80 x 125 mm x 1.5mm thick) total length 330mm	2	pcs	12		PHP	-	PHP
62	Pot Hole Digger 140 cm with wood handle	2	pcs	12		PHP	-	PHP
63	Metal frame Pruning Shears 8.5" with rubber handle	1	pcs	3		PHP	-	PHP
64	Caution wet floor sign (yellow) warning floor	16	pcs	12		PHP	-	PHP
65	Mop Squeezers 20 liter capacity	25	sets	12		PHP	-	PHP
66	Step-on trash bin (3 liters)	40	unit	12		PHP	-	PHP
67	Biometric Finger Scanner (1,000 finger prints, up to 3 fingerprints per user, password entry and colored screen.	1	units	12		PHP	-	PHP
68	Steel Spade Shovel 102 cm (Spade head 30cm)	1	pcs	6		PHP	-	PHP
69	Fertilizer (14-14-14)	1	sack (50kgs)	6		PHP	-	PHP
70	Fertilizer (Urea)	1	sack (50kgs)	6		PHP	-	PHP
71	Insecticide for ornamental plants	1	gal	6		PHP	-	PHP
72	Heavy Duty Floor Matting anti-slip (for Entrance & Exit) Blue 10 feet by 3 feet made with PVC, carpet surface type 7mm thick (3M Soflex Anti Slip mat or equivalent)	3	pcs	12		PHP	-	PHP
73	Combination pliers 8 inches	1	pc	12		PHP	-	PHP
74	Long nose 8 inches	1	pc	12		PHP	-	PHP
75	Diagonal cutter 8 inches	1	pc	12		PHP	-	PHP
76	Claw drop-forged hammer (heavy duty) 450g with fiberglass handle	1	pc	12		PHP	-	PHP

MONTHLY SUPPLIES									
Items	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE		
1	Plastic spray bottle	25	pcs	1		PHP	PHP		
2	Air Freshener (mild)	80	pcs of sachet 22 ml	1		PHP	PHP		
3	Disinfectant spray 510g (Lysol or Equivalent)(Early Morning Breeze or as per end user choice)	30	lubes/510g	1		PHP	PHP		
4	Black garbage bags XXL	100	pcs	1		PHP	PHP		
5	Biodegradable garbage bags (12" x 18", any color)	350	pcs	1		PHP	PHP		
6	Transparent biodegradable garbage bags XXL (37"x40")	450	pcs	1		PHP	PHP		
7	Bleaching agent	25	gals	1		PHP	PHP		
8	Concentrated dishwashing soap	10	gals	1		PHP	PHP		
9	Concentrated liquid hand soap	75	gals	1		PHP	PHP		
10	Deodorant cake	150	pcs	1		PHP	PHP		
11	Fine steel wool (16 pads/ pack)	5	pack	1		PHP	PHP		
12	Flannel dust cloth 1ft. x 1.5ft (6pcs per set)	8	set	1		PHP	PHP		
13	Floor spraybuff maintainer 5 liters	4	5 liters	1		PHP	PHP		
14	"Good Morning" towels	4	dozen	1		PHP	PHP		
15	Liquid marble crystallizer	1	5 liters	1		PHP	PHP		
16	Ordinary round rags	25	kg	1		PHP	PHP		
17	Powdered detergent	50	kg	1		PHP	PHP		
18	Scouring pad	50	pcs	1		PHP	PHP		
19	Floor sealer (Over& Under, J&J or equivalent)	14	5 liters	1		PHP	PHP		
		0				PHP	PHP		
20	Acidic, non-fuming liquid toilet bowl cleaner and disinfectant	15	gals	1		PHP	PHP		
21	Bathroom tissue roll 2 ply	25	pack of 48 rolls	1		PHP	PHP		
22	Multi fold hand towel tissue paper 23cm x 23cm (white) 1ply x 175 pulls, 1 box = 30 pcs	100	box (30pcs)	1		PHP	PHP		
23	Vanily/ Flat Box Uncentred Facial Tissue 3 ply x 60 pulls	200	boxes	1		PHP	PHP		
24	Heavy duty floor slipper	1	gals	1		PHP	PHP		
25	Furniture polisher/ tube 255g	10	pcs	1		PHP	PHP		
26	Vinyl/ Nitrile Blend powder free disposable gloves, 100 pcs per box	10	boxes	1		PHP	PHP		



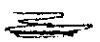
ANNEX C-6

Prepared by:

Recommending Approval:

Approved by:

COMPLY



dh/

**COMPLY**

DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	PHP	PHP	TOTAL COST/LIFE SPAN
Disposable Surgical Medical Face mask (hypoallergenic, high filtration capacity), blue, 17.3x9.5 cm, 50 masks/ pack (proprietary Alcohol 70% (for janitorial personnel use))	20	box (50pc/box)	1			PHP	-	PHP
Monthly total cost	5	gal	1			PHP	-	PHP
<b>QUARTERLY SUPPLIES</b>	0					<b>A</b>		
<b>DESCRIPTION</b>		<b>UNIT</b>	<b>LIFE SPAN (MONTHS)</b>	<b>UNIT COST</b>	<b>TOTAL COST</b>			<b>TOTAL COST/LIFE SPAN</b>
1st Mop/Flat Mop System	3	pcs	1			PHP	-	PHP
2nd Handle heavy duty 4.5 feet	30	pcs	1			PHP	-	PHP
3rd Head	75	pcs	1			PHP	-	PHP
4th Broom	3	pcs	1			PHP	-	PHP
5th Broom	15	pcs	1			PHP	-	PHP
6th Broom	15	pcs	1			PHP	-	PHP
7th Bowl Plunger with thick rubber base (heavy duty) H-63cm W-10cm (Dura Brite or equivalent)	3	pcs	1			PHP	-	PHP
8th Adjustable broom dustpan and broom set	12	pcs	1			PHP	-	PHP
9th Jet Bowl Brush (heavy duty)	5	pcs	1			PHP	-	PHP
10th Jet Brush 12" (heavy duty) wood handle	10	pcs	1			PHP	-	PHP
11th Metal Polish 150g (metal cleaner) Pledge or equivalent	20	pcs	1			PHP	-	PHP
12th Polishing Pad 16"x10" pads	2	pcs	1			PHP	-	PHP
13th Scrubbing Pad 16"x10" pads	2	pcs	1			PHP	-	PHP
14th Stripping Pad 16"x10" pads	2	pcs	1			PHP	-	PHP
15th VC Hand Brush	15	pcs	1			PHP	-	PHP
16th Disinfectant atomizer solution (lavender scent)	2	1 gal	1			PHP	-	PHP
Quarterly cost						<b>B</b>		
Monthly cost								
<b>EQUIPMENT RENT FOR 1 YEAR (12 MONTHS)</b>								
<b>DESCRIPTION</b>		<b>UNIT</b>	<b>LIFE SPAN (MONTHS)</b>	<b>UNIT COST</b>	<b>TOTAL COST</b>			<b>TOTAL COST/LIFE SPAN</b>
Heavy duty floor polisher (16 inches)	3	units	48			PHP	-	PHP
Jet and Dry Industrial Vacuum Cleaner (32 Liters)	3	units	48			PHP	-	PHP
Portable Wall Polisher w/pad holder 180 mm Electric Wet Polishing Machine (HB-CP002) Makita Type, 180m Wheel, Professional Type	2	units	12			PHP	-	PHP
Rubber Window Squeegee (heavy duty), 25cm	10	pcs	3			PHP	-	PHP
Electric Pressure Washer 100 BAR, 1500 W	1	unit	12			PHP	-	PHP
Garden water hose with sprinkles (heavy duty) 90m	2	rolls	3			PHP	-	PHP

JANITORIAL EQUIPMENT/ SUPPLIES FOR WHOLE CONSULAR OFFICES WITHIN NCR

MONTHLY SUPPLIES ALL SO (6)	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
	infectant spray 510g (Lysol or Equivalent)(Early Morning size or as per end user choice)	1	tubes/510g	1	PHP	PHP	PHP
	degradable garbage bags (12" x 18", any color)	50	pcs	1	PHP	PHP	PHP
	insapient Biodegradable Garbage Bags XXL	20	pcs	1	PHP	PHP	PHP
	ncentrated dishwashing Soap	1	gals	1	PHP	PHP	PHP
	ncentrated liquid hand soap	1	gals	1	PHP	PHP	PHP
	nnel dust cloth 1ft. x 1.5ft (6pcs per set)	4	set	1	PHP	PHP	PHP
	ass cleaner	1	gals	1	PHP	PHP	PHP
	ood Morning" towels	3	dozen	1	PHP	PHP	PHP
	wdered detergent	3	kg	1	PHP	PHP	PHP
	ouring pad	2	pcs	1	PHP	PHP	PHP
	inity/ Flat Box Uncented Facial Tissue 3 ply x 60 pulls	35	pcs	1	PHP	PHP	PHP
	yl/ Nitrile Blend powder free disposable gloves, 100 pcs per x	2	boxes	1	PHP	PHP	PHP
	dinary rags	1	kis	1	PHP	PHP	PHP
	idic, non-fuming liquid toilet bowl cleaner and disinfectant	1	gals	1	PHP	PHP	PHP
	op Head	4	pcs	1	PHP	PHP	PHP
	odorant cake	8	pcs	1	PHP	PHP	PHP
	irnitlure polish/tube 255g	1	tube	1	PHP	PHP	PHP
	thromm tissuc roll 2 ply	1	pack of 48 rolls	1	PHP	PHP	PHP
	sposable Surgical Medical Face mask (hypoallergenic, high ration capacity), blue, 17.3x9.5 cm, 50 masks/ pack	2	box (50pc/box)	1	PHP	PHP	PHP
	propohyl Alcohol 70% (for janitorial personnel use)	1	gals	1	PHP	PHP	PHP
	onthly cost per SO					A	
	VERY SIX MONTHS (SEMI-ANNUAL) PER SO						
	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
	st Mop/Flat Mop System	2	pcs	1	PHP	PHP	PHP
	op Handle heavy duty 4.5 feet	2	pcs	1	PHP	PHP	PHP

COMPLY

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JANITORIAL EQUIPMENT/SUPPLIES FOR WHOLE CONSULAR OFFICES WITHIN NCR

MONTHLY SUPPLIES ALL SO (6)	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
	Disinfectant spray 510g (Lysol or Equivalent) Early Morning	1	tubes/510g	1	PHP	PHP	PHP
	Biodegradable garbage bags (12" x 18", any color)	50	pcs	1	PHP	PHP	PHP
	Biodegradable Garbage Bags XXL	20	pcs	1	PHP	PHP	PHP
	Biodegradable Dishwashing Soap	1	gals	1	PHP	PHP	PHP
	Concentrated liquid hand soap	1	gals	1	PHP	PHP	PHP
	Lint free dust cloth 1ft. x 1.5ft (6pcs per set)	4	set	1	PHP	PHP	PHP
	Disinfectant	1	gals	1	PHP	PHP	PHP
	Early Morning towels	3	dozen	1	PHP	PHP	PHP
	Industrial detergent	3	kg	1	PHP	PHP	PHP
	Scouring pad	2	pcs	1	PHP	PHP	PHP
	Facial Tissue 3 ply x 60 pulls	35	pcs	1	PHP	PHP	PHP
	Nitrile Blend powder free disposable gloves, 100 pcs per box	2	boxes	1	PHP	PHP	PHP
	Sanitary rags	1	kls	1	PHP	PHP	PHP
	Sanitizing liquid toilet bowl cleaner and disinfectant	1	gals	1	PHP	PHP	PHP
	Toilet Head	4	pcs	1	PHP	PHP	PHP
	Toilet deodorant cake	8	pcs	1	PHP	PHP	PHP
	Toilet brush/polish/tube 255g	1	tube	1	PHP	PHP	PHP
	Toilet tissue roll 2 ply	1	pack of 48 rolls	1	PHP	PHP	PHP
	Surgical Medical Face mask (hypoallergenic, high filtration capacity), blue, 17.3x9.5 cm, 50 masks/ pack	2	box (50pcs/box)	1	PHP	PHP	PHP
	70% Alcohol (for janitorial personnel use)	1	gals	1	PHP	PHP	PHP
	Monthly cost per SO					A	
	Summary for Six Months (Semi-Annual) per SO						
	Description	Quantity	Unit	Life Span (Months)	Unit Cost	Total Cost	Total Cost/Life Span
Flat Mop/Flat Mop System	2	pcs	1	1	PHP	PHP	PHP
Heavy duty mop	2	pcs	1	1	PHP	PHP	PHP

COMPLY



JANITORIAL EQUIPMENT/ SUPPLIES PER CONSULAR OFFICES OUTSIDE NCR

MONTHLY SUPPLIES		QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
Items	DESCRIPTION						
1	Disinfectant spray 510g (Lysol or Equivalent)(Early Morning Breeze or as per end user' choice)	1	tubes/510g	1	PHP	-	PHP
2	Biodegradable garbage bags (12' x 18", any color)	50	pcs	1	PHP	-	PHP
3	Transparent biodegradable garbage bags XXL (37"x40")	30	pcs	1	PHP	-	PHP
4	Concentrated dishwashing Soap	1	gals	1	PHP	-	PHP
5	Concentrated liquid hand soap	1	gals	1	PHP	-	PHP
6	Flannel dust cloth 1ft. x 1.5ft. (6pcs per set)	2	set	1	PHP	-	PHP
7	Glass cleaner	1	gals	1	PHP	-	PHP
8	"Good Morning" towels	2	doren	1	PHP	-	PHP
9	Powdered detergent	3	kg	1	PHP	-	PHP
10	Scouring pad	2	pcs	1	PHP	-	PHP
11	Vanity/ Flat Box Uncented Facial Tissue 3 ply x 60 pulls	35	boxes	1	PHP	-	PHP
12	Vinyl/ Nitrile Blend powder free disposable gloves, 100 pcs per box	2	boxes	1	PHP	-	PHP
13	Ordinary rags	1	kls	1	PHP	-	PHP
14	Acidic, non-fuming liquid toilet bowl cleaner and disinfectant	1	gals	1	PHP	-	PHP
15	Mop head	4	pcs	1	PHP	-	PHP
16	Deodorant cake	8	pcs	1	PHP	-	PHP
17	Furniture polish/tube 255g	1	tube	1	PHP	-	PHP
18	Bathroom tissue roll 2 ply	1	pack of 48 rolls	1	PHP	-	PHP
19	Disposable Surgical Medical Face mask (hypoallergenic, high filtration capacity), blue, 17.3x9.5 cm, 50 masks/ pack	2	box (50pc/box)	1	PHP	-	PHP
20	Isopropyl Alcohol 70% (for Janitorial personnel use)	1	gals	1	PHP	-	PHP
	Monthly cost per CO					A	
	<b>EVERY SIX MONTHS (SEMI-ANNUAL)</b>						
Items	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
21	Dust Mop/Flat Mop System	2	pcs	1	PHP	-	PHP
22	Mop Handle heavy duty 4.5 feet	3	pcs	1	PHP	-	PHP

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

**For Goods Offered from Within the Philippines**

Name of Bidder CBI Philippines International, Inc. Project ID No. PB-GS-38-22-EP4  
 Page 1 of 1.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Procurement of Janitorial Services for FY 2023 (EPA)	Phils	1 Lot	P29,107,941.94	0.00	0.00	0.00	P29,107,941.94	P29,107,941.94

Name: REYNALDO M. CUEVAS

Legal Capacity: President

Signature: 

Duly authorized to sign the Bid for and behalf of: CBI Philippines International, Inc.

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JANITORIAL SERVICES FOR JAN. TO DEC. 2023		NCR		SO		SO		SO		MM/NCR		SO	
PARTICULARS		DFA MAIN		OCA-ASENVA		SM MEGAMALL		SM ROBINSONS GALLERIA		NCR WEST		ALABANG TOWN CENTER	
Number of Personnel	45	19	2	2	2	2	2	2	2	2	2	2	2
Daily Basic Salary Rate	570.00	570.00	570.00	570.00	570.00	570.00	570.00	570.00	570.00	570.00	570.00	570.00	570.00
ECCO/COJA	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00
REIMBURSABLE COSTS													
(A) Payable Directly to Janitorial Staff	14,867.50	14,867.50	14,867.50	14,867.50	14,867.50	14,867.50	14,867.50	14,867.50	14,867.50	14,867.50	14,867.50	14,867.50	14,867.50
a. Basic Salary	2,238.96	1,238.96	1,238.96	1,238.96	1,238.96	1,238.96	1,238.96	1,238.96	1,238.96	1,238.96	1,238.96	1,238.96	1,238.96
b. COJA	237.50	237.50	237.50	237.50	237.50	237.50	237.50	237.50	237.50	237.50	237.50	237.50	237.50
c. 13th Month Pay - 1/12 of basic salary	16,343.96	16,343.96	16,343.96	16,343.96	16,343.96	16,343.96	16,343.96	16,343.96	16,343.96	16,343.96	16,343.96	16,343.96	16,343.96
d. Service Incentive leave Pay - 5 days per													
(B) Payable to the government employee share of:													
a. Social Security Premiums	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00	1,275.00
b. Philhealth Premiums	344.52	344.52	344.52	344.52	344.52	344.52	344.52	344.52	344.52	344.52	344.52	344.52	344.52
c. ECC Insurance Premiums	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
d. Pay-Ing Fund Contribution	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
TOTAL REIMBURSABLE COSTS - A+B	17,951.52	17,951.52	17,951.52	17,951.52	17,951.52	17,951.52	17,951.52	17,951.52	17,951.52	17,951.52	17,951.52	17,951.52	17,951.52
ADMINISTRATIVE COST 10%	1,808.35	1,808.35	1,808.35	1,808.35	1,808.35	1,808.35	1,808.35	1,808.35	1,808.35	1,808.35	1,808.35	1,808.35	1,808.35
CONTRACT/BILLING RATE - per month	19,891.82	19,891.82	19,891.82	19,891.82	19,891.82	19,891.82	19,891.82	19,891.82	19,891.82	19,891.82	19,891.82	19,891.82	19,891.82
CONTRACT/BILLING RATE - per day	762.63	762.63	762.63	762.63	762.63	762.63	762.63	762.63	762.63	762.63	762.63	762.63	762.63
CONTRACT/BILLING RATE - per hour	95.33	95.33	95.33	95.33	95.33	95.33	95.33	95.33	95.33	95.33	95.33	95.33	95.33
UNIT 12%	22,278.84	22,278.84	22,278.84	22,278.84	22,278.84	22,278.84	22,278.84	22,278.84	22,278.84	22,278.84	22,278.84	22,278.84	22,278.84
RATE/NO/MONTH	45	19	2	2	2	2	2	2	2	2	2	2	2
Contract Rate/Month	1,002,547.97	433,298.03	11,111.45	44,557.69	1,297.50	44,557.69	1,297.50	44,557.69	1,297.50	44,557.69	1,297.50	44,557.69	1,297.50
COST OF SUPPLIES AND EQUIP. PER MONTH	15,208.67	3,240.00	641.35	4,619.19	342.00	4,619.19	342.00	4,619.19	342.00	4,619.19	342.00	4,619.19	342.00
OVERTIME COMPUTATION PER MONTH	641.35	437,678.48	46,197.19	554,366.27	12	554,366.27	12	554,366.27	12	554,366.27	12	554,366.27	12
COST PER MONTH	12,220,774.63	5,252,141.76	262,607.09	27,218.31	582,084.58	27,218.31	582,084.58	27,218.31	582,084.58	27,218.31	582,084.58	27,218.31	582,084.58
CONTRACT PERIOD	611,038.73	262,607.09	5,514,748.05	582,084.58	582,084.58	582,084.58	582,084.58	582,084.58	582,084.58	582,084.58	582,084.58	582,084.58	582,084.58
TOTAL CONTRACT RATE	12,831,819.37	5,514,748.05	5,514,748.05	582,084.58	582,084.58	582,084.58	582,084.58	582,084.58	582,084.58	582,084.58	582,084.58	582,084.58	582,084.58
5% CONTINGENCY FOR INCREASE IN WAGE, PREMIUMS AND OTHER ITEMS													
GRAND TOTAL	12,831,819.37	5,514,748.05	5,514,748.05	582,084.58	582,084.58	582,084.58	582,084.58	582,084.58	582,084.58	582,084.58	582,084.58	582,084.58	582,084.58



		12		Region I		Region I		Region II	
SO	CO	SO	CO	CO	CO	SO	CO	CO	SO
ALIMALL	ROBINSONS-NOVAUCHES	BAGUIO	LA UNION	PANGASINAN	ILOCOS NORTE	TUGUEGUAO	ISABELA		
2	2	1	1	1	1	1	1		
570.00	570.00	400.00	400.00	400.00	400.00	400.00	400.00		400.00
313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00		313.00
14,867.50	14,867.50	10,433.33	10,433.33	10,433.33	10,433.33	10,433.33	10,433.33		10,433.33
1,388.96	1,388.96	869.44	869.44	869.44	869.44	869.44	869.44		869.44
237.50	237.50	166.67	166.67	166.67	166.67	166.67	166.67		166.67
16,348.96	16,348.96	11,469.44	11,469.44	11,469.44	11,469.44	11,469.44	11,469.44		11,469.44
1,275.00	1,275.00	892.50	892.50	892.50	892.50	892.50	892.50		892.50
394.52	394.52	234.75	234.75	234.75	234.75	234.75	234.75		234.75
30.00	30.00	10.00	10.00	10.00	10.00	10.00	10.00		10.00
100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00		100.00
1,739.52	1,739.52	1,237.25	1,237.25	1,237.25	1,237.25	1,237.25	1,237.25		1,237.25
18,085.48	18,085.48	12,706.69	12,706.69	12,706.69	12,706.69	12,706.69	12,706.69		12,706.69
1,808.35	1,808.35	1,270.67	1,270.67	1,270.67	1,270.67	1,270.67	1,270.67		1,270.67
19,891.82	19,891.82	13,977.36	13,977.36	13,977.36	13,977.36	13,977.36	13,977.36		13,977.36
762.69	762.69	535.87	535.87	535.87	535.87	535.87	535.87		535.87
55.33	55.33	66.98	66.98	66.98	66.98	66.98	66.98		66.98
2,387.02	2,387.02	1,677.28	1,677.28	1,677.28	1,677.28	1,677.28	1,677.28		1,677.28
22,278.84	22,278.84	15,654.65	15,654.65	15,654.65	15,654.65	15,654.65	15,654.65		15,654.65
44,557.69	44,557.69	15,654.65	15,654.65	15,654.65	15,654.65	15,654.65	15,654.65		15,654.65
1,297.50	1,297.50	1,136.58	1,136.58	1,136.58	1,136.58	1,136.58	1,136.58		1,136.58
342.00	342.00	120.00	120.00	120.00	120.00	120.00	120.00		120.00
46,197.19	46,197.19	16,911.22	16,911.22	16,911.22	16,911.22	16,911.22	16,911.22		16,911.22
554,365.27	554,365.27	202,934.68	202,934.68	202,934.68	202,934.68	202,934.68	202,934.68		202,934.68
27,718.31	27,718.31	10,146.73	10,146.73	10,146.73	10,146.73	10,146.73	10,146.73		10,146.73
519,084.58	519,084.58	213,081.42	213,081.42	213,081.42	213,081.42	213,081.42	213,081.42		213,081.42

Region III			Region IV-A					
CO	SO	SO	SO	CO	CO	SO	SO	SO
SAN FERNANDO	ANGELES	MALLOS, BULACAN	TARLAC CITY	BATANGAS	LUCENA	ANTIPOLLO, RIZAL	DASMARINAS, CAVITE	SAN PABLO, LAGUNA
1	1	1	1	1	1	1	1	1
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
460.00	460.00	460.00	460.00	429.00	429.00	470.00	470.00	429.00
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
-	-	-	-	-	-	-	-	-
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
11,998.33	11,998.33	11,998.33	11,998.33	11,189.75	11,189.75	11,259.17	12,259.17	11,189.75
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
-	-	-	-	-	-	-	-	-
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
999.86	999.86	999.86	999.86	932.48	932.48	1,021.60	1,021.60	932.48
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
191.67	191.67	191.67	191.67	178.75	178.75	195.83	195.83	178.75
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
13,189.86	13,189.86	13,189.86	13,189.86	12,300.58	12,300.58	13,476.60	13,476.60	12,300.58
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
1,020.00	1,020.00	1,020.00	1,020.00	977.50	977.50	1,062.50	1,062.50	977.50
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
269.96	269.96	269.96	269.96	251.77	251.77	275.83	275.83	251.77
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
1,399.96	1,399.96	1,399.96	1,399.96	1,339.27	1,339.27	1,448.33	1,448.33	1,339.27
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
14,589.82	14,589.82	14,589.82	14,589.82	13,640.25	13,640.25	14,924.93	14,924.93	13,640.25
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
1,458.98	1,458.98	1,458.98	1,458.98	1,364.02	1,364.02	1,492.49	1,492.49	1,364.02
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
16,048.81	16,048.81	16,048.81	16,048.81	15,004.27	15,004.27	16,417.42	16,417.42	15,004.27
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
615.29	615.29	615.29	615.29	575.24	575.24	629.42	629.42	575.24
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
76.91	76.91	76.91	76.91	71.91	71.91	78.68	78.68	71.91
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
1,925.86	1,925.86	1,925.86	1,925.86	1,800.51	1,800.51	1,970.09	1,970.09	1,800.51
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
17,974.66	17,974.66	17,974.66	17,974.66	16,804.79	16,804.79	18,387.51	18,387.51	16,804.79
1	1	1	1	1	1	1	1	1
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
17,974.66	17,974.66	17,974.66	17,974.66	16,804.79	16,804.79	18,387.51	18,387.51	16,804.79
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
1,136.58	1,136.58	1,136.58	1,136.58	1,136.58	1,136.58	1,335.58	1,335.58	1,136.58
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
138.00	138.00	138.00	138.00	128.70	128.70	141.00	141.00	128.7
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
19,249.24	19,249.24	19,249.24	19,249.24	18,070.06	18,070.06	19,665.09	19,665.09	18,070.0
12	12	12	12	12	12	12	12	12
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
230,990.86	230,990.86	230,990.86	230,990.86	216,840.75	216,840.75	235,981.05	235,981.05	216,840.7
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
11,549.54	11,549.54	11,549.54	11,549.54	10,844.04	10,844.04	11,799.05	11,799.05	10,844.0
PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP	PIHP
242,540.41	242,540.41	242,540.41	242,540.41	227,681.78	227,681.78	247,780.11	247,780.11	227,681.7

Region IV-B		Region V		Region VI		Region VII		Region VIII		Region IX		RCO	
CO	CO	CO	CO	CO	CO	CO	CO	CO	CO	CO	CO	CO	CO
PUERTO PRINCESSA	LEGAZPI	ILO-ILO	BACOLOD	CEBU	DINAGUETE	TACLOBAN	ZAMBOANGA CITY	CAGAYAN DE ORO					
1	1	1	1	1	1	1	1	1					1
PHP 355,000	PHP 365,000	PHP 450,000	PHP 450,000	PHP 455,000	PHP 397,000	PHP 375,000	PHP 351,000	PHP 405,000					
PHP -	PHP -	PHP -	PHP -	PHP 313,000	PHP -	PHP -	PHP 313,000	PHP -					PHP 313,000
PHP 313,000	PHP 313,000	PHP 313,000	PHP 313,000	PHP 313,000	PHP 313,000	PHP 313,000	PHP 313,000	PHP 313,000					PHP 313,000
PHP 9,259,528	PHP 9,420,442	PHP 11,737,500	PHP 11,737,500	PHP 11,346,225	PHP 10,355,008	PHP 9,781,225	PHP 9,155,225	PHP 10,563,725					
PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -	PHP -					
PHP 771,030	PHP 793,370	PHP 970,113	PHP 978,113	PHP 945,520	PHP 862,920	PHP 815,100	PHP 762,940	PHP 880,310					
PHP 1,427,920	PHP 1,520,080	PHP 1,872,500	PHP 1,872,500	PHP 1,811,225	PHP 1,654,420	PHP 1,562,225	PHP 1,462,225	PHP 1,681,725					
PHP 10,179,113	PHP 10,465,870	PHP 12,903,113	PHP 12,903,113	PHP 12,473,020	PHP 11,383,420	PHP 10,752,600	PHP 10,064,440	PHP 11,612,810					
PHP 807,500	PHP 807,500	PHP 1,020,000	PHP 1,020,000	PHP 977,250	PHP 892,500	PHP 850,000	PHP 807,500	PHP 892,500					
PHP 225,000	PHP 225,000	PHP 264,000	PHP 264,000	PHP 255,225	PHP 231,990	PHP 225,000	PHP 225,000	PHP 225,000					
PHP 10,000	PHP 10,000	PHP 10,000	PHP 10,000	PHP 10,000	PHP 10,000	PHP 10,000	PHP 10,000	PHP 10,000					
PHP 100,000	PHP 100,000	PHP 100,000	PHP 100,000	PHP 100,000	PHP 100,000	PHP 100,000	PHP 100,000	PHP 100,000					
PHP 1,142,500	PHP 1,142,500	PHP 1,394,090	PHP 1,394,090	PHP 1,342,225	PHP 1,235,420	PHP 1,185,000	PHP 1,142,500	PHP 1,240,110					
PHP 11,321,630	PHP 11,608,370	PHP 14,297,220	PHP 14,297,220	PHP 13,815,810	PHP 12,618,610	PHP 11,937,600	PHP 11,200,690	PHP 12,853,000					
PHP 1,131,116	PHP 1,160,840	PHP 1,429,720	PHP 1,429,720	PHP 1,381,550	PHP 1,281,680	PHP 1,198,176	PHP 1,120,690	PHP 1,285,300					
PHP 12,453,800	PHP 12,769,320	PHP 15,726,504	PHP 15,726,504	PHP 15,197,280	PHP 13,880,800	PHP 13,131,316	PHP 12,327,630	PHP 14,138,200					
PHP 477,416	PHP 489,550	PHP 602,950	PHP 602,950	PHP 582,650	PHP 532,117	PHP 503,440	PHP 472,640	PHP 542,040					
PHP 59,008	PHP 61,110	PHP 75,327	PHP 75,327	PHP 72,833	PHP 66,520	PHP 62,930	PHP 50,000	PHP 67,716					
PHP 1,404,416	PHP 1,522,300	PHP 1,887,220	PHP 1,887,220	PHP 1,823,690	PHP 1,665,270	PHP 1,579,276	PHP 1,479,112	PHP 1,696,600					
PHP 13,948,225	PHP 14,301,510	PHP 17,614,117	PHP 17,614,117	PHP 17,021,008	PHP 15,546,500	PHP 14,707,110	PHP 13,608,930	PHP 15,834,880					
1	1	1	1	1	1	1	1	1					1
PHP 13,948,225	PHP 14,301,510	PHP 17,614,117	PHP 17,614,117	PHP 17,021,008	PHP 15,546,500	PHP 14,707,110	PHP 13,608,930	PHP 15,834,880					
PHP 1,136,520	PHP 1,136,520	PHP 1,136,520	PHP 1,136,520	PHP 1,136,520	PHP 1,136,520	PHP 1,136,520	PHP 1,136,520	PHP 1,136,520					
PHP 1,136,520	PHP 1,136,520	PHP 1,136,520	PHP 1,136,520	PHP 1,136,520	PHP 1,136,520	PHP 1,136,520	PHP 1,136,520	PHP 1,136,520					
PHP 106,500	PHP 109,500	PHP 135,000	PHP 135,000	PHP 130,500	PHP 119,100	PHP 112,500	PHP 105,300	PHP 121,500					
PHP 15,101,330	PHP 15,547,590	PHP 18,885,275	PHP 18,885,275	PHP 18,288,116	PHP 16,802,116	PHP 15,956,200	PHP 15,048,820	PHP 17,097,970					
12	12	12	12	12	12	12	12	12					
PHP 182,295,920	PHP 186,571,003	PHP 226,628,990	PHP 226,628,990	PHP 219,457,477	PHP 200,628,112	PHP 191,474,415	PHP 180,585,448	PHP 205,115,620					
PHP 9,114,800	PHP 9,328,550	PHP 11,331,445	PHP 11,331,445	PHP 10,972,289	PHP 10,082,311	PHP 9,573,720	PHP 9,029,219	PHP 10,255,278					
PHP 191,410,710	PHP 195,909,558	PHP 237,960,444	PHP 237,960,444	PHP 230,430,716	PHP 211,707,433	PHP 200,048,117	PHP 189,615,117	PHP 215,371,140					





MONTHLY/QUARTERLY MINIMUM REQUIRED SUPPLIES AND MATERIALS FOR DFA MAIN

Items	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
1	Plastic spray bottle	25	pos	1	PHP 2.50	PHP 62.50	PHP 62.50
2	Air Freshener (mild)	80	pos of sachet 22 ml	1	PHP 1.50	PHP 120.00	PHP 120.00
3	Disinfectant spray 510g (Lysol or Equivalent)(Early Morning Breeze or as per end user choice)	30	lubs/510g	1	PHP 25.00	PHP 750.00	PHP 750.00
4	Black garbage bags XXL	100	pos	1	PHP 0.50	PHP 50.00	PHP 50.00
5	Biodegradable garbage bags (12' x 18', any color)	360	pos	1	PHP 0.25	PHP 87.50	PHP 87.50
6	Transparent biodegradable garbage bags XXL (37"x40")	450	pos	1	PHP 2.00	PHP 900.00	PHP 900.00
7	Bleaching agent	25	gals	1	PHP 12.00	PHP 300.00	PHP 300.00
8	Concentrated dishwashing soap	10	gals	1	PHP 12.00	PHP 120.00	PHP 120.00
9	Concentrated liquid hand soap	75	gals	1	PHP 7.00	PHP 525.00	PHP 525.00
10	Deodorant cake	150	pos	1	PHP 2.20	PHP 330.00	PHP 330.00
11	Fine steel wool (16 pads/pack)	5	pack	1	PHP 15.00	PHP 75.00	PHP 75.00
12	Flannel dust cloth (16 x 1.5ft (6pcs per set))	8	set	1	PHP 15.00	PHP 120.00	PHP 120.00
13	Floor spray/buff maintainer 5 liters	4	5 liters	1	PHP 25.00	PHP 100.00	PHP 100.00
14	Good Morning* towels	4	dozen	1	PHP 35.00	PHP 140.00	PHP 140.00
15	Liquid marble crystallizer	1	5 liters	1	PHP 25.00	PHP 25.00	PHP 25.00
16	Ordinary round rags	25	kg	1	PHP 12.00	PHP 300.00	PHP 300.00
17	Powdered detergent	60	kg	1	PHP 14.00	PHP 700.00	PHP 700.00
18	Scouring pad	50	pos	1	PHP 1.20	PHP 60.00	PHP 60.00
19	Floor sealer (Overgl. Under. J&J or equivalent)	14	5 liters	1	PHP 100.00	PHP 1,400.00	PHP 1,400.00
20	Acidic, non-flaming liquid toilet bowl cleaner and disinfectant	15	gals	1	PHP 12.00	PHP 180.00	PHP 180.00
21	Bathroom tissue roll 2 ply	25	pack of 48 rolls	1	PHP 15.00	PHP 375.00	PHP 375.00
22	Multi fold hand towel tissue paper 23cm x 23cm (white) 1ply x 175 pulls, 1 box = 30 pcs	100	box (30pcs)	1	PHP 10.00	PHP 1,000.00	PHP 1,000.00
23	Vanity/ Flat Box Uncented Facial Tissue 3 ply x 60 pulls	200	boxes	1	PHP 15.00	PHP 3,000.00	PHP 3,000.00
24	Heavy duty floor stripper	1	gals	1	PHP 22.50	PHP 22.50	PHP 22.50
25	Furniture polish/tube 255g	10	pos	1	PHP 25.00	PHP 250.00	PHP 250.00
26	Vinyl Nitrile Blend powder free disposable gloves, 100 pcs per box	10	boxes	1	PHP 16.00	PHP 160.00	PHP 160.00

Items	DESCRIPTION	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
27	Disposable Surgical Medical Face mask (hypoallergenic, high filtration capacity), blue, 17.3x9.5 cm, 50 masks/ pack	box (50pc/box)	1	33.00	660.00	660.00
28	Isopropyl Alcohol 70% (for janitorial personnel use)	gal	1	50.00	250.00	250.00
	Monthly total cost	0			A	12,062.5
	QUARTERLY SUPPLIES:	0				
	Items					
	DESCRIPTION	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
29	Dust Mop/Fiel Mop System	pcs	1	-	-	-
30	Mop Handle heavy duty 4.5 feet	pcs	1	-	-	-
31	Mop Head	pcs	1	-	-	-
32	Ceiling Broom	pcs	1	50.00	1,500.00	1,500.00
33	Soft Broom	pcs	1	15.00	450.00	450.00
34	Stick Broom	pcs	1	-	-	-
35	Toilet Bowl Plunger with thick rubber base (heavy duty) H-53cm W-15cm (Dura Brite or equivalent)	pcs	1	-	-	-
36	Foldable broom dustpan and broom set	pcs	1	-	-	-
37	Toilet Bowl Brush (heavy duty)	pcs	1	-	-	-
38	Push Brush 12" (heavy duty) wood handle	pcs	1	-	-	-
39	Metal Polish 150g (metal cleaner) Pledge or equivalent	pcs	1	50.00	2,000.00	2,000.00
40	Polishing Pad 16"x10" pads	pcs	1	50.00	200.00	200.00
41	Scrubbing Pad 16"x10" pads	pcs	1	50.00	200.00	200.00
42	Stripping Pad 16"x10" pads	pcs	1	-	-	-
43	PVC Hand Brush	pcs	1	-	-	-
44	Disinfectant atomizer solution (lavender scent)	1 gal	1	-	-	-
	Quarterly cost				B	4,550.00
	Monthly cost					1,516.67
	<b>EQUIPMENT RENT FOR 1 YEAR (12 MONTHS)</b>					
	DESCRIPTION	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
45	Heavy duty floor polisher (16 inches)	unit	48	-	-	-
46	Wet and Dry Industrial Vacuum Cleaner (32 Liters)	units	48	-	-	-
47	Marble Wall Polisher w/pad holder 180 mm Electric Wet Polishing Machine (11B-CP002) Makita Type, 180mm Wheel, Professional Type	units	12	-	-	-
48	Rubber Window Squeegee (heavy duty), 25cm	pcs	3	-	-	-

49	Electric Pressure Washer 100 BAR, 1500 W	1	unit	12	PHP	-	PHP	-	PHP
50	Garden water hose with sprinkles (heavy duty) 90m	2	rolls	3	PHP	-	PHP	-	PHP
51	Aluminium Step Ladder: 8 ft.	1	pcs	12	PHP	-	PHP	-	PHP
52	Fiber glass extension ladder (24 ft)	1	pcs	12	PHP	-	PHP	-	PHP
53	Foldable Flatbed Steel Platform Trolley, 1600 x W470 x L730mm, 150kg	10	pcs	12	PHP	-	PHP	-	PHP
54	Color Coded Heavy Duty HDPE Waste Receptacles with wheels (350 liters capacity) green	1	pc	6	PHP	-	PHP	-	PHP
55	Color Coded Heavy Duty HDPE Waste Receptacles with wheels (350 liters capacity) blue	1	pc	6	PHP	-	PHP	-	PHP
56	Color Coded Heavy Duty HDPE Waste Receptacles with wheels (350 liters capacity) yellow	1	pc	6	PHP	-	PHP	-	PHP
57	Steel Scraper 2'-1/2"	3	pcs	3	PHP	-	PHP	-	PHP
58	Improvised steel Garbage Push Cart (heavy duty)	2	units	24	PHP	-	PHP	-	PHP
59	Hedge shear grass cutter trimmer 22 inches carbon steel.	4	pcs	2	PHP	-	PHP	-	PHP
60	Sharpening tools (Carbonandum) 8"	1	pcs	6	PHP	-	PHP	-	PHP
61	Garden Hand trowel (80 x 125 mm x 1.5mm thick) Total length 330mm	2	pcs	12	PHP	-	PHP	-	PHP
62	Post Hole Digger 140 cm with wood handle	2	pcs	12	PHP	-	PHP	-	PHP
63	Metal frame Pruning Shears 8.5" with rubber handle	1	pcs	3	PHP	-	PHP	-	PHP
64	Gaulon wet floor sign (yellow) warning floor	15	pos	12	PHP	-	PHP	-	PHP
65	Mop Squeezers 20 liter capacity	25	sets	12	PHP	-	PHP	-	PHP
66	Step-on trash bin (3 liters)	40	unit	12	PHP	-	PHP	-	PHP
67	Biometric Finger Scanner (1,000 finger prints, up to 3 fingerprints per user, password entry and colored screen.	1	units	12	PHP	-	PHP	-	PHP
68	Steel Spade Shovel 102 cm (Spade head 30cm)	1	pcs	6	PHP	-	PHP	-	PHP
69	Fertilizer (14-14-14)	1	sack (50kgs)	6	PHP	-	PHP	-	PHP
70	Fertilizer (Urea)	1	sack (50kgs)	6	PHP	-	PHP	-	PHP
71	Insecticide for ornamental plants	1	gal	6	PHP	-	PHP	-	PHP
72	Heavy Duty Floor Matting anti-slip (for Entrance & Exit) Blue 10 feet by 3 feet made with PVC, carpet surface type 7mm thick (3M Soflex Anti Slip mat or equivalent)	3	pcs	12	PHP	-	PHP	-	PHP
73	Combination pliers 8 inches	1	pc	12	PHP	-	PHP	-	PHP
74	Long nose 8 inches	1	pc	12	PHP	-	PHP	-	PHP
75	Diagonal cutter 8 inches	1	pc	12	PHP	-	PHP	-	PHP

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76	Claw drop-forged hammer (heavy duty) 450g with fiberglass handle	1	pc	12	PHP	-	PHP	-	PHP
77	Hacksaw frame with spare blade 12", 65mm blade soft grip with adjustable tension, quick release blade.	1	pc	12	PHP	-	PHP	-	PHP
78	Wood saw (heavy duty) 400mm, 65Mn	1	pc	12	PHP	-	PHP	-	PHP
79	Wrecking bar 24 inches (heavy duty) with oval shank with notch	1	pc	12	PHP	-	PHP	-	PHP
80	Flat chisel 16mm chrome carbon steel, rust resistant (Stanley or equivalent)	1	pc	12	PHP	-	PHP	-	PHP
81	Electric impact drill with set of bit (masonry and steel) 680W 3000 RPM Cordless drill, Brushless motor with 20V Battery and charger	1	set	12	PHP	-	PHP	-	PHP
82	Cordless Electric grinder 4 inches diameter 20V Battery	1	unit	12	PHP	-	PHP	-	PHP
83	Wire brush 4 inches diameter	5	pcs	12	PHP	-	PHP	-	PHP
84	Grinding metal disc 100mm diameter, 16mm bore diameter, 6.0mm thick	2	pcs	1	PHP	-	PHP	-	PHP
85	Metal cutting disc 4 inches diameter	4	pcs	1	PHP	-	PHP	-	PHP
86	Atomizer misting machine against COVID-19	1	unit	12	PHP	-	PHP	-	PHP
87	155 liters high impact storage box L80 x W59 x 51cm Clear, food grade (for storage of food wastes)	25	unit	1	PHP	-	PHP	-	PHP
	Equipment/Tools rent cost per year								
	Equipment Cost for one month						C		

A PHP 12,082.1  
 B PHP 1,816.1  
 C PHP -  
 A+B+C= PHP 13,879.1  
 COST PER MONTH FOR DFA MAIN 13,879.1  
 12% VAT PHP 1,629.1  
 TOTAL COST PER MONTH PHP 15,208.1

MONTHLY/QUARTERLY MINIMUM REQUIRED SUPPLIES AND MATERIALS FOR DFA ASEANA

Items	MONTHLY SUPPLIES	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
1	Plastic spray bottle		6	pcs	1	PHP 2.00	PHP 12.00	PHP 12.00
2	Air-Freshener (milled)		40	pcs of sachet 22 ml	1	PHP 1.50	PHP 60.00	PHP 60.00
3	Disinfectant spray 5.10g (Lysol or Equivalent)(Early Morning Breeze or as per end user choice)		3	lubes/5.10g	1	PHP 10.00	PHP 30.00	PHP 30.00
4	Black Garbage Bags XXL		50	pcs	1	PHP 1.00	PHP 50.00	PHP 50.00
5	Biodegradable Garbage Bags (12" x 18", any color)		200	pcs	1	PHP 0.45	PHP 90.00	PHP 90.00
6	Transparent Biodegradable Garbage Bags XXL		200	pcs	1	PHP 2.45	PHP 490.00	PHP 490.00
7	Bleaching agent		6	gals	1	PHP 12.00	PHP 72.00	PHP 72.00
8	Concentrated Dishwashing Soap		5	gals	1	PHP 12.00	PHP 72.00	PHP 72.00
9	Concentrated Liquid Hand soap		15	gals	1	PHP 15.00	PHP 225.00	PHP 225.00
10	Deodorant Cake		35	pcs	1	PHP 2.50	PHP 87.50	PHP 87.50
11	Long-lasting durable liquid floor finish (Complete, J&J or equivalent)		1	gals	1	PHP 12.50	PHP 12.50	PHP 12.50
12	Fine Steel Wool (16 pack/pack)		3	pack	1	PHP 12.50	PHP 37.50	PHP 37.50
13	Flannel Dust Cloth 1ft. x 1.5ft (6pcs per set)		2	set	1	PHP 8.00	PHP 16.00	PHP 16.00
14	Floor spray/buff Maintainer (J&J or equivalent)		1	gals	1	PHP 25.00	PHP 25.00	PHP 25.00
15	Furniture polish/Tube 255g		1	gals	1	PHP 25.00	PHP 25.00	PHP 25.00
16	Glass Cleaner		1	gals	1	PHP 25.00	PHP 25.00	PHP 25.00
17	Good Morning Towels		2	dozen	1	PHP 25.00	PHP 50.00	PHP 50.00
18	Ordinary Round Rags		20	kg	1	PHP 27.50	PHP 550.00	PHP 550.00
19	Powdered Detergent		130	kg	1	PHP 6.50	PHP 845.00	PHP 845.00
20	Scouring Pad		20	pcs	1	PHP 2.20	PHP 44.00	PHP 44.00
21	Floor sealer (Over& Under, J&J or equivalent)		6	gals	1	PHP 50.00	PHP 300.00	PHP 300.00
22	Stain remover (Bleach)		2	gal	1	PHP 35.00	PHP 70.00	PHP 70.00
23	Acidic, non-fuming liquid toilet bowl cleaner and disinfectant		15	gals	1	PHP 15.00	PHP 225.00	PHP 225.00
24	Bathroom tissue roll 2 ply		12	pack of 48 rolls	1	PHP 7.08	PHP 84.96	PHP 84.96
25	Multi fold hand towel tissue paper 28cm x 23cm (white) 10Y x 175 pulls, 1 box = 30 pcs		80	box (30pcs)	1	PHP 12.00	PHP 960.00	PHP 960.00

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Items	DESCRIPTION	UNIT	LIFE SPAN (MONTHS)	PHP	TOTAL COST	TOTAL COST/LIFE SPAN
26	Vanity/ Flat Box Uncented Facial Tissue 3 ply x 60 pulls	boxes	1	PHP 15.00	PHP 3,600.00	PHP 3,600.00
27	Heavy duty floor stripper	gals	1	PHP 25.00	PHP 25.00	PHP 25.00
28	Furniture polish/tube 255g	pcs	1	PHP 35.00	PHP 140.00	PHP 140.00
29	Vinyl/ Nitrile Blend powder free disposable gloves, 100 pcs per box	boxes	1	PHP 120.00	PHP 120.00	PHP 120.00
30	Disposable Surgical Medical Face mask (hyppoallergenic, high filtration capacity), blue, 17.3x9.5 cm, 50 masks/pack	box (50pc/box)	1	PHP 33.00	PHP 462.00	PHP 462.00
31	Isopropyl Alcohol 70% (for janitorial personnel use)	gal	1	PHP 50.00	PHP 100.00	PHP 100.00
	Monthly total cost				A	PHP 8,905.46
	<b>QUARTERLY SUPPLIES</b>					
	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>LIFE SPAN (MONTHS)</b>	<b>PHP</b>	<b>TOTAL COST</b>	<b>TOTAL COST/LIFE SPAN</b>
32	Dust Mop/Flat Mop System	pcs	1	PHP -	PHP -	PHP -
33	Mop Handle heavy duty 4.5 feet	pcs	1	PHP -	PHP -	PHP -
34	Mop Head	pcs	1	PHP -	PHP -	PHP -
35	Ceiling Broom	pcs	1	PHP -	PHP -	PHP -
36	Soft Broom	pcs	1	PHP 50.00	PHP 750.00	PHP 1,500.00
37	Stick Broom	pcs	1	PHP 15.00	PHP 150.00	PHP 300.00
38	Toilet Bowl Plunger with thick rubber base (heavy duty) H-53cm W-15cm (Dura Brite or equivalent)	pcs	1	PHP -	PHP -	PHP -
39	Foldable broom duster and broom set	pcs	1	PHP -	PHP -	PHP -
40	Toilet Bowl Brush (heavy duty)	pcs	1	PHP -	PHP -	PHP -
41	Push Brush 12" (heavy duty) wood handle	pcs	1	PHP -	PHP -	PHP -
42	Metal Polish 150g (metal cleaner) Plunge or equivalent	pcs	1	PHP 50.00	PHP 500.00	PHP 1,000.00
43	Polishing Pad 16"x10" pads	pcs	1	PHP 50.00	PHP 100.00	PHP 100.00
44	Scrubbing Pad 16"x10" pads	pcs	1	PHP 50.00	PHP 100.00	PHP 100.00
45	Striping Pad 16"x10" pads	pcs	1	PHP 50.00	PHP 100.00	PHP 100.00
46	PVC Hand Brush	pcs	1	PHP -	PHP -	PHP -
47	40 kg chlorine Granules	pcs	1	PHP -	PHP -	PHP -
48	Chlorine/PH Test kit	pcs	1	PHP -	PHP -	PHP -
49	240ml OTO/PH solution	pcs	1	PHP -	PHP -	PHP -
	Quarterly cost				B	PHP 3,100.00
	Monthly cost					PHP 1,033.33

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EQUIPMENT RENT FOR 1 YEAR (12 MONTHS)									
Items	DESCRIPTION	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN			
50	Heavy duty floor polisher (16 inches)	unit	48	PHP	PHP	PHP			
51	Rubber Window Squeegee (heavy duty), 25cm	pcs	3	PHP	PHP	PHP			
52	Wet and Dry Industrial Vacuum Cleaner (32 Liters)	unit	6	PHP	PHP	PHP			
53	Garden water hose with sprinkles (heavy duty) 100m	rolls	3	PHP	PHP	PHP			
54	Aluminum Step Ladder: 8 ft.	pcs	12	PHP	PHP	PHP			
55	Foldable Flatbed Steel Platform Trolley, H800 x W470 x L730mm, 150kg	pcs	12	PHP	PHP	PHP			
56	Color Coded Heavy Duty Waste Receptacles with wheels (95 gallons capacity) green	pcs	6	PHP	PHP	PHP			
57	Steel Scraper 2-1/2"	pcs	3	PHP	PHP	PHP			
58	Hedge shear grass cutter trimmer 22 inches carbon steel.	pcs	2	PHP	PHP	PHP			
59	Sharpening tools (Carborundum) 8"	pcs	6	PHP	PHP	PHP			
60	Garden Hand Towel (60 x 125 mm x 1.5mm thick) total length 330mm	pcs	12	PHP	PHP	PHP			
61	Pol. hole Digger 140 cm with wood handle	pcs	12	PHP	PHP	PHP			
62	Metal frame Pruning Shears 8.5" with rubber handle	pcs	3	PHP	PHP	PHP			
63	Caution wet floor sign (yellow) warning floor	pcs	12	PHP	PHP	PHP			
64	Mop Squeezers 20 liter capacity	sets	12	PHP	PHP	PHP			
65	Slap-on Containers/Bins	unit	12	PHP	PHP	PHP			
66	Biometric Finger Scanner	units	12	PHP	PHP	PHP			
67	Steel Spade Shovel 102 cm (Spade head 30cm)	pcs	6	PHP	PHP	PHP			
	Equipment/Tools rent cost per year								
	Equipment cost per month								

A PHP 8,905.46  
 B PHP 1,033.33  
 C PHP  
 A+B+C= PHP 9,938.79  
 COST PER MONTH FOR DFA ASEANA PHP 9,938.79  
 12% VAT PHP 1,192.66  
 TOTAL COST PER MONTH PHP 11,131.45

JANITORIAL EQUIPMENT/ SUPPLIES FOR WHOLE CONSULAR OFFICES WITHIN NCR

Items	MONTHLY SUPPLIES ALL SO. (\$)	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
1	Disinfectant spray 510g (Lysol or Equivalent)(Early Morning Breeze or as per end user choice)	1	1	tubes/510g	1	PHP 7.50	PHP 7.50	PHP 7.50
2	Biodegradable garbage bags (12 x 18" any color)	50	50	pcs	1	PHP 0.45	PHP 22.50	PHP 22.50
3	Transparent Biodegradable Garbage Bags XXL	20	20	pcs	1	PHP 2.45	PHP 49.00	PHP 49.00
4	Concentrated dishwashing Soap	1	1	gals	1	PHP 25.00	PHP 25.00	PHP 25.00
5	Concentrated liquid hand soap	1	1	gals	1	PHP 16.00	PHP 16.00	PHP 16.00
6	Flannel dust cloth 11l. x 1.5ft. (9pcs per set)	4	4	set	1	PHP 16.25	PHP 61.00	PHP 61.00
7	Glass cleaner	1	1	gals	1	PHP 26.00	PHP 26.00	PHP 26.00
8	*Good Morning* towels	3	3	dozen	1	PHP 16.00	PHP 48.00	PHP 48.00
9	Powdered detergent	3	3	kg	1	PHP 9.25	PHP 27.75	PHP 27.75
10	Scouring pad	2	2	pcs	1	PHP 2.20	PHP 4.40	PHP 4.40
11	Vanity/ Flat Box Uncented Facial Tissue 3 ply x 60 pulls	35	35	pcs	1	PHP 11.92	PHP 417.20	PHP 417.20
12	Vinyl/ Nitrile Blend powder free disposable gloves, 100 pcs per box	2	2	boxes	1	PHP 26.40	PHP 52.80	PHP 52.80
13	Ordinary rags	1	1	kis	1	PHP 15.00	PHP 15.00	PHP 15.00
14	Acidic, non-flaming liquid toilet bowl cleaner and disinfectant	1	1	gals	1	PHP 12.50	PHP 12.50	PHP 12.50
15	Mop Head	4	4	pcs	1	PHP 35.00	PHP 140.00	PHP 140.00
16	Deodorant cake	8	8	pcs	1	PHP 10.00	PHP 80.00	PHP 80.00
17	Furniture polish/tube 255g	1	1	tube	1	PHP 12.00	PHP 12.00	PHP 12.00
18	Bathroom tissue roll 2 ply	1	1	pack of 48 rolls	1	PHP 35.00	PHP 35.00	PHP 35.00
19	Disposable Surgical Medical Face mask (typoallergenic, high filtration capacity), blue, 17.3x9.5 cm, 50 masks/ pack	2	2	box (50pc/box)	1	PHP 5.50	PHP 11.00	PHP 11.00
20	Isopropyl Alcohol 70% (for janitorial personnel use)	1	1	gals	1	PHP 15.00	PHP 15.00	PHP 15.00
	Monthly cost per SO						A	PHP 1,072.65
	EVERY SIX MONTHS (SEMI-ANNUAL) PER SO							
Items	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN	
21	Dust Mop/Flat Mop System	2	pcs	1	PHP -	PHP -	PHP -	
22	Mop Handle heavy duty 4.5 feet	2	pcs	1	PHP -	PHP -	PHP -	

Items	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE
23	Soft broom	2	pcs	1	50.00	100.00	100.00
24	Toilet bowl plunger (heavy duty)	1	pcs	1	15.00	15.00	15.00
25	Foldable broom dustpan and broom set	2	pcs	1	50.00	100.00	100.00
26	Toilet Bowl Plunger with thick rubber base (heavy duty) H-53cm W-15cm (Dura Brite or equivalent)	2	pcs	1	50.00	100.00	100.00
27	Plastic spray bottle	2	pcs	1	50.00	100.00	100.00
28	Push Brush 12" (heavy duty) wood handle	2	pcs	1	50.00	100.00	100.00
29	PVC Hand Brush	2	pcs	1	50.00	100.00	100.00
30	Ceiling broom	1	pcs	1	50.00	50.00	50.00
31	Rubber Window Squeegee (heavy duty), 25cm	1	pcs	6	50.00	300.00	300.00
32	Steel Scraper 2-1/2"	1	pcs	3	50.00	150.00	150.00
33	Metal Polish 150g (metal cleaner) Pledge or equivalent	2	lms	1	50.00	100.00	100.00
	Semi-annual cost					B	85.83
	Cost per month per SO						
	EQUIPMENT/TOOLS RENT COST PER MONTH PAR SO						
	DESCRIPTION <td>QUANTITY <td>UNIT <td>LIFE SPAN (MONTHS) <td>UNIT COST <td>TOTAL COST <td>TOTAL COST/LIFE</td> </td></td></td></td></td>	QUANTITY <td>UNIT <td>LIFE SPAN (MONTHS) <td>UNIT COST <td>TOTAL COST <td>TOTAL COST/LIFE</td> </td></td></td></td>	UNIT <td>LIFE SPAN (MONTHS) <td>UNIT COST <td>TOTAL COST <td>TOTAL COST/LIFE</td> </td></td></td>	LIFE SPAN (MONTHS) <td>UNIT COST <td>TOTAL COST <td>TOTAL COST/LIFE</td> </td></td>	UNIT COST <td>TOTAL COST <td>TOTAL COST/LIFE</td> </td>	TOTAL COST <td>TOTAL COST/LIFE</td>	TOTAL COST/LIFE
34	Heavy duty floor polisher (18 inches)	1	unit	48	PHP	PHP	PHP
35	Wet and Dry Industrial Vacuum Cleaner (22 Liters)	1	units	48	PHP	PHP	PHP
36	Foldable Flatbed Steel Platform Trolley, 1800 x W470 x L730mm, 150kg	1	units	12	PHP	PHP	PHP
37	Caution wet floor sign (yellow) warning floor	3	units	48	PHP	PHP	PHP
38	Mop Squeezers 20 liter capacity	1	set	12	PHP	PHP	PHP
39	Aluminum ladder 6 feet	1	pc	12	PHP	PHP	PHP
	Equipment/Tools rent cost per year						
	Equipment/Tools rent cost per month par SO					C	

A PHP 1,072.65  
 B PHP 85.83  
 C PHP -  
 A+B+C= PHP 1,158.48  
 12% VAT PHP 139.02  
 TOTAL COST PER MONTH PHP 1,297.50

JANITORIAL EQUIPMENT/ SUPPLIES PER CONSULAR OFFICES OUTSIDE NCR

MONTHLY SUPPLIES		QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
1	Disinfectant spray 510g (Lysol or Equivalent)(Early Morning Breeze or as per end user choice)	1	ubes/510g	1	PHP 7.50	PHP 7.50	PHP 7.50
2	Biodegradable garbage bags (12' x 18', any color)	50	pcs	1	PHP 0.90	PHP 45.00	PHP 45.00
3	Transparent biodegradable garbage bags XXL (37'x40')	30	pcs	1	PHP 4.20	PHP 126.00	PHP 126.00
4	Concentrated dishwashing Soap	1	gals	1	PHP 25.00	PHP 25.00	PHP 25.00
5	Concentrated liquid hand soap	1	gals	1	PHP 15.00	PHP 15.00	PHP 15.00
6	Flannel dust cloth 1ft. x 1.5ft (6pcs per set)	2	set	1	PHP 15.00	PHP 30.00	PHP 30.00
7	Glass cleaner	1	gals	1	PHP 25.00	PHP 25.00	PHP 25.00
8	*Good Morning* towels	2	dozen	1	PHP 15.00	PHP 30.00	PHP 30.00
9	Powdered detergent	3	kg	1	PHP 9.20	PHP 27.60	PHP 27.60
10	Scouring pad	2	pcs	1	PHP 2.20	PHP 4.40	PHP 4.40
11	Vanity/ Flat Box Uncented Facial Tissue 3 ply x 60 pulls	35	boxes	1	PHP 7.00	PHP 245.00	PHP 245.00
12	Wm/yl Nitrile Bland powder free disposable gloves, 100 pcs per box	2	boxes	1	PHP 16.40	PHP 32.80	PHP 32.80
13	Ordinary rags	1	kis	1	PHP 15.00	PHP 15.00	PHP 15.00
14	Acidic, non-fuming liquid toilet bowl cleaner and disinfectant	1	gals	1	PHP 12.00	PHP 12.00	PHP 12.00
15	Mop head	4	pcs	1	PHP 25.00	PHP 100.00	PHP 100.00
16	Deodorant cake	8	pcs	1	PHP 15.00	PHP 120.00	PHP 120.00
17	Furniture polish/Rube 235g	1	tube	1	PHP 12.00	PHP 12.00	PHP 12.00
18	Bathroom tissue roll 2 ply	1	pack of 48 rolls	1	PHP 25.00	PHP 25.00	PHP 25.00
19	Disposable Surgical Medical Face mask (hyposensitive, high filtration capacity), blue, 17.3x9.5 cm, 50 masks/ pack	2	box (50pc/box)	1	PHP 5.00	PHP 10.00	PHP 10.00
20	Isopropyl Alcohol 70% (for janitorial personnel use)	1	gals	1	PHP 5.00	PHP 5.00	PHP 5.00
	Monthly cost per CO					A	PHP 912.30
	EVERY SIX MONTHS (SEMI-ANNUAL)						
Items	DESCRIPTION	QUANTITY	UNIT	LIFE SPAN (MONTHS)	UNIT COST	TOTAL COST	TOTAL COST/LIFE SPAN
21	Dust Mop/Flat Mop System	2	pcs	1	PHP -	PHP -	PHP -

*[Handwritten signature]*





ANNEX C-6

MANPOWER SUMMARY  
JANITORIAL SERVICES FOR 2022 (JANUARY TO DECEMBER)

1 - 0	DFA MAIN BUILDING	Morning Shift	Afternoon-Evening Shift	Total
1 - 1	14th Floor (UIER/ Elpidio Quirinc Hall/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm 1	11:00 am - 08:00 pm 1	2
1 - 2	12th Floor (UP/ UA/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm 1	11:00 am - 08:00 pm 1	2
1 - 3	11th Floor ( OSEC/ OCR/ CHIEF COORD/ CPG/ USCR/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm 1	11:00 am - 08:00 pm 1	2
1 - 4	10th Floor ( UNIO/ ITCRD/ ACTION CENTER/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm 1	11:00 am - 08:00 pm 1	2
1 - 5	9th Floor ( OMEAA/ OPPC/ VFACOM/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm 1	11:00 am - 08:00 pm 1	2
1 - 6	8th Floor ( ASPAC/ ASEAN/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm 1	11:00 am - 08:00 pm 1	2
1 - 7	7th Floor ( OAA/ OEA/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm 1	11:00 am - 08:00 pm 1	2
1 - 8	6th Floor ( OP, OPD, DFALF, TCCP/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm 1	11:00 am - 08:00 pm 1	2
1 - 9	6th Floor South wing ( UCSCC/ OVS/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm 1	11:00 am - 08:00 pm 1	2
1 - 10	4th Floor ( OFMS/ COA/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm 2	11:00 am - 08:00 pm 1	3
1 - 11	3rd Floor ( HRMO/ CSC/ UMWA/ OTLA/ OUMWA/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm 2	11:00 am - 08:00 pm 1	3
1 - 12	2nd Floor ( Daycare/ Provident Fund/ Hallway/ OAMSS /Ambassador's Lounge/ Archives/ DFA Main Lobby/ SWA Lobby/ Clinic/ USCCR/ USCCR Receiving Area/ BFSE/ DLLU/ IAS/ MOAO/ CMOAS Conference/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm 2	11:00 am - 08:00 pm 1	3
1 - 13	Ground Floor ( Main Lobby, Media Room/ Events at Library/ Main Entrance & Exit/ Auditorium Area/ Rest of	07:00 am - 04:00 pm 1		1
1 - 14	Ground Floor South Wing Annex Lobby/ Storage Room/ ISU Office/ Restroom/ Southwing Waiting Area and Lobby/ Stairs/ Restrooms/ Common Areas)	07:00 am - 04:00 pm 1		1
1 - 15	Basement ( PABX)	07:00 am - 04:00 pm		
1 - 16	Basement ( General Records and Pouch Section)	07:00 am - 04:00 pm 1		1
1 - 17	Basement ( Consular Records Division)	07:00 am - 04:00 pm 1		1
1 - 18	Property ( PSSD)	07:00 am - 04:00 pm 1		1
1 - 19	Engineering and Maintenance Division ( EMD)	07:00 am - 04:00 pm 1		1
1 - 20	Engineering and Maintenance Division ( EMD) Carpentry cleaner/mover	07:00 am - 04:00 pm 1		1
1 - 21	Roberts St. / Basketball Court/ Transportation/ Old Authentication area/ Gate 2/ Gate 3	07:00 am - 04:00 pm		0
1 - 22	Gardeners	08:00 am - 05:00 pm 1		1
1 - 23	Movers	07:00 am - 04:00 pm 2	11:00 am - 08:00 pm 2	4
1 - 24	Garbage Collector/ Segregating Team	07:00 am - 04:00 pm 1 08:00 am - 05:00 pm 1		1 1
1 - 25	Basement	07:00 am - 04:00 pm 1		1
1 - 26	Supervisor/ Storekeeper	06:00 am - 03:00 pm 3 07:00 am - 04:00 pm	11:00 am - 08:00 pm 0	3
TOTAL PERSONNEL				45

COMPLY

2 - 0	OCA ASEANA	Morning Shift	Afternoon-Evening Shift	Total
2 - 1	Supervisor	06:00 am - 03:00 pm 1	11:00 am - 08:00 pm 1	2
2 - 2	*Ground floor	06:00 am - 03:00 pm 5	11:00 am - 08:00 pm 3	8

ANNEX C-6

2	-	3	*2nd floor	06:00 am - 03:00 pm	2	11:00 am - 08:00 pm	1	3
2	-	4	*3rd floor	06:00 am - 03:00 pm	2	11:00 am - 08:00 pm	1	3
2	-	5	*4th floor	06:00 am - 03:00 pm	2	11:00 am - 08:00 pm	1	3
2	-	6	*Roof deck	06:00 am - 03:00 pm				
TOTAL PERSONNEL								19

3	-	0	METRO MANILA/NCR OFFICES	Morning Shift		Afternoon-Evening Shift		Total
3	-	1	SM Mega Mall	07:00 am - 04:00 pm	1	11:00 am - 08:00 pm	1	2
3	-	2	SM Robinsons Galleria	07:00 am - 04:00 pm	1	09:00 am - 06:00 pm	1	2
3	-	3	NCR West	07:00 am - 04:00 pm	1	11:00 am - 08:00 pm	1	2
3	-	4	Alabang Town Center	08:00 am - 05:00 pm	1	11:00 am - 08:00 pm	1	2
3	-	5	Ali Mall	07:00 am - 04:00 pm	1	11:00 am - 08:00 pm	1	2
3	-	6	Robinsons-Novaliches	07:00 am - 04:00 pm	1	11:00 am - 08:00 pm	1	2
TOTAL PERSONNEL								12

4	-	0	CONSULAR OFFICES (COs)	Morning Shift		Afternoon-Evening Shift		Total
4	-	1	CO Baguio	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	2	CO La Union	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	3	CO Calasiao, Pangasinan	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	4	San Nicolas Ilocos Norte	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	5	CO Tuguegarao	08:00 am - 05:00 pm	1			1
4	-	6	Santiago Isabela	09:00 am - 06:00 pm	1			1
4	-	7	CO San Fernando	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	8	Satellite Office Angeles	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	9	Malolos, Bulacan	07:00 am - 04:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	10	Tarlac City	07:00 am - 04:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	11	CO Balangas	07:00 am - 04:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	12	CO Lucena	08:00 am - 05:00 pm	1			1
4	-	13	Antipolo Rizal	09:00 am - 06:00 pm	1			1
4	-	14	Dasmariñas, Cavite	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	15	San Pablo, Laguna	07:00 am - 04:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	16	CO Puerto Princesa	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	17	CO Legazpi	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	18	CO Iloilo	07:00 am - 04:00 pm	1	10:00 am - 07:00 pm	0	1
4	-	19	CO Bacolod	07:00 am - 04:00 pm	1	10:00 am - 07:00 pm	0	1
4	-	20	CO Cebu	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	21	CO Dumaguete	08:00 am - 05:00 pm	1			1
4	-	22	CO Tacloban	08:00 am - 05:00 pm	1			1
4	-	23	CO Zamboanga	07:00 am - 04:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	24	CO Cagayan de Oro	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	25	CO Davao	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	26	DFA Mindanao, Davao	09:00 am - 06:00 pm	1			1
4	-	27	Clarin, Misamis Occidental	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	28	CO Butuan	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
4	-	29	Tagum, Davao D.N.	09:00 am - 06:00 pm	1			1
4	-	30	CO General Santos	08:00 am - 05:00 pm	1			1
4	-	31	CO Kidapawan, Cotabato	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
TOTAL PERSONNEL								31

5	-	0	Provisions for Nine Consular Offices for 2022	Morning Shift		Afternoon-Evening Shift		Total
5	-	1	Calocan	08:00 am - 05:00 pm	0	09:00 am - 06:00 pm	0	0
5	-	2	Zambales (Dianogap City)	08:00 am - 05:00 pm	0	09:00 am - 06:00 pm	0	0
5	-	3	Nueva Ecija	08:00 am - 05:00 pm	0	09:00 am - 06:00 pm	0	0
5	-	4	Mindoro	08:00 am - 05:00 pm	0	09:00 am - 06:00 pm	0	0
5	-	5	Camarines Sur/ Camarines Norte	08:00 am - 05:00 pm	0	09:00 am - 06:00 pm	0	0
5	-	6	Antique (San Jose)	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
5	-	7	Cebu	08:00 am - 05:00 pm	0	09:00 am - 06:00 pm	0	0
5	-	8	Zamboanga (Pagadian City)	08:00 am - 05:00 pm	1	09:00 am - 06:00 pm	0	1
5	-	9	Bukidnon	08:00 am - 05:00 pm	0	09:00 am - 06:00 pm	0	0
TOTAL PERSONNEL								2
GRAND TOTAL NUMBER OF PERSONNEL								109

\*Note: Refer to new area assignment regarding proposed number

COMPLY

11 + *[Signature]*



REPUBLIC OF THE PHILIPPINES

# CITY OF MAKATI

BUSINESS PERMITS OFFICE

PERMIT NO. 29393

29393

## PAHINTULOT SA PANGANGALAKAL (BUSINESS PERMIT)

MATALASTAS NG LAHAT:  
(KNOW ALL MEN BY THESE PRESENTS)  
NA SI / ANG:  
(THAT)

### CBII PHILIPPINES INTERNATIONAL, INC.

na matatagpuan at may pahatirang sulat sa  
(with postal address at)

UC 8771 SANTOL ST., SAN ANTONIO

na itinatag nang may buong karapatan at umiiral sa ilalim ng mga batas ng  
(duly recognized and existing under the laws of the)

Republika ng Pilipinas, ay pinagkalooban ng pahintulot na mangalakal bilang  
(Republic of the Philippines, is hereby granted the permit to operate as)

SEO

ngayong ika- 04 ng January 2022  
(on this) (day of)

Ang pahintulot na ito ay matatapos sa ika- 31 of December 2022.  
(This permit expires on)

Malibang ito'y maagang bawiin at pawalang bisa.  
(unless sooner revoked)

**ATTY. MARIBERT Q. PAGENTE**  
HEAD, BUSINESS PERMITS AND LICENSING OFFICE

**HON. MARJEN ABIGAIL S. BINAY**  
PUNONG PANGLUNSOD  
(CITY MAYOR)

TAX YEAR : 2022      QUARTER : 4  
O.R. NO. : 4419020BU      O.R. DATE : 01/04/2022  
O.R. AMOUNT : 104,933.38

MAYOR'S PERMIT FEE	5,000.00
BUSINESS TAX	81,750.00
SANITARY PERMIT FEE	150.00
GARBAGE FEE	2,000.00
SIGNBOARD FEE	200.00
ENGINEERING FEE	0.00
INDIVIDUAL MP FEE	4,000.00
INDIVIDUAL HC FEE	4,000.00
MEAT INSPECTION FEE	0.00
FSI FEE	1,102.50
BARANGAY CLEARANCE FEE	500.00
OTHER FEES / PENALTY / INTEREST	6,230.88

TOTAL

CERTIFIED TRUE COPY  
104,933.38  
M. CLEVAS

## IMPORTANT

Failure to renew this Business Permit within the prescribed period shall subject the taxpayer to a twenty-five percent (25%) surcharge and two percent (2%) penalty per month. Upon closure of business, surrender this permit to City Treasurer's Office on or before the twentieth (20th) day of the month following the quarter to avoid penalty.

202102312

**ITO AY DAPAT IPASKIL SA HAYAG NA POOK NG KALAKALAN AT DAPAT IPAKITA SA SANDALING HINGIN NG MGA KINAUKULANG MAYKAPANGYARIHAN.**  
**THIS MUST BE POSTED ON CONSPICUOUS PLACE AND BE PRESENTED UPON DEMAND BY PROPER AUTHORITIES.**

Republic of the Philippines  
Department of Budget and Management  
PROCUREMENT SERVICE  
**CERTIFICATE OF PHILGEPS REGISTRATION**  
(Platinum Membership)

*THIS IS TO CERTIFY THAT*

**CBII PHILIPPINES INTERNATIONAL, INC.**  
8771 UNIT C SANTOL STREET SAN ANTONIO VILLAGE,  
Makati City, Metro Manila, NCR, Philippines

*is registered in the Philippine Government Electronic Procurement System (PhilGEPS) on 07-Dec-2010 pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.*

*This further certifies that CBII PHILIPPINES INTERNATIONAL, INC. has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof.*

*For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective Bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated.*

*By submitting this Certificate, the Bidder certifies:*

- 1. the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;*
- 2. the veracity of the statements and information contained therein;*
- 3. that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it an evidence that the Bidder has passed the post-qualification stage; and*
- 4. that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.*

*This Certificate is valid until 29-Aug-2023*

Issued this 16th day of August 2022.

This is a system generated certificate. No signature is required.



Documentary Stamp Tax Paid Php 30.00

Certificate Reference No: 20101627207162206880

CERTIFIED TRUE COPY  
REYNAL M. QUEVAS  
PRESIDENT  
CBII PHILIPPINES INTERNATIONAL INC



## REMINDERS <sup>1</sup>

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*
- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*
- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

CERTIFIED TRUE COPY

REYNALDO M. CUEVAS  
PRESIDENT  
PHILGEPS INTERNATIONAL INC

Certificate Reference No: 201012372071644068680

"Annex A"

# List of Eligibility Documents

of

**CBII PHILIPPINES INTERNATIONAL, INC.**  
8771 UNIT C SANTOL STREET SAN ANTONIO VILLAGE,  
Makati City, Metro Manila, NCR, Philippines

<b>SEC Certificate</b>	Registration Date : 16-Mar-2006 SEC Certificate Number : CS200603870
<b>Mayors Permit</b>	Expiration Date : 31-Dec-2022 Permit Number : 29393 Place of Issue : MAKATI CITY Issued By / Signatory : HON. MAR-LEN ABIGAIL S. BINAY Issuance Date : 04-Jan-2022
<b>Tax Clearance</b>	Expiration Date : 18-Jan-2023 TCC Number : 08A0490118R00232022M Issued By / Signatory : ANNE M. REYES Issuance date : 18-Jan-2022
<b>Audited Financial Statement</b>	Date of Filing : 11-Apr-2022 Current Asset : 196,727,424.00 Total Asset : 211,161,676.00 Current Liabilities : 18,977,489.00 Total Liabilities : 164,223,098.00 Name of Auditor : HECTOR F. LINGGATONG BIR RDO Code : 049
<b>PCAB License</b>	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :

**CERTIFIED TRUE COPY**

**REYNALDO M. CUEVAS**  
PRESIDENT  
CBII PHILIPPINES INTERNATIONAL, INC.

Certificate Reference No: 2010123720716440686801



# CBII PHILIPPINES INTERNATIONAL, INC.

## CERTIFICATION

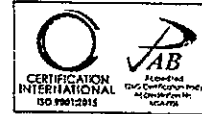
This is to certify that our company, CBII PHILIPPINES INTERNATIONAL, INC. with office address at 8771 Unit C Santol St., San Antonio Village, Makati City and at 2/F 8248 CBII Bldg., Camachile Street, San Antonio Village, Makati City has at least eight (8) year existed in providing janitorial and allied services and has all the appropriate permits to engage in such business.

Issued this 5<sup>th</sup> day of December 2022 at Makati City, Philippines for the bidding of Procurement of Janitorial Services for FY 2023 (Early Procurement Activities) of Department of Foreign Affairs.

REYNALDO M. CUEVAS  
President



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
 National Capital Region  
 DOLE-NCR Building, 967 Maligaya Street, Malate, Manila



**2208-00006**  
 August 01, 2022

## CERTIFICATION

This is to certify that **CBII PHILIPPINES INTERNATIONAL, INC.** with office address at **8771 UNIT - C SANTOL ST., SAN ANTONIO VILLAGE, MAKATI CITY**

has pending case/s

has no pending case

filed this Office, per verification of the following:

<u>Division</u>	<u>Verified by</u>	<u>Head of Division</u>
1. TSSD-LRLS	<u>NO pending case</u> DLS/1	<u><i>Nelia M. Mungcal</i></u> 01/03/22 <b>NELIA M. MUNGCAL</b> CHIEF LEO - TSSD LR/Ls
2. TSSD-EPWW	<u>PEA - NO RELATED CONCERN</u> ES/2	<u><i>Rey D. Sanglay</i></u> 08/02/22 <b>REY D. SANGLAY</b> OIC - TSSD-EPWW
3. IMSD	<u>No Pending Case</u> J-38/3	<u><i>Reginald S. Espaldon</i></u> AUG 04 2022 <b>REGINALD S. ESPALDON</b> CHIEF AO, IMSD

• has pending case at: \_\_\_\_\_

This Certification does not cover cases filed before the National Labor Relations Commission and the National Conciliation and Mediation Board, and other attached agencies of the Department of Labor and Employment.

This Certification is issued for whatever legal purpose it may serve.

BY AUTHORITY OF THE REGIONAL DIRECTOR:

**CERTIFIED** *Reynald S. Espaldon*  
**ATTY. RUSSEL A. JALLORINA**  
 REYNALD S. ESPALDON Assistant Regional Director  
 AUG 09 2022  
 CBII PHILIPPINES INTERNATIONAL, INC.

Date released: AUG 09 2022

REGIONAL OFFICE  
 Website: www.ncr.dole.gov.ph Email: dolencr2008@yahoo.com; dolencr2008@gmail.com Telefax: 8490-6242/8490-6241/8490-3918/3303-0367

CAMANAVA FIELD OFFICE  
 5<sup>th</sup> Flr. Araneta Square Center, Monumento Circle, Caloocan City  
 ☎ 8282-1842; 8283-5044; 8357-3188 (fax)

MANILA FIELD OFFICE  
 4<sup>th</sup> Flr. International Bldg., 1650 Gen. Malvar cor. San Marcelino, Malate, Manila  
 ☎ 8302-9270; 8244-1318; 8244-1532; 8302-9269 (fax)

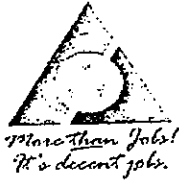
MAKATI-PASAY FIELD OFFICE  
 2<sup>nd</sup> Flr., ECC Bldg., Sen. Gil Puyat Ave., Makati  
 ☎ 8772-8210; 8800-7211; 8334-5062 (fax)

DAPATANBARISAN FIELD OFFICE

MUSTAPARLAS FIELD OFFICE

QUEZON CITY FIELD OFFICE





Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
National Capital Region  
DOLE-NCR 967 Maligaya St., Malate, Manila

This

**CERTIFICATE OF REGISTRATION**

Numbered: NCR-MPFO-78101- 071221-014-R  
TIN: 259-364-039-000

issued to

**CBII PHILIPPINES INTERNATIONAL, INC.**  
Unit C, 8771 Santol St., San Antonio Village, Makati City

for having complied with the requirements as provided for under the Labor Code, as amended, and its Implementing Rules and having paid the registration fee in the amount of **ONE HUNDRED THOUSAND PESOS (P100,000.00)** per Official Receipt Number 28820901 dated JUL 13 2021.

In witness whereof, and by authority vested in me by the Labor Code, as amended, and its implementing Rules specifically **Department Order No. 174, Series of 2017** entitled Rules Implementing Articles 106 to 109 of the Labor Code, as amended, I have hereunto set my hand and affixed the Official Seal of the National Capital Region, Department of Labor and Employment, Malate, Manila on this JUL 12 2021.

This Certificate of Registration shall be valid until JUL 11 2023 subject for renewal every two (2) years based on Section 20 of the Department Order No. 174, series of 2017.

JUL 12 2021

*SABO*  
ATTY. SARAH BUENA S. MIRASOL  
Regional Director

NOT VALID AS PRIVATE EMPLOYMENT AGENCY LICENSE  
CERTIFIED TRUE COPY

REYNALDO M. SUELOS  
PRESIDENT  
GENERAL INVESTMENT



Republic of the Philippines  
Department of Labor and Employment  
**NATIONAL LABOR RELATIONS COMMISSION**  
Quezon City  
National Capital Region



## CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that, as per records, the firm, **CBII PHILIPPINES INTERNATIONAL, INC.**, with business at No. 8771 Unit-C Santol St., San Antonio Village, Makati City has no pending case before the National Capital Region, this Commission, as of this date.

This certification does not include those cases pending appeal before the Commission Proper and other Regional Arbitration Branches. It is issued upon the request of Mr. Reynaldo M. Cuevas, President of the above entity, for legal purposes.

Quezon City, Philippines, August 02, 2022.

For the Executive Labor Arbiter:

**CATHERINE MELODY S. MEDINA**  
Administrative Officer V

Control No. 08-001343-22  
O.P. No. 2022-08-103795  
This is not valid without official  
dry seal of NLRC-NCR

**CERTIFIED TRUE COPY**

**REYNALDO M. CUEVAS**

**PRESIDENT**

373 Bookman Building, Quezon Avenue, Quezon City 1114

website: [www.nlrc.dole.gov.ph](http://www.nlrc.dole.gov.ph) e-mail address: [ncrabquery@gmail.com](mailto:ncrabquery@gmail.com) / [nlrcnrc.admunit@gmail.com](mailto:nlrcnrc.admunit@gmail.com)  
<https://www.facebook.com/nlrcchairmannograles>



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
 National Capital Region  
 DOLE-NCR Building, 967 Maligaya Street, Malate, Manila



**2208-00006**

August 01, 2022

## CERTIFICATION

This is to certify that **CBII PHILIPPINES INTERNATIONAL, INC.** with office address at **8771 UNIT - C SANTOL ST., SAN ANTONIO VILLAGE, MAKATI CITY**

has pending case/s

has no pending case

filed this Office, per verification of the following:

<u>Division</u>	<u>Verified by</u>	<u>Head of Division</u>
1. TSSD-LRLS	<u>NO pending case</u> 08/01	<u></u> 01/03/2022 <b>NELIA M. MUNGCAL</b> CHIEF LEO - TSSD LRLS
2. TSSD-EPWW	<u>DEA - NO RELATED CONCERN</u> 08/02	<u></u> 08/02/22 <b>REY D. SANGLAY</b> OIC - TSSD-EPWW
3. IMSD	<u>No Pending Case</u> 7-30/23	<u></u> AUG 04 2022 <b>REGINALD S. ESPALDON</b> CHIEF AO, IMSD

• has pending case at: \_\_\_\_\_

This Certification does not cover cases filed before the National Labor Relations Commission and the National Conciliation and Mediation Board, and other attached agencies of the Department of Labor and Employment.

This Certification is issued for whatever legal purpose it may serve.

BY AUTHORITY OF THE REGIONAL DIRECTOR:

**ATTY. RUSSEL A. JALLORINA**  
 Assistant Regional Director

Date released: AUG 09 2022

**CERTIFIED TRUE COPY**

**REYNAL M. CUEVAS**  
 PRESIDENT

**CBII PHILIPPINES INTERNATIONAL, INC.**

REGIONAL OFFICE

Website: [www.ncr.dole.gov.ph](http://www.ncr.dole.gov.ph) Email: [dolencr2009@yahoo.com](mailto:dolencr2009@yahoo.com); [dolencr2009@gmail.com](mailto:dolencr2009@gmail.com) Telefax: 8400-4242-2400-6241/8400-3918/8302-0367

**CAMANAVA FIELD OFFICE**  
 5<sup>th</sup> Flr. Araneta Square Center, Monumento Circle, Caloocan City  
 ☎ 8282-1842; 8283-5044; 8367-3188 (fax)

**MANILA FIELD OFFICE**  
 4<sup>th</sup> Flr. International Bldg., 1650 Gen. Mahar cor. San Marcelino, Malate, Manila  
 ☎ 8392-9270; 8244-1318; 8244-1532; 8302-9269 (fax)

**MAKATI-PASAY FIELD OFFICE**  
 2<sup>nd</sup> Flr., ECC Bldg., Sen. Gil Puyat Ave., Makati City  
 ☎ 8772-8210; 8800-7211; 8336-5062 (fax)

MINTAPARLAS FIELD OFFICE

OURZON CITY FIELD OFFICE

**ANNEX G**  
**GENERAL CONDITION OF**  
**THE CONTRACT**



## ***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 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 prior to 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 specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the SCC, **Section IV (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**

- 6.1. 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.
- 6.2. 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.

**ANNEX H**  
**SPECIAL CONDITION OF**  
**THE CONTRACT**

A handwritten signature or mark in the bottom right corner of the page, consisting of several loops and a long tail.



## ***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.

**ANNEX I**  
**PERFORMANCE SECURITY**  
**CERTIFICATE**

A handwritten signature in black ink, located in the bottom right corner of the page. The signature is stylized and appears to consist of several overlapping loops and lines.



# CBII PHILIPPINES INTERNATIONAL, INC.

January 3, 2023

**HON. ANTONIO A. MORALES**

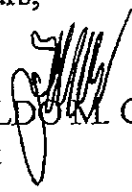
Undersecretary for Administration and Head of the Procuring Entity  
Department of Foreign Affairs  
Roxas Blvd. Pasay City

Dear Hon. Morales:

Please acknowledge receipt of the required Performance Bond for the Contract of Janitorial Services for Department of Foreign Affairs for the period covered January 1, 2023 to December 31, 2023 amounting to *Eight Million Seven Hundred Thirty Two Thousand Three Hundred Eighty Two Pesos & 58/100 (Php8,732,382.58)* with SICI Bond No. 10730/ MKT/G-HO-281531 issued by Stronghold Insurance Company Inc.

Thank you.

Truly yours,

  
REYNALDO M. CUEVAS  
President

MKT-QF-002

REV: 00



# STRONGHOLD INSURANCE COMPANY, INCORPORATED

Tel Nos. 02-891-1329 to 34 ; Fax Nos. 02-891-1326/83  
mail@strongholdinsurance.com.ph  
www.strongholdinsurance.com.ph  
VAT Reg. TIN 000-602-270-000  
Established since 1960

## PERFORMANCE BOND

SICI NO.: 107304  
MKT/G(13)-HO-281531

### KNOW ALL MEN BY THESE PRESENTS:

That we, **CBII PHILIPPINES INTERNATIONAL, INC.**-8771 Unit-C, Santol Street, San Antonio Village, Makati City as Principal, and **STRONGHOLD INSURANCE CO., INC.**-17/F Security Bank Centre, 6776 Ayala Avenue, Makati City, a corporation duly organized and existing under and by virtue of the laws of the Philippines, as Surety, are held and firmly bound unto the **DEPARTMENT OF FOREIGN AFFAIRS**, as obligee in the sum of **PESOS: EIGHT MILLION SEVEN HUNDRED THIRTY-TWO THOUSAND THREE HUNDRED EIGHTY-TWO & 58/100 (PHP 8,732,382.58)** Only, Philippine Currency, for the payment of which well and truly to be made, we bind ourselves, our heirs, executors, administrators, successor, and assigns, jointly and severally firmly by these presents.

### WHEREAS, The CONDITIONS OF THIS OBLIGATIONS ARE AS FOLLOWS:

*Comply with the Procurement of Janitorial Services for FY 2023. This bond is callable on demand.*

*Provided however that the liability of the Surety Company under this bond shall be proportionately decreased by the percentage of completion of work and materials used in this job.*

WHEREAS, the liability of the Surety Company under this bond shall in no case exceed the sum of **PESOS: EIGHT MILLION SEVEN HUNDRED THIRTY-TWO THOUSAND THREE HUNDRED EIGHTY-TWO & 58/100 (PHP 8,732,382.58)** Only, Philippine Currency, inclusive of interest, attorney's fee and other damages, and shall not be liable for any advances of the Obligee to the Principal;

WHEREAS, said contract requires the said Principal to give a good and sufficient bond in the above-stated sum to secure the full and faithful performance on its part of said contract;

NOW THEREFORE, if the Principal shall perform well and truly and fulfill all the undertakings, covenants, terms, conditions and agreements of said contract, then, this obligation shall be null and void; otherwise it shall remain in full force and effect.

The liability of the surety company under this bond shall expire on **December 31, 2023** and the bond is deemed absolutely cancelled days thereafter.

IN WITNESS WHEREOF, we have set our hands and signed our names at **MAKATI CITY**, this 3rd day of **January, 2023**.

**CBII PHILIPPINES INTERNATIONAL, INC.**

**REYNALDO M. CUEVAS**  
President  
(Principal)

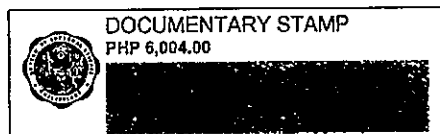
**STRONGHOLD INSURANCE CO., INC.**  
(Surety)  
TIN NO. 000-602-270-000

**ROMULO I. DELOS REYES, JR.**  
President & General Manager

### SIGNED IN THE PRESENCE OF:

**ARMANDO R. VELUTIM**  
Witness

**PEDRO V. SARMIENTO**  
Witness



Blg. 2022/14-R  
(No.) 2022/14-R



Republika ng Pilipinas  
Republic of the Philippines  
Kagawaran ng Pananalapi  
Department of Finance  
INSURANCE COMMISSION

ITO AY PATUNAY na ang STRONGHOLD INSURANCE COMPANY, INC.  
(This is to certify that

NG LUNGSOD NG MAKATI, PILIPINAS

na isang  
a

pang DI-BUHAY  
NON-LIFE  
(FIRE, MARINE, CASUALTY & SURETY)

na kompanya ng seguro ay nakatugon sa lahat ng mga kailangang itinakda ng batas  
*insurance company, has complied with all requirements of law*

ng Pilipinas kaugnay sa gayong mga kompanya ng seguro, kung kaya pinagkakalooban  
*of the Philippines relative to such insurance companies, and it is hereby granted*

nitong KATIBAYAN NG PAGKAMAYKAPANGYARIHAN upang makipagnegosyo ng  
*this CERTIFICATE OF AUTHORITY to transact*

uri ng seguro na itinakda sa itaas hanggang ikalabingdalawa ng hatinggabi, ng ikatatlumpu't isang  
*the class of insurance business above set forth until twelve o'clock midnight, on the thirty-first*

araw ng Disyembre, taong dalawang libo't dalawampu't apat  
*day of December 2024*

maliban kung agad na bawiin o pigilin ng may makatuwirang dahilan.  
*unless sooner revoked or suspended for cause.)*

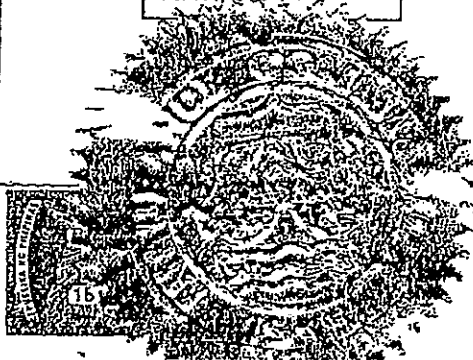
Bilang KATUNAYAN NITO, inilagda ko ang aking pangalan  
*(In WITNESS WHEREOF, I have hereunto subscribed my name*

at ikinintal ang Opisyal na Tatak ng aking Tanggapan  
*and caused my Official Seal to be affixed,*

sa Lungsod ng Maynila, Pilipinas. Ito ay may bisa  
*at the City of Manila, Philippines. This becomes*

simula ika-isa ng Enero 2022.  
*effective on 1 January 2022.)*

OR# 0529847 A  
Dated October 22, 2021  
Ps. 181,40607



DENNIS B. FUNA  
Insurance Commissioner

CERTIFIED TRUE COPY OF THE ORIGINAL  
STRONGHOLD INSURANCE COMPANY, INC.  
By: