

CONTRACT **B**

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

**KNOW ALL MEN BY THESE PRESENTS:**

This Agreement for the procurement of ADDITIONAL JANITORIAL SERVICES FOR FY 2023 (hereinafter, the AGREEMENT), entered into in Pasay City, Philippines, on 20 JUN 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 six (6) 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 **Nine Million Nine Hundred Eighty-Nine Thousand Five Hundred Twenty-Three Pesos and Eleven Centavos (Php 9,989,523.11)** 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-22-2023 dated 07 June 2023, 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
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.
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 six (6) 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. Governing Law and Jurisdiction: – This Agreement shall be governed, construed, and enforced in accordance with Philippine law, rules, and regulations.
8. 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.

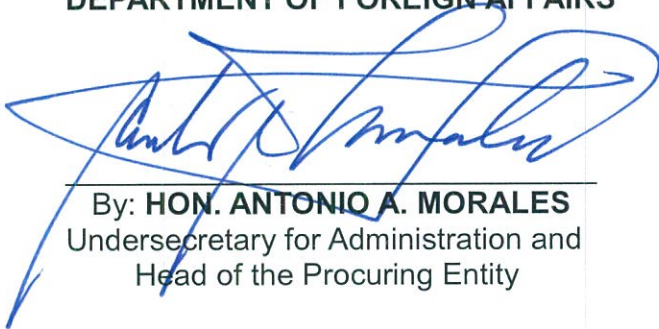
9. Any other contract or agreement entered into by the Contractor and a third party for the implementation of this Agreement shall be exclusively between such parties, to the exclusion of the Procuring Entity. The Contractor warrants that it shall hold free and harmless the Procuring Entity from any 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. 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.
11. 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.
12. This Agreement shall be binding on the parties' respective successors or assigns.
13. 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.
14. The general provisions of this Agreement are as follows:
  - a. **Dispute Resolution.** – The Parties shall exert their best effort/s 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 reached 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. The seat and venue of arbitration shall be Pasay City, Metro Manila, Philippines to the exclusion of all other venues. 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.
  - b. **Liability of the Contractor** - The Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.
  - c. **No Employer-Employee Relationship** - This Contract does not establish any employer-employee relationship between the DFA, the Contractor, being an independent contractor, and the latter's employees, agents, representatives, or subcontractors.



- d. **Indemnity** - The Contractor shall hold the DFA free and harmless from, and hereby binds and obligates itself to indemnify the DFA for, any and all liabilities, losses, damages, injuries including death, claims, demands, suits, proceedings, judgments, awards, fines, penalties, and all expenses, legal or otherwise, of whatever kind and nature arising from and by reason of this Contract, due to the fault, negligence, act, omission, delays, conduct, breach of trust, or non-observance or violation of any provision of this Contract by the Contractor and/or of its employees, agents, representatives, or sub-contractor.
- e. **Force Majeure** - The DFA and the Contractor shall not be liable in any way whatsoever for delays or failure in the performance resulting from acts beyond their reasonable control, which may not be overcome by due diligence. Such acts shall include but not be limited to acts of God, strikes, lock outs, labor disputes, material shortages, riots, war, governmental regulation imposed after the fact, flood, fire, earthquake, power outages or other such natural disasters. The obligation of the DFA and the Contractor in so far as they are affected by such occurrence, shall be suspended during the continuance of any inability so caused, and such inability shall not be a breach of this Contract.
- f. **Waiver of Rights** - No failure, omission or delay of any of the Parties in exercising any of its right, privileges and remedies hereunder shall operate as a waiver thereof. No waiver or departure from the terms of this Contract shall be valid unless made in writing and signed by the Party's authorized representative. Such waiver shall be effective only in the specific instance and for the purpose for which it is given.

IN WITNESS WHEREOF, the Parties through their authorized representatives hereto have signed this AGREEMENT on 20 JUN 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.**

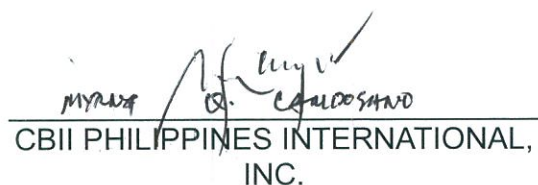


By: **MR. REYNALDO M. CUEVAS**  
President

**WITNESSES**



**Jovyl V. FERRER**  
DFA Chief Accountant



**MARIA ISADORA CUEVAS**  
CBII PHILIPPINES INTERNATIONAL,  
INC.

## ACKNOWLEDGEMENT

Republic of the Philippines)  
) s.s.


BEFORE ME, a NOTARY PUBLIC for and in the City of Pasay, Philippines, on 20 JUN 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 ADDITIONAL 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	07 DEC 2021
REYNALDO M. CUEVAS	P9183992B	DFA MANILA	15 MARCH 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. 75  
Page No. 15  
Book No. 129  
Series of 2023

  
**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



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES

OAMSS-EMD-2023-06-20

MEMORANDUM FOR THE HEAD OF PROCURING ENTITY

**Through** : The Assistant Secretary, OTLA  
The Assistant Secretary, OFMS  
The Chief Accountant, OFMS  
The Chairperson, Bids and Awards Committee (BAC) *N G*

**FROM** : *P. Hilado*  
**PATRICK JOHN U. HILADO**  
Assistant Secretary

**SUBJECT** : Agreement for the Department's Procurement of Additional  
Janitorial Services CY 2023

**DATE** : 23 June 2023

OAMSS respectfully transmits for review, comments, and signature the attached draft agreement for the Department's Procurement of Additional Janitorial Services CY 2023.

Attached for reference are signed NOA, BAC Resolution, and approved MAF.

For your information and appropriate action.

Enclosure: As stated.

BAC SECRETARIAT  
RECEIVED BY: *P. Hilado*  
DATE: 12 JULY 2023  
NAME: \_\_\_\_\_



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF TREATIES AND LEGAL AFFAIRS

OTLA-M-2198-2023

MEMORANDUM FOR THE UNDERSECRETARY FOR ADMINISTRATION AND HEAD  
OF PROCURING ENTITY

CC : The Assistant Secretary, OAMSS  
The Assistant Secretary, OFMS  
The Chief Accountant, OFMS  
The Chairperson, BAC

FROM :   
ROUSSEL R. REYES  
Officer-in-Charge

SUBJECT : Agreement for the Department's Procurement of Additional  
Janitorial Services CY 2023

DATE : 06 July 2023

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This refers to OAMSS' Memorandum OAMSS-EMD-2023-06-20 dated 23 June 2023, addressed to the Undersecretary for Administration and Head of Procuring Entity, requesting comments on the draft *Agreement for the Procurement of Additional Janitorial Services for FY 2023*.

OTLA finds the terms of the draft agreement to be generally in order, subject to the following recommendation:

Deletion of the following redundant provisions:

- a. Section 8 – No Employer-Employee Relationship (same as Section 16[d])
- b. Section 16(b) – Governing Law and Jurisdiction (same as Section 7)
- c. Section 11 – Indemnity (similar to Section 16[e])



d. Section 19 (first and second paragraph) – Severability (similar to Section 15)

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

For the Undersecretary's consideration.



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF FINANCIAL MANAGEMENT SERVICES

MEMORANDUM FOR: THE HEAD OF PROCURING ENTITY  
THE ASSISTANT SECRETARY, OAMSS

CC : The Assistant Secretary and Chairperson, BAC  
The Officer-in-Charge, OTLA

BAC SECRETARIAT  
RECEIVED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_

  
FROM : DOMINGO P. NOLASCO  
Assistant Secretary

SUBJECT : Agreement for the Department's Procurement  
of Additional Janitorial Services CY 2023

DATE : 07 July 2023 OFMS-FP-0320-2023

With reference to OAMSS-EMD-2023-06-20 dated 23 June 2023, OFMS submits the following:

1. OFMS finds the draft Agreement between the Department of Foreign Affairs and CBII Philippines International, Inc. to be generally **in order**;
2. The end-user office shall ensure that funds for this purpose are obligated within FY 2023, chargeable against the FY 2022 Continuing Appropriations;
3. In no case shall the total payment to the Contractor exceed the Contract Price of PHP 9,989,523.11, inclusive of all applicable taxes and other lawful charges;
4. Payment shall be a) based on the actual number of days as reflected in the Daily Time Record (DTR) of personnel, b) processed after the rendition of services and the submission of the invoice with a complete set of documentary requirements; and
5. In case of electronic submission of the invoice and documentary requirements, the release of payment shall require the submission of the original copies of the same.

In the absence of the submission of the Technical Specifications for this procurement, OFMS assumes that the same Technical Specifications for the Janitorial Services for CY 2023 (January to December 2023), specifically with regard to the terms of payment, have been adopted by OAMSS.

OFMS reminds that the submission of all pertinent documents is required for proper evaluation and expediting the review of draft agreements/contracts.

OFMS defers to OTLA on the legal aspects and to OAMSS on the technical aspects.

For the Assistant Secretary's consideration.



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

07 June 2023

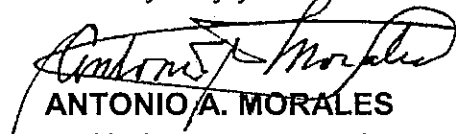
**NOTICE OF AWARD**

Sir:

Please be informed that, upon the recommendation of the Department of Foreign Affairs Bids and Awards Committee (DFA BAC) as contained in its Resolution No. CPM-PB-22-2023 dated 07 June 2023, the Department is awarding the **Contract of Additional Janitorial Services from July 01 to December 31, 2023 in the total amount of Nine Million Nine Hundred Eighty-Nine Thousand Five Hundred Twenty-Three Pesos and 11/100 (Php 9,989,523.11) only**, including 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 the 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 the 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 Procuring Entity



**Mr. REYNALDO M. CUEVAS**

Representative

CBII Philippines International Inc.

2/F, 8248 CBII Bldg., Camachile Street,

San Antonio Village, Makati City



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE

BAC Resolution No. CPM-PB- 22 -2023

**RESOLUTION RECOMMENDING AWARD OF THE CONTRACT ON  
PROCUREMENT OF ADDITIONAL JANITORIAL SERVICES FOR THE  
DEPARTMENT OF FOREIGN AFFAIRS  
(JULY – DECEMBER 2023)**

**WHEREAS**, the Department of Foreign Affairs, through the authorized appropriations under the FY 2022 General Appropriation Act, Continuing Appropriations (GAA), intends to apply the sum of Ten Million Pesos (PhP10,000,000.00) only – the Approved Budget for the Contract (ABC) for the *Procurement of Additional Janitorial Services from July 01 to December 31, 2023*;

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

**WHEREAS**, on 09 May 2023, the Bids and Awards Committee (BAC) Secretariat posted for seven (7) consecutive calendar days the *Invitation to Bid* for the *Procurement of Additional Janitorial Services from July 01 to December 31, 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 17 May 2023, the BAC held a Pre-Bid Conference, to discuss the eligibility requirements and the technical and financial components of the contract to be bid, the Pre-Bid Conference was attended by the following companies: DearJohn Services Inc., CBII Philippines International Inc.; CMPT Manpower Services, EJCM Manpower Services Inc., RCL Cleaners, and Starcom Manpower & Allied Services Inc.

**WHEREAS**, on 31 May 2023, 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	Nine Million Nine Hundred Eighty-Nine Thousand Five Hundred Twenty-Three Pesos and 11/100  (PhP 9,989,523.11)

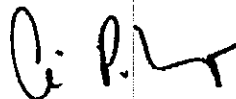
**WHEREAS**, the BAC declared ***CBII Philippines International, Inc.*** as having the Single Lowest Calculated Bid, and subjected it to Post-Qualification 05 June 2023, pursuant to Section 34.2 of the IRR of RA 9184, to determine whether it complied with and was responsive to all the requirements and 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;

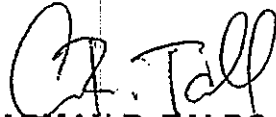
**WHEREAS**, the end-user representatives reviewed the documents submitted by ***CBII Philippines International, Inc.*** and determined that the company was compliant to all the requirements and conditions specified in the technical specifications of the project;

**NOW, THEREFORE**, we, the members of the Bids and Awards Committee, unanimously RESOLVE to RECOMMEND the award the *Procurement of Additional Janitorial Services from July 01 to December 31, 2023* to ***CBII Philippines International, Inc.*** for having submitted the Single Lowest Calculated and Responsive Bid in the amount of *Nine Million Nine Hundred Eighty-Nine Thousand Five Hundred Twenty-Three Pesos and 11/100* (PhP 9,989,523.11) only, pursuant to Section 37 of the revised IRR of RA 9184.

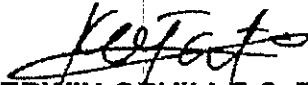
ADOPTED this 07<sup>th</sup> day of June 2023, Pasay City.



**CHARLIE P. MANANGAN**  
BAC Chairperson



**ARMAN R. TALBO**  
BAC Vice-Chairperson



**KERWIN ORVILLE C. TATE**  
BAC Member

**ARIZ SEVERINO V. CONVALECER**  
BAC Member



**CONRADO B. DEMDEM, JR.**  
Provisional BAC Member

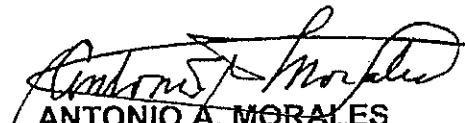


**NOEL L. RODRIGUEZ**  
Alternate Member



**GEORGE MARIANO A. SORIANO**  
End-User Representative

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



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

Department : DEPARTMENT OF FOREIGN AFFAIRS  
 Agency/Operating Unit : OFFICE OF THE SECRETARY  
 Address : 2330 ROXAS BLVD., PASAY CITY

MODIFICATION ADVICE FORM (MAF) NO. \_\_\_\_\_

Dated:

Funding Source : Regular Agency Fund - General Fund - New General Appropriations - Specific Budgets of National Government Agencies

Legal Basis : RA 11639 Regular 2022 Continuing Appropriations

DEFICIENT ITEMS (TO):

PAP	RC	OFFICE	UACS	OBJECT OF EXPENSE	AMOUNT
100000100001000	12 001 01 00000 01 03	HRMO	50211030-02	Consultancy Services	35,000,000.00
100000100001000	12 001 01 00000 01 04	OAMSS	5021203000	Security Services	8,000,000.00
100000100001000	12 001 01 00000 01 04	OAMSS	5021202000	Janitorial Services	10,000,000.00
Total					53,000,000.00

SOURCE ITEMS (FROM):

PAP	RC	OFFICE	UACS	OBJECT OF EXPENSE	AMOUNT
100000100001000	12 001 01 00000 01 01	OSEC	5020101000	Traveling Expenses - Local	281,390.00
100000100001000	12 001 01 00000 01 01	OSEC	5020102000	Traveling Expenses - Foreign	3,384,417.93
100000100001000	12 001 01 00000 01 01	OSEC	50202010-02	Training Expenses	116,000.00
100000100001000	12 001 01 00000 01 01	OSEC	50203010-01	ICT Office Supplies	17,633.46
100000100001000	12 001 01 00000 01 01	OSEC	50203010-02	Office Supplies Expenses	33,546.49
100000100001000	12 001 01 00000 01 01	OSEC	5020308000	Medical, Dental and Laboratory Supplies Exp	46,419.00
100000100001000	12 001 01 00000 01 01	OSEC	50203210-02	(Semi-Expendable) - Office Equipment	12,490.00
100000100001000	12 001 01 00000 01 01	OSEC	50203210-03	(Semi-Expendable) - Information and Commu	22,332.00
100000100001000	12 001 01 00000 01 01	OSEC	50203210-07	(Semi-Expendable) - Communications Equipr	25,625.00
100000100001000	12 001 01 00000 01 01	OSEC	50203220-01	(Semi-Expendable) - Furniture and Fixtures	1,985.00
100000100001000	12 001 01 00000 01 01	OSEC	5020399000	Other Supplies and Materials Expenses	78,046.60
100000100001000	12 001 01 00000 01 01	OSEC	5021003000	Extraordinary and Miscellaneous Expenses	41,000.00
100000100001000	12 001 01 00000 01 01	OSEC	5021199000	Other Professional Services	19,838.76
100000100001000	12 001 01 00000 01 01	OSEC	50213040-01	R&M - Buildings	48,000.00
100000100001000	12 001 01 00000 01 01	OSEC	50213060-01	R&M - Motor Vehicles	75,200.00
100000100001000	12 001 01 00000 01 01	OSEC	5021307000	R&M - Furniture and Fixtures	10,000.00
100000100001000	12 001 01 00000 01 01	OSEC	5029903000	Representation Expenses	1,914,352.86
100000100001000	12 001 01 00000 01 01	OSEC	50299070-04	Library and Other Reading Materials Subscrip	33,879.50
100000100001000	12 001 01 00000 01 01	OSEC	50299070-99	Other Subscription Expenses	1,000.00
100000100001000	12 001 01 00000 01 01	OSEC	50299990-99	Other Maintenance and Operating Expenses	69,825.00
100000100001000	12 001 01 00000 01 02	OUA	5020101000	Traveling Expenses - Local	81,310.77
100000100001000	12 001 01 00000 01 02	OUA	5020102000	Traveling Expenses - Foreign	441,917.01
100000100001000	12 001 01 00000 01 02	OUA	50202010-02	Training Expenses	664,366.97
100000100001000	12 001 01 00000 01 02	OUA	50203010-02	Office Supplies Expenses	146,078.84
100000100001000	12 001 01 00000 01 02	OUA	50203210-03	(Semi-Expendable) - Information and Commu	168,000.00
100000100001000	12 001 01 00000 01 02	OUA	5020399000	Other Supplies and Materials Expenses	68,321.32
100000100001000	12 001 01 00000 01 02	OUA	5021199000	Other Professional Services	121,391.59
100000100001000	12 001 01 00000 01 02	OUA	5029903000	Representation Expenses	230,597.79
100000100001000	12 001 01 00000 01 03	HRMO	5020101000	Traveling Expenses - Local	1,862,776.64
100000100001000	12 001 01 00000 01 03	HRMO	5020102000	Traveling Expenses - Foreign	19,538,700.00
100000100001000	12 001 01 00000 01 03	HRMO	50202010-02	Training Expenses	2,381,558.00
100000100001000	12 001 01 00000 01 03	HRMO	5020202000	Scholarship Grants/Expenses	587,281.40
100000100001000	12 001 01 00000 01 03	HRMO	50203010-01	ICT Office Supplies	17,990.00
100000100001000	12 001 01 00000 01 03	HRMO	50203010-02	Office Supplies Expenses	1,582,939.03
100000100001000	12 001 01 00000 01 03	HRMO	5020307000	Drugs and Medicines Expenses	70,000.00
100000100001000	12 001 01 00000 01 03	HRMO	50203210-03	(Semi-Expendable) - Information and Commu	263,625.00
100000100001000	12 001 01 00000 01 03	HRMO	50203220-01	(Semi-Expendable) - Furniture and Fixtures	1,000.00
100000100001000	12 001 01 00000 01 03	HRMO	5020399000	Other Supplies and Materials Expenses	2,186,792.00
100000100001000	12 001 01 00000 01 03	HRMO	50211030-02	Consultancy Services	1,791,451.35
100000100001000	12 001 01 00000 01 03	HRMO	5021199000	Other Professional Services	88,000.00
100000100001000	12 001 01 00000 01 04	OAMSS	5020101000	Traveling Expenses - Local	102,522.67
100000100001000	12 001 01 00000 01 04	OAMSS	50202010-02	Training Expenses	447,500.00
100000100001000	12 001 01 00000 01 04	OAMSS	50203010-02	Office Supplies Expenses	380,477.33
100000100001000	12 001 01 00000 01 05	OFMS	5020101000	Traveling Expenses - Local	63,000.00
100000100001000	12 001 01 00000 01 05	OFMS	5020102000	Traveling Expenses - Foreign	554,000.00
100000100001000	12 001 01 00000 01 05	OFMS	50202010-02	Training Expenses	72,000.00
100000100001000	12 001 01 00000 01 05	OFMS	50203010-01	ICT Office Suppl	462,708.20
100000100001000	12 001 01 00000 01 05	OFMS	50203010-02	Office Supplies Expenses	16,406.50
100000100001000	12 001 01 00000 01 05	OFMS	5020302000	Accountable Forms Expenses	2,000.00
100000100001000	12 001 01 00000 01 05	OFMS	50203210-02	(Semi-Expendable) - Office Equipment	162,890.00
100000100001000	12 001 01 00000 01 05	OFMS	50203210-03	(Semi-Expendable) - Information and Commu	226,695.00
100000100001000	12 001 01 00000 01 05	OFMS	50203210-07	(Semi-Expendable) - Communications Equipr	29,998.00
100000100001000	12 001 01 00000 01 05	OFMS	50203210-99	(Semi-Expendable) - Other Machinery and Ec	4,600.00
100000100001000	12 001 01 00000 01 05	OFMS	50203220-01	(Semi-Expendable) - Furniture and Fixtures	310,070.40







DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF FINANCIAL MANAGEMENT SERVICES

CERTIFICATE OF AVAILABILITY OF FUNDS

This is to certify that the amount of **TEN MILLION PESOS ONLY (Php10,000,000.00)** is available to cover janitorial services for at least 35 Janitors, chargeable against **FY 2022 Continuing Appropriations** - for **Janitorial Services**, pursuant to General Appropriations Act, Continuing Appropriations (GAA) (R.A. No. 11639) and subject to existing budgeting, accounting, auditing and government procurement laws, rules and regulations.

Funds provided for the purpose will be valid up to **31 December 2023**.

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

A handwritten signature in black ink, appearing to read "Jovy V. Ferrer".

**JOVY V. FERRER**

Acting Department Chief Accountant

**03 - 23 - 0092**  
**BUDGET DIVISION-CAF**  
**23 March 2023**



# STRONGHOLD INSURANCE COMPANY, INCORPORATED

Tel Nos. 02-891-1329 to 34 ; Fax Nos. 02-891-1326/83

DOCUMENTARY STAMP  
PHP 2,060.50



23000041868806/23/202311:50DS111PSIC6703RDO125

mail@strongholdinsurance.com.ph  
www.strongholdinsurance.com.ph  
VAT Reg. TIN 900-602-270-000  
Established since 1960

## PERFORMANCE BOND

SICI NO.: 108437  
MKT/G(13)-HO-281829

### 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: TWO MILLION NINE HUNDRED NINETY-SIX THOUSAND EIGHT HUNDRED FIFTY-SIX & 93/100 (PHP 2,996,856.93)** 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 Contract of Additional Janitorial Services from July 01, 2023 to December 31, 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: TWO MILLION NINE HUNDRED NINETY-SIX THOUSAND EIGHT HUNDRED FIFTY-SIX & 93/100 (PHP 2,996,856.93)** 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 20th day of **June, 2023**.

**CBII PHILIPPINES INTERNATIONAL, INC.**

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

**STRONGHOLD INSURANCE CO., INC.**  
(Surety)  
TIN NO 000-602270-000

**ROMULO I. DE LOS REYES, JR.**  
President & General Manager

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_  
Witness

**JUVY LEGIAS ORCULLO**  
Witness



# STRONGHOLD INSURANCE COMPANY, INCORPORATED

## ACKNOWLEDGMENT

Republic of the Philippines }  
MAKATI CITY}S.S.

SICI BOND NO. 108437  
MKT/G(13)-HO-281829

In MAKATI CITY Philippines, 20th day of June, 2023 personally appeared before me.

NAME	Residence Cert. No.	ISSUED	
		At	On
REYNALDO M. CUEVAS	TIN-146-638-242		
STRONGHOLD INSURANCE COMPANY, INC. 00136559		Makati City	01/04/23
ROMULO I. DELOS REYES, JR. P9625507A		DFA Manila	11/20/18

and ROMULO I. DELOS REYES, JR. with Comm. Tax. Cert. No P9625507A issued at DFA Manila on 11/20/18 for and in behalf of STRONGHOLD INSURANCE CO., INC. with comm. Tax Cert. No. 00136559 issued at Makati City on 01/04/23 to me known to be the same persons who signed and executed the foregoing instrument and knowledge before me that same is of their own voluntary act and deed.

In WITNESS Whereof, I have hereunto set my hand and affixed my notarial seal at the place and date first above written.

Doc. No. 359  
Page No. 73  
Book No. XV  
Series of 2023

Republic of the Philippines }  
MAKATI CITY}S.S.

*[Signature]*  
 ATTY. FLORENTINO H. GARCES  
 APPOINTMENT No. M-175  
 NOTARY PUBLIC FOR MAKATI CITY  
 UNTIL DECEMBER 31, 2023  
 17TH FLOOR, SECURITY BANK CENTRE  
 6776 AYALA AVENUE, MAKATI CITY  
 NOTARY PUBLIC  
 ROLL OF ATTORNEYS NO. 39217  
 PTR No. 9585890 / MAKATI CITY, 01-03-2023  
 LIFETIME MEMBER NO. 07070 / MANILA  
 CLE COMPLIANCE No. VII-0018978  
 TPA 127-685-339-000

ROMULO I. DELOS REYES, JR. of STRONGHOLD INSURANCE CO., INC., having been duly sworn, states and deposes that the STRONGHOLD INSURANCE CO., INC. is a corporation duly organized and existing under and by virtue of the laws of the Philippines, with its principal office at Makati City and is duly authorized to execute and furnish surety bonds for all purposes within the said Philippines; and that is actually worth the amount specified in the foregoing undertaking to wit **TWO MILLION NINE HUNDRED NINETY-SIX THOUSAND EIGHT HUNDRED FIFTY-SIX & 93/100 Pesos**, (PHP 2,996,856.93) Philippine Currency, over and above all your debts and obligations and property exempt from execution.

STRONGHOLD INSURANCE CO., INC.

By: ROMULO I. DELOS REYES, JR.  
President & General Manager

Subscribed and sworn to before me this 20th day of June, 2023 at MAKATI CITY, Philippines. Affiant exhibited to me his Comm. Tax Certificate and that the Corporation, as above mentioned.

Doc. No. 360  
Page No. 73  
Book No. XV  
Series of 2023

*[Signature]*  
 ATTY. FLORENTINO H. GARCES  
 APPOINTMENT No. M-175  
 NOTARY PUBLIC FOR MAKATI CITY  
 UNTIL DECEMBER 31, 2023  
 17TH FLOOR, SECURITY BANK CENTRE  
 6776 AYALA AVENUE, MAKATI CITY  
 NOTARY PUBLIC

Big. 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 pang DI-BUHAY  
a 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 ikatatumpu'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 2021*

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

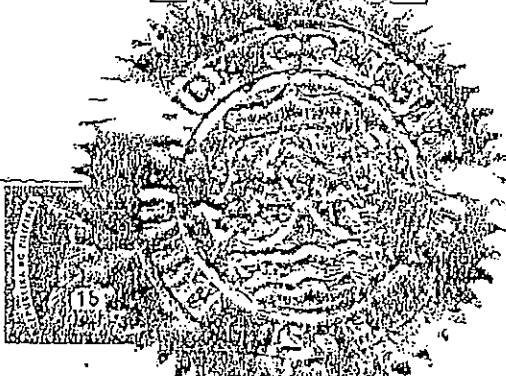
Bilang **KATUNAYAN NITO**, inilagda ko ang aking pangalan  
*(In WITNESS WHEREOF, I have hereunto subscribed my name*

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# 0629847 A  
Dated October 22, 2021  
Ps. 181,403-D



*DENNIS B. FUNA*  
Insurance Commissioner

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

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.



CERTIFIED TRUE COPY  
REYNILDA M. CUEVAS  
ADMINISTRATIVE  
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  
RENEE S. SUEVAS  
PRESIDENT  
CBII PHILIPPINES INTERNATIONAL, INC

# 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-2023 Permit Number : 09209 Place of Issue : MAKATI CITY Issued By / Signatory : HON. MAR-LEN ABIGAIL S. BINAY Issuance Date : 25-Jan-2023
<b>Tax Clearance</b>	Expiration Date : 17-Jan-2024 TCC Number : 08A0490117R00412023M Issued By / Signatory : ANNE M. REYES Issuance date : 17-Jan-2023
<b>Audited Financial Statement</b>	Date of Filing : 13-Apr-2023 Current Asset : 181,703,729.00 Total Asset : 196,209,091.00 Current Liabilities : 14,573,816.00 Total Liabilities : 152,414,749.00 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 A. QUEVAS  
 PRESIDENT  
 CBII PHILIPPINES INTERNATIONAL, INC



Statement of all its Ongoing Government & Private Contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature & complexity to the contract to be bid

BUSINESS NAME: CBII PHILIPPINES INTERNATIONAL, INC.  
 BUSINESS ADDRESS: Z/F 8248 CBII Bldg., Camachile Street, San Antonio Village, Makati City

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		Date		% of Accomplishment		Value of Outstanding Works/ Undelivered Portion
			Description	%	a. Date Awarded	b. Date Started c. Date of Completion	Planned	Actual	
1 PHILIPPINE AMUSEMENT AND GAMING CORPORATION (PAGCOR) CASINO FILIPINO - ANGELES	a. Jorge V. Sarmiento President and CEO Contact Person: Jinky Jane D. Floresca Acting Sr. Facilities Management Officer b. Mcarthur Highway, Balibago, Angeles City c. Tel. No. (045) 892-5073 loc 230/231	Janitorial Services	Supplier/ Contractor	100%	a. Nov. 10, 2022 b. February 23, 2023 c. February 22, 2026	100%	5,555,555,556%	54,546,956.84	
2 BUREAU OF INTERNAL REVENUE REVENUE REGION NO. 9A- CABAMIRO	a. Gerry O. Dumayas Regional Director Contact Person: Juanho O. Galdula OIC Chief, AHRMD b. Sto. Tomas, Batangas c. Telefax No. (043) 774-7770 loc. 502	Utility and Manpower Services	Supplier/ Contractor	100%	a. Dec. 20, 2022 b. Jan. 1, 2023 c. Dec. 31, 2023	100%	33,333,333,333%	9,236,189.12	
3 BUREAU OF INTERNAL REVENUE RR NO. 9B - LAQUEMAR	a. Joseph M. Catapia OIC-Regional Director Contact Person: Elizabeth T. Bello Asst. Chief, Administrative Division b. San pablo City c. Telefax No. (049) 562-3158/09178581961	Utility and Manpower Services	Supplier/ Contractor	100%	a. Jan. 5, 2023 b. Feb. 1, 2023 c. Dec. 31, 2023	100%	27,272,727,272%	6,134,839.47	
4 BUREAU OF INTERNAL REVENUE RR NO. 8A - MAKATI CITY	a. Maridur V. Del Rosario Regional Director Contact Person: Guia B. Guerrero OIC-Chief, Admin. Division & HRMD b. Makati City c. Tel No. 8524-0763/09569641602	Janitorial and Skilled Personnel	Supplier/ Contractor	100%	a. Jan. 9, 2023 b. Feb. 1, 2023 c. Dec. 31, 2023	100%	27,272,727,272%	8,497,360.75	

5	BUREAU OF INTERNAL REVENUE RR NO. 8B - MAKATI CITY	13,394,159.88	a. Glen A. Gerardino Regional Director Contact Person: Nolan D. Ofrecio OIC-Chief, Admin. Division & HRMD Makati City c. Tel No. 8856-6798/Fax No. 8856-6799	Janitorial and Skilled Personnel	Supplier/ Contractor	100%	a. Dec. 16, 2022 b. Jan. 1, 2023 c. Dec. 31, 2023	100%	33.3333333333%	8,929,439.92
6	UNIVERSITY OF THE PHILIPPINES CEBU COLLEGE	3,989,496.80	a. Atty. Liza D. Corro Dean Contact Person: Dra. Lorel Dee UP Associate Dean Lahug, Cebu City c. Telefax No. (032) 232-8187	Janitorial Services	Supplier/ Contractor	100%	a. May 12, 2022 b. July 1, 2022 c. June 30, 2023	100%	70.967419365%	661,582.80
7	BUREAU OF INTERNAL REVENUE REVENUE REGION NO. 6 - MANILA	14,705,252.72	a. Atty. Jethro M. Sabaraga Regional Director Contact Person: Olivia E. Josue OIC-Chief, Administrative & HRM Division BIR-RR6 - Intramuros, Manila c. Tel No. 8567-4275/8567-4277	Janitorial & Skilled Manpower Services	Supplier/ Contractor	100%	a. Jan. 13, 2023 b. Feb. 1, 2023 c. Dec. 31, 2023	100%	27.2727272727%	10,694,729.25
8	BUREAU OF INTERNAL REVENUE REVENUE REG. NO. 2-BAGUIO CITY CORDILLERA ADMINISTRATIVE REGION	6,026,094.98	a. Douglas A. Rufino Asst. Regional Director Contact Person: Genevieve Anlevas Administrative Department b. 69 Leonard Wood, Baguio City c. Telefax No. (074) 304-1495	Janitorial Services	Supplier/ Contractor	100%	a. Dec-19, 2022 b. Jan. 1, 2023 c. Dec. 31, 2023	100%	33.3333333333%	4,017,396.65
9	LAGUNA LAKE DEVELOPMENT AUTHORITY (LLDA)	Yearly Cost P1,823,006.52 5,469,019.56	a. J.R. Nereus O. Acosta Ph.D General Manager Contact Person: Aida T. Samtano OIC Administrative Division b. East Ave., Diliman, Quezon City c. Tel. No. 8376-4061	Janitorial Services	Supplier/ Contractor	100%	a. August 23, 2021 b. Sept. 1, 2021 c. Aug. 31, 2024	100%	55.5555555556%	2,430,675.36
10	BUREAU OF INTERNAL REVENUE REVENUE REGION NO. 1 CALASIAO	7,214,594.88	a. Thelma S. Mibao Regional Director Contact Person: Mario R. Fabricante Chief Administrative b. Calasiao, Pangasinan c. Tel. No. (075) 522-6746	Janitorial Services	Supplier/ Contractor	100%	a. Dec. 29, 2022 b. Feb. 1, 2023 c. Dec. 31, 2023	100%	27.2727272727%	5,246,978.09

11	NATIONAL ECONOMIC DEVELOPMENT AUTHORITY (NEDA)	5,075,523.36	a. Nesto R. Mijares IV Deputy Director-General Contact Person: Francis D. Urmenta, GSD b. Pasig City c. Tel No. 631-0945 to 56	Janitorial Services	Supplier/ Contractor	100%	a. Feb. 8, 2021 b. Feb. 16, 2022 c. Feb. 15, 2023 (Monthly Extension May 1-31, 2023)	100%	12.9032258055%	422,960.28
12	QUIRINO MEMORIAL MEDICAL CENTER		a. Evelyn Victoria E. Reside, MD, FPCP, FPCPP, MAS Medical Center Chief I Contact Person: Marilyn Anonuevo In-Charge Housekeeping Unit b. Project 4, Queson City c. Tel. No. 8421-2250 loc. 5098	Janitorial Services	Supplier/ Contractor	100%	a. Dec. 21, 2022 c. Jan. 1, 2023 c. Dec. 31, 2025	100%	11.1111111111%	46,011,256.96
13	INSURANCE COMMISSION	51,762,664.08	a. Dennis B. Funa Insurance Commissioner Contact Person: Revelyn R. Mojica Division Manager b. UN Avenue, Manila c. Tel.No. 8523-8461 to 70	Janitorial Services	Supplier/ Contractor	100%	a. Oct. 14, 2019 b. Nov. 1, 2019 c. Sept. 30, 2022 (Monthly Extension May 1-31, 2023)	100%	12.9032258055%	513,642.35
14	BUREAU OF INTERNAL REVENUE REVENUE REGION NO. 5 CALOOCAN CITY	18,491,124.72	a. Ma. Gracia B. Javier Regional Director Contact Person: Roy B. Villena Chief, Admin. & HRM Division b. BIR-RR5 - Caloocan City c. Tel No. 8364-8242	Janitorial & Skilled Manpower Services	Supplier/ Contractor	100%	a. Dec. 12, 2022 b. Jan. 1, 2023 c. Dec. 31, 2023	100%	33.3333333333%	9,289,402.03
15	DEPARTMENT OF HEALTH REGIONAL OFFICE 7 OSMENA BLVD., CEBU CITY	13,934,103.04	a. Jaime S. Bernadas, MD, MGM, CESO III Director IV Contact Person: Ms. Elizabeth Tabasa GSD b. Osmena Blvd., Cebu City c. Tel No. 253-6355/418-7130	Janitorial Services	Supplier/ Contractor	100%	a. Jan. 1, 2023 b. Jan. 1, 2023 c. Dec. 31, 2023	100%	33.3333333333%	3,693,168.05
16	BANGKO SENTRAL NG PILIPINAS DUMAGUETE BRANCH	5,539,752.00	a. Iluminda T. Sical Managing Director, RMASS Contact Person: Juliet B. Gadingan Acting Manager b. North Rd., Dato, Dumaguete City c. Tel No. (085) 422-8425	Janitorial, Hauling Landscaping and other related Services	Supplier/ Contractor	100%	a. Jan. 10, 2023 b. Feb. 1, 2023 c. Dec. 31, 2023	100%	27.2727272727%	1,025,403.97
		1,409,930.46								

17	DEPARTMENT OF FOREIGN AFFAIRS	50,010,603.23	a. Teodoro L. Locsin Jr. Secretary Contact Person: Enrique A. Manalo USEC b. Roxas Boulevard, Pasay City c. Tel No. 8834-4599	Janitorial Services	Supplier/ Contractor	100%	a. Jan. 2, 2023 b. Jan. 1, 2023 c. Dec. 31, 2023	100%	33.3333333333%	19,405,294.63
18	PHILIPPINE HEART CENTER	29,107,941.94	a. Joel M. Abanilla, MD. Deputy Executive Director, HOPE Contact Person: Archt. Rogelio D. Karingal Div. Chief, Allied Service b. East Avenue, Quezon City, 1100 c. Tel No. 8925-2401 to 50 loc. 3219	Janitorial Services	Supplier/ Contractor	100%	a. Dec. 27, 2021 b. Jan. 1, 2022 c. Dec. 31, 2022 (Monthly Extension May 1-31, 2023)	100%	12.9032258065%	4,167,550.27
19	CAMARINES NORIE STATE COLLEGE	6,589,110.24	a. Dr. Mario M. Dela Cruz College President Contact Person: Engr. Junli G. Salmonin Head, GSD b. F. Pimentel Ave., Daet Camarines Norte c. Tel No. (054) 721-2672/440-1199	Janitorial Services	Supplier/ Contractor	100%	a. Jan. 12, 2022 b. Mar. 1, 2022 c. Feb. 28, 2023 Monthly Extension May 1-31, 2023)	100%	12.9032258065%	549,092.52
20	INTRAMUROS ADMINISTRATION	7,998,888.96	a. Atty. Guiller B. Asido Administrator Contact Person: Virginia Laserna Chief, Finance & Admin. Division b. 5th Floor Palacio Del Gobernador Intramuros, Manila c. Tel No. 8527-3155/8527-3108	Janitorial Services	Supplier/ Contractor	100%	a. Mar. 22, 2022 b. Apr. 1, 2022 c. Mar. 31, 2023 Monthly Extension May 1-31, 2023)	100%	12.9032258065%	666,574.08
21	PHILIPPINE TEXTILE RESEARCH INSTITUTE	5,211,738.44	a. Celia B. Elumba Director IV Contact Person: Engr. May S. Rico Chief, Tech. Services Div. b. Gen. Santos Ave., Bicutan, Taguig City c. Tel No. 8837-1325/8837-1158	Janitorial Services	Supplier/ Contractor	100%	a. Dec. 14, 2021 b. Jan. 1, 2022 c. Dec. 31, 2024	100%	44.4444444444%	2,895,410.24
22	BUREAU OF INTERNAL REVENUE REVENUE REGION NO. 13 CEBU CITY	7,867,110.02	a. Eduardo L. Pagulayan Regional Director Contact Person: Gloria F. Peque OIC Chief, Admin & HRM Division b. BIR-RR13 - Cebu City c. Tel No. (032) 232-1187	Janitorial/ Manpower Services	Supplier/ Contractor	100%	a. Jan. 19, 2023 b. Feb. 1, 2023 c. Dec. 31, 2023	100%	27.2727272727%	6,131,000.80

23	BICOL UNIVERSITY	<p>a. Arnulfo M. Mascarinas, Ph.D. President Contact Person: Jessel O. Opreña Head, CSO</p> <p>b. Rizal St., Legaspi City</p> <p>c. Tel No. (052) 480-0167</p>	Janitorial Services	Supplier/ Contractor	100%	<p>a. Oct. 8, 2019</p> <p>b. Jan. 16, 2020</p> <p>c. Dec. 31, 2022 (Monthly Extension May 1-31, 2023)</p>	100%	12.9032258065%	1,672,317.50
24	FOOD AND NUTRITION RESEARCH INSTITUTE	<p>a. Mario V. Capanza, Ph.D. Director Contact Person: Engr. Jerzeli M. Agaban Admin. Officer V</p> <p>b. Gen. Santos Ave., Bicutan, Taguig City</p> <p>c. Tel No. 8837-2021 to 81 Loc. 2284</p>	Janitorial Services	Supplier/ Contractor	100%	<p>a. Dec. 28, 2022</p> <p>b. Feb. 1, 2023</p> <p>c. Dec. 31, 2023</p>	100%	27.27272727%	1,534,250.16
25	CAMARINES NORTE ELECTRIC COOPERATIVE (CANORECO)	<p>a. Zandro R. Gestlada General Manager Contact Person: May Anne A. Moreno Chief GSD</p> <p>b. J.P. Rizal St., Brgy. 1, Daet, Cam. Norte</p> <p>c. Tel No. (054) 571-3796/571-3717</p>	Janitorial Services	Supplier/ Contractor	100%	<p>a. Dec. 21, 2022</p> <p>b. Jan. 1, 2023</p> <p>c. Dec. 31, 2023</p>	100%	33.3333333333%	1,268,443.20
26	NATIONAL HOME MORTGAGE FINANCE CORPORATION	<p>a. Carlos Luis P. Rabat President Contact Person: Jeffrey F. Galimlim OIC-Admin Department</p> <p>b. Filomena Bldg. III, 104 Amorsole St., Legaspi Village, Makati City</p> <p>c. Tel No. 8893-1501</p>	Janitorial Services	Supplier/ Contractor	100%	<p>a. Jan. 9, 2023</p> <p>b. Feb. 1, 2023</p> <p>c. Dec. 31, 2023</p>	100%	70.9677419355%	4,969,363.64
27	CEBU NORMAL UNIVERSITY	<p>a. Dr. Filomena T. Dayagbil, Ed. D. SUC President III Contact Person: Flordelyn E. Escarda, DPA, JD OIC Admin. Department</p> <p>b. Osemaña Boulevard, Cebu City</p> <p>c. Tel No. (032) 254-6818</p>	Janitorial Services	Supplier/ Contractor	100%	<p>a. Jan. 25, 2023</p> <p>b. Feb 16, 2023</p> <p>c. Feb. 15, 2024</p>	100%	25.0000000000%	5,685,314.40
28	CEBU CITY HALL	<p>a. Michael Rama City Mayor Contact Person: June L. Maratas OIC, Gen. Service Office</p> <p>b. Cebu City</p> <p>c. Tel No. (032) 254-9115</p>	Janitorial Services	Supplier/ Contractor	100%	<p>a. Aug. 22, 2022</p> <p>b. Sept. 1, 2022</p> <p>c. Oct. 31, 2022 (Monthly Extension May 1-31, 2023)</p>	100%	12.9032258065%	1,499,108.55

29	CEBU CITY MEDICAL CENTER	<p>a. Michael Rama City Mayor Contact Person: Engr. Marion Jade Carillo Maintenance Head</p> <p>b. Cebu City c. Tel No. (032) 255-7141 to 47</p>	Janitorial Services	Supplier/ Contractor	100%	<p>a. Aug. 12, 2022 b. Sept. 1, 2022 c. Oct. 31, 2022 (Monthly Extension May 1-31, 2023)</p>	100%	12.9032258065%	1,187,374.40
30	BANGKO SENTRAL NG PILIPINAS CEBU REGIONAL OFFICE	<p>a. Iluminada T. Sical Managing Director, RIMASS Contact Person: Engr. Conrado B. Regay FMS</p> <p>b. Cebu City c. Tel No. (032) 254-1450</p>	Janitorial, Hauling Landscapping and other related Services	Supplier/ Contractor	100%	<p>a. Jan. 10, 2023 b. Jan. 25, 2023 c. Dec. 31, 2023</p>	100%	27.2727272727%	2,524,513.76
31	BANGKO SENTRAL NG PILIPINAS ROXAS CITY BRANCH	<p>a. Iluminada T. Sical Managing Director, RIMASS Contact Person: Engr. Jaep D. Avelino FMS</p> <p>b. Roxas City c. Tel No. (036) 621-7823</p>	Janitorial, Hauling Landscapping and other related Services	Supplier/ Contractor	100%	<p>a. Jan. 10, 2023 b. Jan. 26, 2023 c. Dec. 31, 2023</p>	100%	27.2727272727%	987,950.60
32	NATIONAL WAGES AND PRODUCTIVITY COMMISSION	<p>a. Maria Criselda R. Sy Executive Director IV Contact Person: Atty. Jamie-Lyn D. Jamias Director II</p> <p>b. San Marcelino cor. Makar Sis., Malate Mia. c. Tel No. (02) 8527-8014/8527-5171</p>	Janitorial Services	Supplier/ Contractor	100%	<p>a. Jan. 18, 2023 b. Feb. 1, 2023 c. Jan. 31, 2024</p>	100%	27.2727272727%	936,628.16
33	BUREAU OF INTERNAL REVENUE REVENUE REGION NO. 7B EAST NCR, QUEZON CITY	<p>a. Maridur V. Del Rosario Regional Director Contact Person: Sherilla A. Del Mundo OIC-Chief, Administrative Division</p> <p>b. BIR-RR7, Della, QC c. Tel No. 8640-3141 loc. 2412</p>	Janitorial Services	Supplier/ Contractor	100%	<p>a. Jan. 9, 2023 b. Feb. 1, 2023 c. Dec. 31, 2023</p>	100%	27.2727272727%	7,527,681.08
34	FOOD TERMINAL, INC.	<p>a. Ariel P. Buenaventura President Contact Person: Butch Villaruel Chief, Engrg. Maint. Unit</p> <p>b. West Bicutan, Taguig City c. Tel No. (02) 8838-4301 loc. 112</p>	Custodial Maintenance and Skilled Personnel Services	Supplier/ Contractor	100%	<p>a. Jul. 13, 2021 b. Aug. 1, 2021 c. Jul. 31, 2023</p>	100%	12.9032258065%	1,550,341.40

35	METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM	a. Leonor C. Cleofas, CESO IV Administrator Contact Person: Ramil A. Alligardes Procurement Office b. 4/F Administration Bldg., MWSS Complex Katipunan Rd., Balara, Diliman, Quezon City c. Tel No. (02) 8920-5521	Janitorial Services	Supplier/ Contractor	100%	a. Nov. 2, 2021 b. Jan. 16, 2022 c. Dec. 31, 2022 Monthly Extension May 1-31, 2023)	100%	12.9032258065%	514,208.26
36	RESEARCH INSTITUTE TROPICAL MEDICINE - DEPARTMENT OF HEALTH	a. Celia C. Carlos, MD, CESO III Director IV Contact Person: Rodolfo Villarico, CPA Chief, Administrative Division b. 9002 Research Drive, Filinvest Corporate City Alabang, Muntinlupa City c. Tel No. (02) 8809-7599/8807-2631	Janitorial Services	Supplier/ Contractor	100%	a. Dec. 17, 2021 b. Feb. 16, 2022 c. Feb 16, 2023 Monthly Extension May 1-31, 2023)	100%	12.9032258065%	1,153,025.31
37	TECHNOLOGY APPLICATION AND PROMOTION INSTITUTE	a. Atty. Marion Ivy D. Decena Director IV Contact Person: Engr. Reymar B. Barla GSD b. DOST Complex, Gen. Santos Avenue Biculan, Taguig City c. Tel No. (02) 8838-1115	Janitorial and Maintenance Services	Supplier/ Contractor	100%	a. Dec. 23, 2022 b. Jan. 1, 2023 c. Dec. 31, 2023	100%	33.333333333%	891,154.00
38	VETERANS MEMORIAL MEDICAL CENTER	a. Delfin Lorenzana Secretary Contact Person: Franklin V. Gall, MD, MHA, FCPS, Medical Center Chief b. North Ave., Diliman Quezon City c. Tel No. (02) 8927-6426	Janitorial and Maintenance Services	Supplier/ Contractor	100%	a. Mar. 21, 2022 b. May 16, 2022 c. Dec. 31, 2023	100%	58.9743689744%	19,461,757.33
39	DEPARTMENT OF SCIENCE AND TECHNOLOGY	a. Fortunato T. De La Peña Secretary Contact Person: Engr. Jhon Nathaniel M. Umali GSD b. Gen. Santos Ave., Biculan, Taguig City c. Tel No. (02) 837-2071 to 82/837-3171 to 89	Janitorial and Maintenance Service Provider	Supplier/ Contractor	100%	a. Jan. 3, 2023 b. Feb. 1, 2023 c. Dec. 31, 2023	100%	27.2727272727%	6,753,507.49
40	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY	a. Danilo P. Cruz Director General Contact Person: Armela B. Gutierrez Chief, GSD-AS b. East Service Road, South Superhighway Taguig City c. Tel No. (02) 8836-8359	Janitorial Services	Supplier/ Contractor	100%	a. Jan. 13, 2023 b. Feb 1, 2023 c. Dec. 31, 2023	100%	27.2727272727%	12,636,966.48

41	BICOL MEDICAL CENTER	10,054,483.68	a. Ronnie Gregorio B. Gigantone III, MD, MHA FPSSGS, FPALSF/CPCCS, FACS Medical Center Chief II Contact Person: Susan C. Barrameda, MD, MHA Chief Admin. Officer b. Concepcion Pequena, Naga City c. Tel No. (054) 472-6126 loc. 2512	Janitorial Services	Supplier/ Contractor	100%	a. Jan. 3, 2022 b. Feb 1, 2023 c. Dec. 31, 2023	100%	27,272,727.27%	7,312,351.77
42	BUREAU OF INTERNAL REVENUE NATIONAL OFFICE	25,257,216.35	a. Atty. Romeo D. Lumagui, Jr. Commissioner Contact Person: Rudy Aurencio Chief, GSD b. BIR Road, Diliman Quezon City c. Tel No. (02) 8981-7000	Janitorial and Human Resource Services	Supplier/ Contractor	100%	a. Jan. 16, 2023 b. Feb 1, 2023 c. Dec. 31, 2023	100%	27,272,727.27%	18,368,884.62
43	MANILA INTERNATIONAL AIRPORT AUTHORITY - T1	151,528,046.16	a. Mr. Cesar M. Chiong General Manager Contact Person: Eleuterio A. Torrecampo Terminal Manager, T1 b. MIA Road, NAA Complex Pasay City c. Tel No. (02) 8981-7000	Housekeeping Services	Supplier/ Contractor	100%	a. Jan. 16, 2023 b. Feb 1, 2023 c. Dec. 31, 2023	100%	0.0000000000%	151,528,046.16
	CONTRACT AWARDED BUT NOT YET STARTED (NONE)									
	PRIVATE CONTRACT (NONE) N/A								Total Cost	455,130,092.65

Submitted by: REYNALDO M. CUEVAS  
(Printed Name & Signature)

Designation: President  
Date: May 31, 2023

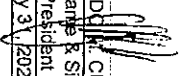


Statement of Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within the last five (5) years

Business Name : **CBII PHILIPPINES INTERNATIONAL, INC.**  
 Business Address : **8771 Unit C, Santol Street, San Antonio Village, Makati City and 2/F 8248 CBII Bldg, Camachile St., San Antonio Vill., Makati City**

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Kinds of Goods	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
1. <b>GOVERNMENT</b> DEPARTMENT OF TRANSPORTATION METRO RAIL TRANSIT 3 (DOT-MRT3)	a. Timothy John R. Batan Undersecretary for Railways Contract Person: Rode B. Espino Chief, Station Div. b. MRT3 Depot North Ave. cor. EDSA Brgy. Bagong Pagasa, Quezon City	10-MONTH CONTRACT FOR THE DOT MRT3 JANITORIAL SERVICES REQUIREMENT	Supplier/ Contractor	100%	a. P79,250,454.00 b. P118,875,681.00 c. One (1) Year & (3) Months	a. March 7, 2019 b. July 1, 2019 c. September 30, 2020
Private (NONE) N/A			TOTAL COST		P 118,875,681.00	

Note: This statement shall be supported with end-user's acceptance or official receipts(s) or sales invoice issued for the contract

Submitted by:  **REYNALDO CUEVAS**  
 Designation: (Printed Name & Signature)  
 Date: May 3, 2023  
 President



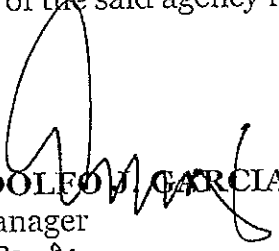
(DOTr-MRT3)


November 11, 2020

### CERTIFICATE OF COMPLETION AND SATISFACTORY PERFORMANCE

This is to certify that **CBII PHILIPPINES INTERNATIONAL, INC.**, has completed and has satisfactorily rendered its janitorial services contract of DOTr-MRT3 Janitorial Services Requirement for the period covering July 1, 2019 to September 30, 2020.

This certification is being issued this 11<sup>th</sup> day of November 2020 at Quezon City, upon the request of the said agency for all legal intent and purposes.

  
Gen. **RODOLFO J. GARCIA (Ret.)**  
General Manager  
DOTr-MRT3 *PA*

**CERTIFIED TRUE COPY**  
  
**REYNALDO M. CUEVAS**  
PRESIDENT  
CBII PHILIPPINES INTERNATIONAL, INC

MRT3 DEPOT, EDSA CORNER NORTH AVENUE, BRGY. BAGONG PAG-ASA, QUEZON CITY 1105  
TRUNKLINE: 8929-5347



07 March 2019

**MR. REYNALDO M. CUEVAS**  
President  
**CBII PHILIPPINES INTERNATIONAL, Inc.**  
8771-C Santol Street, San Antonio Village  
Makati City, Metro Manila


**SUBJECT: NOTICE OF AWARD**  
**PhilGEPS Ref: No. 5936318**

Dear Mr. Cuevas:

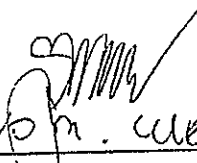
We are pleased to inform you that based on the findings of the Department of Transportation -- Metro Rail Transit 3 Local Bids and Awards Committee (DOTr-MRT3 Local BAC), through Competitive Bidding, the contract for the **PROCUREMENT OF 10-MONTH CONTRACT FOR THE DOTr-MRT3 JANITORIAL SERVICE REQUIREMENT** is hereby awarded to **CBII PHILIPPINES INTERNATIONAL, INC.**, as having declared the Lowest Calculated and Responsive Bid (LCRB), in pursuant with the MRT3 BAC Resolution No.002, Series 2019 dated 08 February 2019 in the amount of **SEVENTY-NINE MILLION, TWO HUNDRED FIFTY THOUSAND, FOUR HUNDRED FIFTY-FOUR PESOS (Php79,250,454.00)** only, inclusive of all applicable taxes and fees.

Please acknowledge receipt of this notice by signing in the space provided below.

Very Truly Yours,

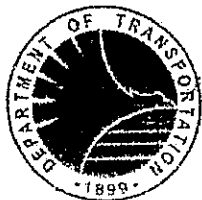
  
**ATTY. TIMOTHY JOHN R. BATAN**  
Head of the Procuring Entity  
Undersecretary for Railways  
DOTr-MRT3  
NOA2019-03-001

Conforme:

  
REYNALDO M. CUEVAS  
Signature over Printer Name  
(Supplier)

MARCH 18 2019  
Date

**CERTIFIED TRUE COPY**  
  
**REYNALDO M. CUEVAS**  
PRESIDENT  
**CBII PHILIPPINES INTERNATIONAL, INC.**



Republic of the Philippines  
**DEPARTMENT OF TRANSPORTATION - METRO RAIL TRANSIT 3**  
**(DOTr-MRT3)**

01 JUL 2019

DATE

**NOTICE TO PROCEED**

**MR. REYNALDO M. CUEVAS**  
Authorized Representative  
**CBII PHILIPPINES INTERNATIONAL, INC.**  
#8771-C SANTOL STREET, SAN ANTONIO VILLAGE  
MAKATI CITY, METRO MANILA

Dear MR. CUEVAS:

This is to inform you that the 10-MONTH CONTRACT FOR THE DOTr-MRT3 JANITORIAL SERVICES REQUIREMENT has been approved by the concerned authorities of the Department of Transportation – Metro Rail Transit 3 in the total amount of **SEVENTY-NINE MILLION, TWO HUNDRED FIFTY THOUSAND, FOUR HUNDRED FIFTY-FOUR PESOS (PHP79,250,454.00)**, only.

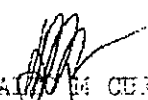
Accordingly, you are hereby directed to commence with the implementation of the said project pursuant to the terms and conditions as stipulated in the Contract.

Your written acknowledgement of receipt and acceptance of the above are requested by return, through the signature of your authorized representative in the same space indicated below.

APPROVED:

**USEC. TIMOTHY JOHN R. BATAN**  
Undersecretary for Railways

Conforme:

  
REYNALDO M. CUEVAS  
Signature over printed name  
7-01-19  
Date

Adm.Gss/rfm-ntp19-06-

CC: BIDS AND AWARDS COMMITTEE  
USEC. TIMOTHY JOHN R. BATAN

**CERTIFIED TRUE COPY**  
**REYNALDO M. CUEVAS**  
AUTHORIZED REPRESENTATIVE  
**CBII PHILIPPINES INTERNATIONAL, INC.**

**MRT3 DEPOT, EDSA CORNER NORTH AVENUE, BRGY. BAGONG PAG-ASA, QUEZON CITY 1105**  
**TRUNKLINE: 929-53-47**


# 10-MONTH CONTRACT FOR THE DOTr-MRT3 JANITORIAL SERVICES REQUIREMENT

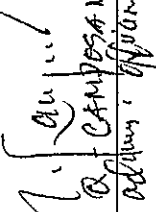
THIS AGREEMENT made this 28 day of JUN 28 2019 2019 between the Government of the Philippines, through the Department of Transportation – Metro Rail Transit 3 (DOTC-MRT3), represented by TIMOTHY JOHN R. BATAN, Undersecretary for Railways, DOTr, with office address at MRT3 Depot, North Avenue corner EDSA, Bgy. Bagong Pag-Asa, Quezon City (hereinafter called the "Entity") of the one part and CBII Philippines International, Inc. represented by MR. REYNALDO M. CUEVAS – President, with office address at 8771-C Santol Street, San Antonio Village Makati City, Metro Manila (hereinafter called "the Contractor") of the other part.

Whereas the Entity invited Bids for the 10-MONTH CONTRACT FOR DOTr-MRT3 JANITORIAL SERVICES REQUIREMENT and has accepted a bid by the contractor for the services in the sum amount of Seventy-Nine Million Two Hundred Fifty Thousand Four Hundred Fifty-Four Pesos (Php79,250,454.00); (hereinafter called "the Contract Price")


**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of the Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a. The Supplier's Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (e.g. bidder's response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity's bid evaluation;
  - b. The Schedule of Requirements;
  - c. The Technical Specifications;
  - d. The General Conditions of Contract;
  - e. The Special Conditions of Contract;
  - f. The Performance Security; and
  - g. The Entity's Notification of Award.
3. In consideration of the payments to be made by the Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Entity to provide the 10-Month Contract for DOTr-MRT3 Janitorial Services Requirement and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Entity hereby covenants to pay the Contractor in consideration of the provision of the 10-Month Contract for DOTr-MRT3 Janitorial Services Requirement and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

  
**REYNALDO M. CUEVAS**  
 President - CBII Philippines International, Inc.

  
**REYNALDO M. CUEVAS**  
 President - CBII Philippines International, Inc.

  
**RODA B. ESPEJO**  
 Chief, Station Division - DOTr-MRT3

  
**TIMOTHY JOHN R. BATAN**  
 Undersecretary for Railways - DOTr


IN WITNESS whereof the parties thereto have caused this Agreement to be executed on the day and year first before written.

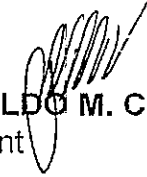
DEPARTMENT OF  
TRANSPORTATION – MRT3  
(DOTr-MRT3)

CBII PHILIPPINES INTERNATIONAL,  
INC.

By:

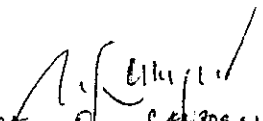
By:

  
TIMOTHY JOHN R. BATAN  
Undersecretary for Railways

  
REYNALDO M. CUEVAS  
President

Signed in the presence of:

  
RODA B. ESPEJO  
Chief, Station Division

  
MYRNA O. CAMPOSANO  
CBII Phils Administrative Officer

APPROVED BY:

  
REINER PAUL R. YEBRA  
Undersecretary for Legal Affairs and Procurement

ACKNOWLEDGEMENT

JUN 28 2019

BEFORE ME, a Notary Public, for and in the above jurisdiction this \_\_\_\_ day of \_\_\_\_\_ 2019 at Quezon City.

TIMOTHY JOHN R. BATAN  
Gov't. Issued ID. \_\_\_\_\_  
Issued on \_\_\_\_\_  
Issued at \_\_\_\_\_

REYNALDO M. CUEVAS  
Gov't. Issued ID. \_\_\_\_\_  
Issued on \_\_\_\_\_  
Issued at \_\_\_\_\_

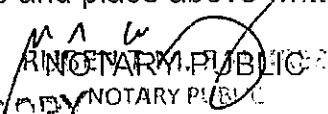
known to me and to me known to be the same persons who executed the foregoing Contract and acknowledged to me that the same is their own free and voluntary act and deed of the corporation which they represent.

This instrument consists of two (2) pages including this page where the acknowledgement is written refers to the 10-MONTH CONTRACT FOR DOTr-MRT3 JANITORIAL SERVICES REQUIREMENT.

WITNESS MY HAND AND SEAL on the date and place above written.

Doc. No. 116  
Page No. 25  
Book No. 945  
Series of 2019.  
Page 2 of 2

CERTIFIED COPY  
REYNALDO M. CUEVAS  
CBII PHILIPPINES INTERNATIONAL, INC.

  
REINER PAUL R. YEBRA  
NOTARY PUBLIC  
UNTIL DEC. 31, 2019  
IBP NO. 058333/01-3-19-Appointment #M-127  
ROL NO. 2647/MCLE NC V-0025589/9-8-2017  
PTR NO. MKT.7333572/01-3-19 MAKATI CITY

**BID SECURING DECLARATION FORM**

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

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


**BID SECURING DECLARATION**  
Project Identification No.: PB-GS-14-2023

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

I, the undersigned, declare that:

1. I understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I accept that: (a) I will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and (b) I will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I failed to timely file a request for reconsideration or (ii) I filed a waiver to avail of said right; and
  - c. I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid, and I have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of May 2023 at Makati City, Philippines.

  
**REYNALDO M. CUEVAS** – President  
(CBII Philippines International, Inc.)  
Affiant

**MAY 29 2023**

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of May 2023 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 and his Community Tax Certificate No. CCI202126683567 issued on January 3, 2023 at Makati City, Philippines.

Doc. No. 199 ;  
Page No. 21 ;  
Book No. 9 ;  
Series of 2023.

NOTARY PUBLIC  
Serial Number of Commission  
Notary Public for City of Makati  
Roll of Attorneys No. 1111  
PTR No. 1111  
IBP No. 1111  
**JOEL FERRER FLORES**  
Notary Public City of Makati  
Until Mar 31, 2023 (2023-2024)  
App. No. M-115  
ROLL NO. 1111  
MCLE COMPLIANCE NO. 1111, Jan. 03, 2023 Until Apr. 14, 2023  
P/CR No. 1111 / Jan. 3, 2023 / Makati City  
IBP No. 261994 / Jan. 03, 2023 Pasig City  
1107 BATAAN ST. GUADALUPE NUEVO, MAKATI CITY



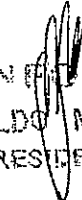




# ***Section VI. Schedule of Requirements***

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
PE-GS-14 2023	Procurement of Additional Janitorial Services from July 01 to December 31, 2023	1 Lot	1 Lot	July 01 to December 31, 2023  (upon receipt of Notice to Proceed)

**CONFIRMED**  
  
**REYNALDO M. CUEVAS**  
**PRESIDENT**

# Technical Specifications

## Procurement of Additional Janitorial Services from July 01 to December 31, 2023

<b>I.</b>	<p><b>Background</b> The Department of Foreign Affairs (DFA) intends to procure additional services for the cleaning of its indoor and outdoor facilities from a professional janitorial services company.</p> <p>For FY 2023, the budget for janitorial services suffered a 43.2% reduction compared to the amount proposed for the NEP. The reduced budget coupled with the increase in minimum wage due to inflation constrained OAMSS to reduce the number of janitorial personnel from 227 in FY 2022 to only 109 in FY 2023. In this regard, the Department was compelled to look for additional funds to procure 76 more janitors for the second half of the year to supplement the reduced number of janitors in the home office, satellite offices, and consular offices.</p>	
<b>II.</b>	<p><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.</p>	<b>COMPLY</b>
<b>III.</b>	<p><b>General</b></p> <p>The Contractor shall conduct services in the following areas:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. <b>DFA OCA-Aseana Building</b> and its premises (including STP). Address: Corner Bradco Avenue &amp; Pres. Diosdado Macapagal Blvd., 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.</li> <li>3. <b>All Consular Offices (COs) in the Philippines</b></li> </ol>	<p><b>Statement of Compliance</b></p> <p><b>COMPLY</b></p> <p><b>COMPLY</b></p> <p><b>COMPLY</b></p> <p><b>COMPLY</b></p> <p><b>COMPLY</b></p> <p><b>COMPLY</b></p>
<b>IV.</b>	<p><b>Personnel assignment and schedule summary; and Specific Duties and Responsibilities</b></p> <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-2.</p>	<p><b>COMPLY</b></p> <p><b>COMPLY</b></p>

**COMPLY**

**COMPLY**

	The Department reserves the right to change and amend the personnel assignment and duties during the duration of the Contract.	COMPLY
V.	<b>Contractor's Obligations:</b> The Contractor shall:	COMPLY
	<b>Training</b> 1. Certify that its janitorial service personnel are properly oriented/trained on proper janitorial protocols; 2. Ensure that its janitorial service personnel shall: a. Have undergone basic orientation on gender sensitivity, office decorum, and anti-sexual harassment policies; and 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). 3. Submit the above mentioned certification/s to the Department prior to the deployment of the janitorial service personnel.	COMPLY COMPLY COMPLY COMPLY COMPLY
	<b>Observance of Government Regulations</b> 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. 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. 3. No pending case prior to the opening of bids. 4. All certifications proving compliance shall be attached in the Bid Documents. All certifications must be valid prior to the opening of bids.	COMPLY COMPLY COMPLY COMPLY
	<b>Miscellaneous Equipment and Supplies</b> 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 Aseana; 2. 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; 3. Provide cleaning supplies, tools and equipment, not mentioned in the contract or Annexes C-3 and C-4 if the need arises, at no additional cost to the Department. The supplies must be environment-friendly and non-hazardous to health.	COMPLY COMPLY COMPLY COMPLY

	<p>4. 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>5. 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>6. 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>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>
	<p><b>Documentation</b></p> <p>1. Submit, upon award and/or before the signing of the contract, the following:</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. 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>c. A certification that its janitorial service personnel under this contract are its regular employees.</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 (OIC) and/or AOs shall certify the DTR of each janitorial service personnel;</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>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>
	<p><b>Delivery/ Supplies</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>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>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>

	3. Provide the necessary supplies as indicated in the schedule in Annexes C-3 and C-4. 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).	<b>C O M P L Y</b>
	4. Delivery procedures for leased premises will be subject to addendum to the contract.	<b>C O M P L Y</b>
	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.	<b>C O M P L Y</b>
	<b>Others</b>	<b>C O M P L Y</b>
	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;	<b>C O M P L Y</b>
	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.	<b>C O M P L Y</b>
	3. Limit the number of relievers to a maximum of five (5) persons/day for the Main building/leased premises and three (3) persons/day for DFA Aseana,	<b>C O M P L Y</b>
	4. Coordinate and work harmoniously with the existing service provider of DFA. Provide personnel to manage and prepare billing, deliveries, logistics and other documentary requirements for the duration of the contract.	<b>C O M P L Y</b>
	5. 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.	<b>C O M P L Y</b>
	6. 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.  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.	<b>C O M P L Y</b>  <b>C O M P L Y</b>
	7. Ensure that its janitorial service personnel shall: <ul style="list-style-type: none"> <li>a. Report to OAMSS-EMD all broken fixtures in the comfort rooms, hallways and stairs, and other observations, which require immediate attention;</li> <li>b. Remain at their assigned stations during assigned work hours. No loitering shall be tolerated;</li> <li>c. Proceed to the rest area provided or designated by the Department during break time;</li> <li>d. Use the facilities of the Department properly in accordance with the facilities' intended use (e.g. dishes should not be washed in</li> </ul>	<b>C O M P L Y</b> <b>C O M P L Y</b> <b>C O M P L Y</b> <b>C O M P L Y</b>

	<p>the comfort rooms, mops should not be washed at the urinals and washbasins, etc.);</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>f. Inform their supervisor in case of absence;</p> <p>g. Have a designated reliever when they file for leaves;</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>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>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>
	<p><b>Increase of wage, premium/contribution, overtime payment and other miscellaneous expenses.</b></p> <p>The Contractor must include in the bid proposal/cost breakdown contingencies for wage increase, premium/contribution increase, overtime payment and other miscellaneous expenses for the duration of the contracting compliance 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> <p>COMPLY</p>
VI.	<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 COVID free before entering the premises;</li> <li>2. Provide and ensure that assigned personnel observe IATF prescribed safety protocols (ie. face mask, face shields, 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 used 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> <p>COMPLY</p> <p>COMPLY</p>
VII.	<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 follow:</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> </ol>	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>

	<p>2. Resources</p> <p>a. Number of Equipment and Supplies</p> <p>b. Number of Janitor and Supervisors</p> <p>3. Housekeeping plan</p> <p>4. Other factors</p> <p>a. Recruitment and Selection Criteria</p> <p>b. Completeness of Uniforms and Other Paraphernalia</p>	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>
VIII.	<p><b>Penalties</b></p> <p>In case of Contractor's failure to deliver the supplies in the quantity and schedule specified in Annex C-3 and C-4 the Department, at its discretion, shall either:</p> <p>a. Withhold payment to the Contractor until the latter has delivered the stipulated quantity of supplies as verified by the OFMS-FRMD concerned, or</p> <p>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.</p>	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>
IX.	<p><b>Reservation</b></p> <p>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-3 and C-4.</p>	<p>COMPLY</p> <p>COMPLY</p>
X.	<p><b>Contract Duration</b></p> <p>The Contract shall commence on 01 July 2023 and end on 31 December 2023.</p>	<p>COMPLY</p> <p>COMPLY</p>
XI.	<p><b>Confidentiality Clause</b></p> <p>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>	<p>COMPLY</p> <p>COMPLY</p>
XII.	<p><b>Terms of Payment</b></p> <p>1. The Contractor shall submit monthly billings on the first week of the following month, based on consumption of supplies and services rendered.</p> <p>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.</p> <p>3. Provision on overtime and holiday pay rates during these circumstances should be considered in the Bid Price.</p>	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>



	<p>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).</p> <p>5. All payments shall be inclusive of all applicable taxes and other lawful charges</p>	<p>C O M P L Y</p> <p>C O M P L Y</p>
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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]  
 [Position]  
 [Date]

  
 REYNALDO M. CUEVAS  
 President  
 May 31, 2023

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

## 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**

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**

Minimum Janitorial equipment/tools and supplies are listed in "Annex C".

**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.

**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;

COMPLY

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**

Minimum Janitorial equipment/tools and supplies are listed in "Annex C".

**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:

COMPLY

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;
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

Minimum Janitorial equipment/tools and supplies are listed in "Annex C".

## 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 Aseana, 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.

### 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**

Minimum Janitorial equipment/tools and supplies are listed in "Annex C".

**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**

Minimum Janitorial equipment/tools and supplies are listed in "Annex C".

COMPLY



**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 a 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 a dirty solution with a 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> <li>8. Hand squeegee;</li> <li>9. Gum scraper;</li> <li>10. Garden hose;</li> <li>11. Measuring cup</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>
Floor mopping	Sweep and then place cleaning solution on floor end work with mop. Pick up a dirty solution and rinse as required with mop.	<ol style="list-style-type: none"> <li>1. 2-compartment mop tank and wringer;</li> <li>2. Two mops;</li> <li>3. Cleaning agent;</li> <li>4. Soft broom;</li> </ol>		1,859 sq.m.	<p>Main floor corridors daily</p> <p>Secondary floor corridors every 5 days</p>
Floor washing	Mop or scrub, apply new wax, polish	<ol style="list-style-type: none"> <li>1. Dust pan and brush;</li> <li>2. Floor polishing machine;</li> <li>3. 2-compartment mop tank and wringer;</li> <li>4. Three mops;</li> <li>5. Cleaning agent;</li> <li>6. Gum scraper;</li> <li>7. Rags and steel wool;</li> <li>8. Mopping unit for wax;</li> <li>9. Wax</li> </ol>	<p>15" divided with (rotary) polishing machine</p> <p>15" concentrated with (rotary) polishing machine</p> <p>16" cylindrical drum polishing machine</p>	<p>465 sq.m. open area</p> <p>279 sq.m. office area</p> <p>743 sq.m. open area</p> <p>325 sq.m. office area</p> <p>465 sq.m. open area</p>	Every 66 days

COMPLY

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 tools	Carpet tiles, carpeted floors	80 (12' x 15')	Daily
Stair Cleaning	Sweep, dust and scrub	1. Broom 2. Bucket 3. Scrub and deck brushes; 4. Rags; 5. Cleaning agent; 6. Scraper	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	1. Ladder 2. Buckets; 3. Cloths; 4. Vacuum cleaner; 5. Cleaning agent; 6. Ceiling broom; 7. Push brush; 8. Dust pan		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	1. Mopping unit; 2. Bucket; 3. Mop; 4. Soft broom; 5. Toilet brush; 6. Push brush; 7. Scraper; 8. Cleaning agent; 9. Cloths; 10. Polish; and 11. Toilet supplies		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	1. Long handled dust pan; 2. Soft broom; 3. Cloth	Main corridor  Secondary corridor	27,881 sq.m. corridor areas 27,881 sq.m. Corridor area	4 times daily  Daily
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	Sweep. Polish, clean	1. Broom;	Main Entrance		Twice daily

COMPLY

Cleaning (exterior)	glass and push plates	2. Cloths; 3. Metal polish; 4. Dust pan; and 5. Scraper	Secondary Entrance		Daily
Waste collection	Waste bins are emptied. Waste collection 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; 7. Steel wool; 8. Scraper; 9. Wax; 10. Metal polish; 11. Buffing machine	Passenger elevator Freight/ Service elevator	25 25	Daily Every 5 days
Escalator cleaning	Sweep treads and risers, remove gum and tape, wipe tread and risers and polish metal fittings.	1. Bucket; 2. Dust pan; 3. Scraper; 4. Rags; and 5. Metal polish.		20 flights (floor to floor)	Daily
Blinds	Venetian blind slats are washed in place. Tapes and cords are dry cleaned with a stiff brush.	1. Ladder; 2. Bucket; 3. Cloths; 4. Brush; 5. Cleaning detergent; and 6. Dust pan	4 feet wide 8 feet wide	16 8	Monthly Monthly
Lawn maintenance	Mow lawns and sweep adjacent sidewalks	1. Mower or grass cutter; 2. Garden scissors; 3. Broom; 4. Rake; 5. Scraper; 6. Metal polish 7. Pressure washer	Grass cutting (in season) Sidewalk cleaning or sweeping	9,294 sq.m. of grass area 9,294 sq.m.	Weekly Daily
Garage and driveway cleaning	Polish sweep and mop or scrub	1. Broom; 2. Hose; 3. Mops; 4. Deck brush; 5. Scrubbing machine; 6. Mop tank; and 7. Scraper.			Daily

COMPLY

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>	File space	Up to 4,647 net sq. m. floor space	Daily
			Storage Space	Up to 1,201 net sq. m. floor space.	Depends on type of storage
			Office Space	1,200 sq. m. plus adjoining corridor	Daily

C O M P L E T E





DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGATANG PANLABAS

BIDS AND AWARDS COMMITTEE  
2330 Roxas Boulevard, Pasay City  
Tel. Nos.: 834-4823; Fax No.: 831-9584  
Email: bac.secretariat@dfa.gov.ph

**SUPPLEMENTAL / BID BULLETIN No. 1**

Project : **Procurement of Additional Janitorial Services  
from July 01 to December 31, 2023**  
Reference : PB-GS-14-2023  
ABC : PHP 10,000,000.00  
Date : 22 May 2023

This Supplemental/Bid Bulletin is issued to provide the prospective proponents/bidders the revised Technical Specifications and answers to the clarification of the prospective bidders for the above-mentioned procurement:

1. Updated TOR replacing 30 with 76 additional janitors;
2. The administrative costs include the 5% allocation for any increase in wages etc.;
3. Updated Annex B referring to Annex C:  
<https://drive.google.com/file/d/1p8zwbk1eZh8kTovBKKFoAP-X07dr3sbY/view>;  
and
4. Administrative fee is 10%. However, it includes a 5% contingency for any increases ordered by the Government. This is shown in the cost breakdown in Annex C-1 (Administrative Cost 15%).

COMPLY

The Bidding Documents are amended accordingly.

For the information and guidance of all concerned.

**CHARLIE P. MANANGAN**  
Assistant Secretary and BAC Chairperson



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

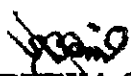
**CBII PHILIPPINES INTERNATIONAL, INC.**  
Unit C, 8771 Santol St., San Antonio Village, Makati City

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 2882090 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

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

NOT VALID AS PRIVATE EMPLOYMENT AGENCY LICENSE

CERTIFIED TRUE COPY  
REYNALDO M. CUEVAS



2304-00240  
April 17, 2023

### CERTIFICATION

This is to certify that **CBII PHILIPPINES INTERNATIONAL, INC.** with office address at **2F CBII BLDG., 8248 CAMACHILE STREET, 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> 2/11/19	<u>NELIA M. MUNGICAL</u> CHIEF LEO - TSSD LR/LS 20 APR 2023
2. MALSU	<u>NO Pending Case</u> 18/11/18	<u>ATTY. CESAR P. PETATE</u> OIC - MALSU
3. TSSD-EPWW	<u>PER - NO RELATED CONCERN</u> 4/1/18	<u>MARIA LUISA KRISTINA C. OLIVEROS</u> OIC - TSSD-EPWW 04/18/23
4. IMSD	<u>No pending Case</u> 1.3 4/2	<u>REGIONALD S. ESPALDON</u> CHIEF AO, IMSD 24 APR 2023

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. JUDE THOMAS P. TRAYVILLA  
Assistant Regional Director

REGINALD S. ESPALDON  
PRESIDENT  
CBII PHILIPPINES INTERNATIONAL, INC.

Date released: APR 26 2023

**REGIONAL OFFICE**

Website: [www.ncr.dole.gov.ph](http://www.ncr.dole.gov.ph) Email: [dolencr2008@yahoo.com](mailto:dolencr2008@yahoo.com); [dolencr2008@gmail.com](mailto:dolencr2008@gmail.com) Telefax: 8400-6242/8400-6241/8400-3918/8303-0367

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

**MANILA FIELD OFFICE**  
4<sup>th</sup> Flr. DY 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 City  
☎ 8773-8210; 8800-7211; 8336-5062 (fax)

**PAPAMAMARISAN FIELD OFFICE**  
4<sup>th</sup> Flr., No. 17 Rudge Bldg., Bigy, San Antonio, Pasig City  
☎ 8477-3630; 8534-3893

**MUNTAPARLAS FIELD OFFICE**  
263 Valenzuela Bldg., Alabang-Zapote Rd. Pamplona, Las Piñas City  
☎ 8815-0086; 8808-6165; 8808-0422 (fax)

**QUEZON CITY FIELD OFFICE**  
4<sup>th</sup> Flr., Arcadia Bldg., Quezon Ave., Quezon City  
☎ 8921-4973; 8376-3983(fax)



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 address at 8248 CBII Building, Camachile Street, 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, April 14, 2023.

For the Executive Labor Arbiter:

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

Control No. 04-000889-23  
O.P. No. 2023-04-111161  
This is not valid without official  
dry seal of NLRC-NCR

**CERTIFIED TRUE COPY**  
  
**REYNALDO M. CUEVAS**  
PRESIDENT  
**CBII PHILIPPINES INTERNATIONAL, INC.**





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



## C E R T I F I C A T I O N

This is to certify that, as of this date, **CBII PHILIPPINES INTERNATIONAL, INC.,** with business address located at 8248 2/F CBII Bldg., Camachile St., San Antonio Village, Makati City, has no pending case on appeal with the Luzon based divisions namely; First, Second, Third, Fourth, Fifth and Sixth Divisions of this Commission. This certification does not cover the Cebu based Seventh Division and Cagayan de Oro based Eight Division of this Commission.

This certification is issued upon the request of **Mr. Reynaldo M. Cuevas, President,** for whatever legal purposes it may serve.

Quezon City, Philippines, April 14, 2023.

*Elenita F. Cruz*  
**ELENITA F. CRUZ**  
 Labor Arbiter  
 Acting Executive Clerk of Court IX

Noted by:

1 <sup>st</sup> Division	<u>1</u>	<u>04-14-23</u>
2 <sup>nd</sup> Division	<u>1</u>	<u>04-14-23</u>
3 <sup>rd</sup> Division	<u>1</u>	<u>04-14-23</u>
4 <sup>th</sup> Division	<u>1</u>	<u>04-14-23</u>
5 <sup>th</sup> Division	<u>1</u>	<u>04-14-23</u>
6 <sup>th</sup> Division	<u>1</u>	<u>04-14-23</u>

Certification No. 289-23

Paid Under O.P. No. 2023- 04 - 003087 (CO)  
04-14-2023

This certification is not valid without the dry seal and Official Payment No. (O.P. No.) of the Commission.

*Elenita F. Cruz*  
**ELENITA F. CRUZ**  
 Labor Arbiter  
**CBII PHILIPPINES INTERNATIONAL INC**



Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**

NCR South Legal Department  
 2/F, SSS Makati Bldg., 6782 Ayala Avenue, Makati City  
 ncrsouthlegal@sss.gov.ph  
 8-812-0437

Serial Number : A 007390

**SSS CLEARANCE**

This CLEARANCE is issued to **CBII PHILIPPINES INTERNATIONAL** with principal office address at 8771, Unit C, Santol Street, San Antonio Village, Makati City 1203, an employer duly registered with the Social Security System (SSS) under Employer ID Number **03-9221452-0** and with Taxpayer Identification Number 259-364-039-000.

Based on the submitted Contributions Collection List [SS Form R-3/ Electronic R-3/ Electronic Collection List (e-CL) Summary] ending February 2023, it reported the following number of employees, and had paid contributions for the following applicable months:

Applicable Month	No. of Employees	Amount
OCTOBER 2022	2,499	P 3,817,355.00
NOVEMBER 2022	2,493	P 3,858,425.00
DECEMBER 2022	2,479	P 3,892,830.00
JANUARY 2023	2,244	P 3,721,020.00
FEBRUARY 2023	2,445	P 3,898,820.00

This employer has an ongoing reconciliation of its delinquent loan accounts, with payment of Salary/Calamity/Emergency/Educational and other Loan amortization repayments on 28 February 2023. It has no rentals on leased properties and other financial obligations as of 23 February 2023 and has no pending case with this Department as of this date.

This CLEARANCE is based on the Certification of Compliance issued by **SSS NCR Large Accounts Department** received on 17 April 2023 and is for the purpose of **BIDDING**. This is without prejudice to the right of SSS to collect any delinquency/ies that may be discovered after its issuance.

Issued on this 17<sup>th</sup> day of April 2023 at Makati City, Philippines.

**SOCIAL SECURITY SYSTEM**

By:

**ATTY. VICTORINA B. PARDO-PAJARILLO**  
 Acting Head

RECEIVED  
 APR 18 2023  
**CBII PHILIPPINES INTERNATIONAL, INC**



**Pag-IBIG Fund**  
(Home Development Mutual Fund)

HQP-PFF-118  
(V02, 01/2021)

CONTROL No. 1116-000483-P

**CLEARANCE CERTIFICATE**

This is to certify that CBI PHILIPPINES INTERNATIONAL INC  
with principal office address at  
UNIT C 8771 SANTOS ST SAN ANTONIO VILLAGE MAKATI CITY  
is registered with HOME DEVELOPMENT MUTUAL FUND (Pag-IBIG Fund) with  
Employer ID No. 204209550007, with reported employee base of  
2,294 as of November 16, 2022 and has remitted membership savings  
for the period of  
April 2010 to October 2022.

This certification is being issued upon the request of the employer for whatever legal purpose it may serve, without prejudice to Pag-IBIG Fund taking appropriate action should it be found later, upon verification, that certain accountabilities not apparent for the present are discovered.

Given this 9th day of December, 2022 at Pag-IBIG Fund,  
Makati JP Rizal Branch. This document shall be valid for one (1) year  
and will expire on the date commencing from date of issuance.

**ROMEO H. OCAMPO**  
Head - Makati JP Rizal Branch

Makati JP Rizal Branch  
4th Floor KBC Building No. 353-385  
J. P. Rizal Street corner Chino Roces Street, Olympia, Makati City, Philippines  
Tel. No. (632) 84223000 loc. 5809/5810 Email: jprizal.me@pagibigfund.gov.ph

**CERTIFIED TRUE COPY**  
**REYNALDO S. DE VERA**  
PRESIDENT  
**CBI PHILIPPINES INTERNATIONAL INC**



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
 PhilHealth Regional Office NCR South Branch  
 8007 Cromagen Bldg., Pioneer Street, Brgy Kapitolyo,  
 Pasig City 1603  
 (02) 8441-7444 loc 3300 www.philhealth.gov.ph  
 PhilHealthPRONCR teamphilhealth

Colsec-NCRSouth-Clearance5302023-002

C E R T I F I C A T I O N

This is to certify that **CBII PHILIPPINES INT'L INC (FORMERLY CAREBEST INTERNATIONAL INC)** with Philhealth Employer Number **001000016614** and with business address **2F CBII Building 8248 Camachile St., Brgy. San Antonio, Makati City** has remitted NHIP premium contributions on behalf of its employee/s for the following period:

MONTH COVERAGE	AMOUNT REMITTED	NO OF EMPLOYEES REPORTED
January 2023	1,082,515.94	2,175
February 2023	1,230,322.64	2,389
March 2023	1,245,958.05	2,375
April 2023	1,157,275.95	2,284

This certification is being issued upon the request of **CBII PHILIPPINES INT'L INC (FORMERLY CAREBEST INTERNATIONAL INC)**, for whatever legal purpose it may serve. Further, this certificate is valid for three (3) months only from the date of its issuance.

Issued this **30<sup>th</sup>** day of **May 2023** at Pasig City.

**RAUL B. TUQUERO, MD**  
 Branch Manager  
 PRO NCR-South.

By:

*[Signature]*  
**MARILOU C. PEREDO**  
 Head, Collection Section  
 PRO NCR South

**CERTIFIED TRUE COPY**  
**REYNALDO L. GUEVAS**  
 PRESIDENT  
**CBII PHILIPPINES INTERNATIONAL, INC**

Mesba/20823623

CERTIFICATION

This is to certify that our company, CBII PHILIPPINES INTERNATIONAL, INC. with office address at 2/F 8248 CBII Bldg., Camachile St., San Antonio Village, Makati City has at least eight (8) years' experience in providing janitorial services.

Issued this 31<sup>st</sup> day of May 2023 at Makati City, Philippines for the bidding of Procurement of Additional Janitorial Services from July 01 to December 31, 2023 of Department of Foreign Affairs.

REYNALDO M. CUEVAS  
President



CBII PHILIPPINES INTERNATIONAL, INC.

## CERTIFICATION

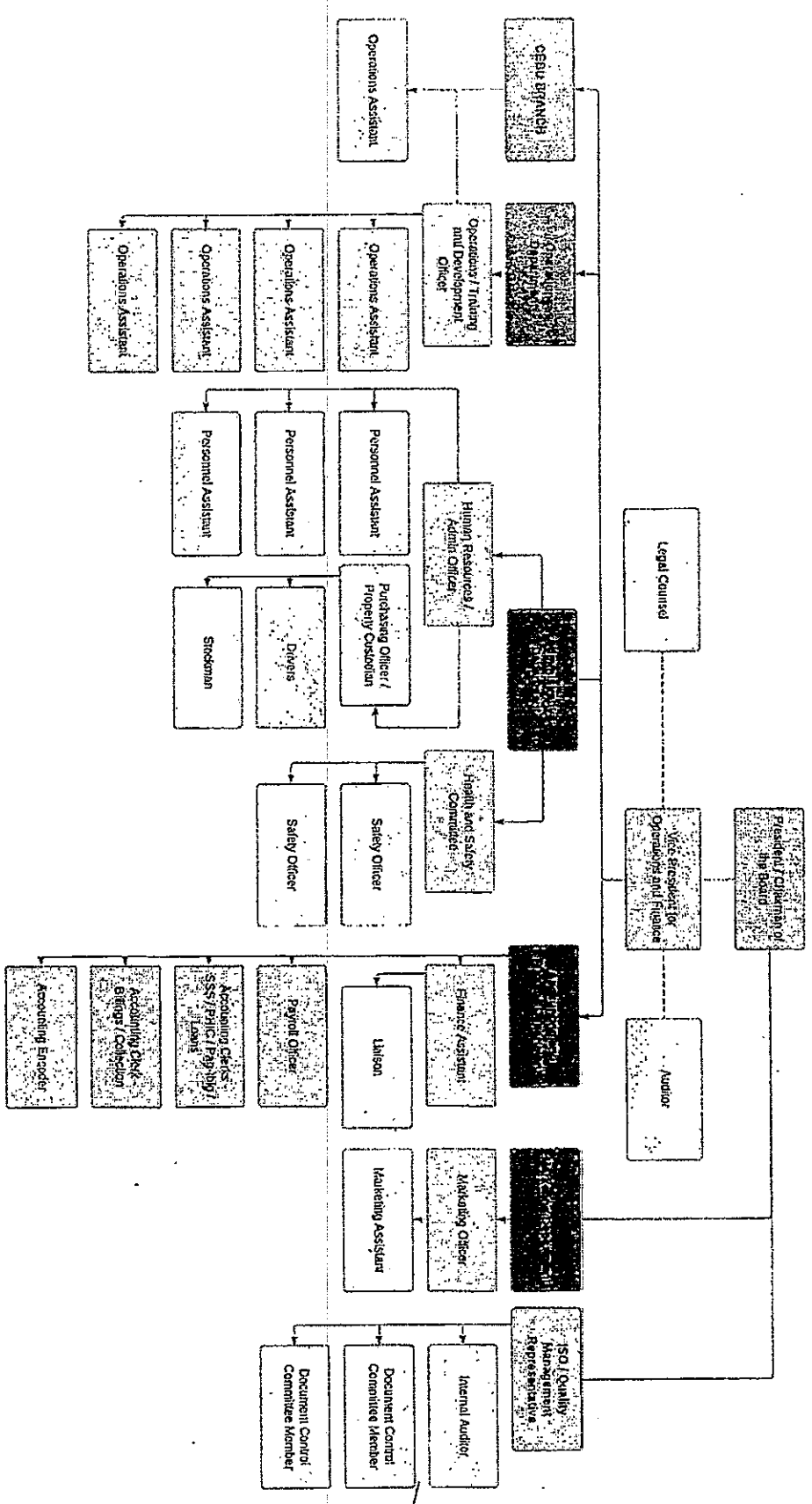
This is to certify that CBII PHILIPPINES INTERNATIONAL, INC. with office address at 8771 Unit C Santol Street, San Antonio Village, Makati City, has pay and timely remit all government-mandated contributions of its janitorial service personnel, particularly Social Security System (SSS), Pag-ibig and Philhealth. And also regularly issued a Pay Slips to our employees including those assigned at Cos.

Issued this 31<sup>th</sup> day of May 2023 at Makati City for Procurement of Additional Janitorial Services at Department of Foreign Affairs from July 1, 2023 to December 31, 2023.

REYNALDO M. CUEVAS  
President

A handwritten signature in black ink, appearing to read 'REYNALDO M. CUEVAS', written over the printed name.

# Organizational Chart



*[Handwritten signature]*

## List Contractor's Owned Equipment and Supplies

### I. VEHICLES:


1. Isuzu Delivery	3 unit2
2. KIA Panoramic Van	2 units
3. Hyundai Van	1 unit
4. Utility Van	1 unit

### II. OFFICE EQUIPMENT;

1. Computer	24 units
2. Printer	24 units
3. Sharp Copier	3 units
4. Canon Copier/printer/scanner/fax	1 unit
5. Brother 375 Fax Machine	1 unit
6. Window Type	6 units
7. Split Type	5 units
8. Typewriter	5 units
9. Cellphone	60 units
10. Calculator	36 units

### III. JANITORIAL EQUIPMENT:


1. Floor Polisher, HD 16"	105 units
2. Floor Polisher, HD 20" Hi Speed	24 units
3. Vacuum Cleaner (Wet & Dry) (32 L)	100 units
4. Rubber made Pro Line Window Squeegee (HD)	55 units
5. Push Cart (flatbed 250 kgs. Capacity)	50 units
6. Color coded HD Waste receptacles with wheels (95 gals. capacity)	85 units
7. Multi-Functional Cleaning Janitorial Cart	65 units
8. Mop Squeezers;	100 units
9. Aluminum Ladder (6ft.)	64 units
10. Grass Scissor	88 pcs
11. Pruning knives	88 pcs
12. Step-on containers/bins	200 pcs
13. Biometric finger scanner	25 units
14. Extension cord 12mtrs/30mtrs/set	45 sets
15. Electric Pressure Washer	25 units
16. Adjustable Ladder 12 Ft.	42 units
17. A-Type Fiberglass Ladder 8-10ft.	32 units
18. Aluminum step ladder, 4 fold 4ft (16steps)	62 units
19. Spatula	50 pcs
20. Carpet & Upholstery Shampooer	4 units
21. Fogging/Misting machine	2 unit





22. Grass Cutter Motorized	125 units
23. Lawn Mower	42 units
24. Garden/Hedge shears	45 pcs
25. Pruning shears	62 pcs
26. Squeegee	50 pcs
27. Water Dipper	50 pcs
28. Rubberized cloth gloves	36 pcs
29. Potted Indoor plants	36 pcs
30. Toilet Brush	50 pcs
31. Hand Brush	75 pcs
32. Toilet Pump	65 pcs
33. Disposable mask	100 bxs
34. Disposable gloves	100 box
35. Glass Wiper	36 pcs
36. Grass Scissor/Timmer	65 pcs
37. Garden/Water Hose	55 sets
38. Mop Squeezer w/bucket	51 units
39. Trash Can	300 pcs
40. Trash Bin (Large/Medium/Small)	120 pcs
41. Waste Receptacle	85 units
42. Step Ladder (diff. size)	45 units
43. Glass Squeegee/Wiper	145 pcs.
44. Push Cart/Utility Cart Heavy Duty Big	20 pcs.
45. Buggy for Garbage HD	36 pcs.
46. Scaffolding	12 units
47. Garden Tools	112 sets
48. Garbage/Trash Bin	65 pcs.
49. Hand Sanitizer	20 gals
50. Buggy	75 units
51. Grass/Bush Cutter	72 units
52. Wheel Barrow	105 units
53. Plastic Pail	224 pcs.
54. Step-on Containers	100 units
55. Mop handle	2,200 pcs.
56. Mop Head	1,150 pcs.
57. Push Brush	345 pcs.
58. Rubber Hose	125 sets
59. Pruning Shears	80 pcs.
60. Hand Spade	45 pcs.
61. Bolo	125 pcs.
62. Sickle	115 pcs.
63. Soft Broom	50 pcs.
64. Stick Broom	150 pcs.
65. Polishing Pad-16" x 10 Pads	80 pcs.
66. Polishing Pad-20" x 10 Pads	85 pcs.
67. Dust Pan	100 pcs.

68. "CAUTION" sign (Floor Warning sign)	110 units
69. Bundy Clock	15 units
70. Declogger	35 pcs.
71. Janitorial Cart	25 pcs.
72. Carpet Extractors	2 units
73. Shovel	12 pcs
74. Electrician Tools and Set	12 sets
75. Plumbing Tools	12 sets
76. Carpenter Tools	12 sets

  
REYNALDO M. CUEVAS  
President

NUMBER OF JANITORS AND SUPERVISOR

- |  |       |
|--|-------|
| 1. JANITORIAL PERSONNEL<br>(Including Relievers and Trainee) | 3,000 |
| 2. SUPERVISOR  | 81    |

CBII PHILIPPINES INTERNATIONAL, INC.

By:

  
REYNALDO M. CUEVAS  
President

**HOUSEKEEPING PLAN**  
**FOR**  
**DEPARTMENT OF FOREIGN AFFAIRS (DFA)**

**I. OBJECTIVE:**

To keep the following areas of the Department of Foreign Affairs, clean, orderly and sanitize at all times including grounds and surroundings.

- a. DFA Main Building (except FSI and DFA Library);
- b. South Wing Annex Building (except for the FSI premises);
- c. Roberts Street (area between Libertad St. and Williams St., only);
- d. Roxas Boulevard Service Road in front of Parking Plaza;
- e. DFA Covered Court;
- f. All Consular Offices include (OCA -ASEANA Bldg., Consular Offices (Cos) within and outside Metro Manila and additional Cos which may be opened during the duration of the Contract.

**II. SCOPE OF WORK:**


**A. SCHEDULE OF ACTIVITIES**

**RESTROOMS AND FIRE EXITS:**

CBII Philippines 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.

Daily

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

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. Minimum Janitorial Equipment/tools and Supplies are listed in "Annex C"


### 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.

### B. Daily

CBII Philippines 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

CBII Philippines 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 in Annex C:

#### 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

CBII Philippines 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

CBII Philippines 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;
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#### 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. 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 in Annex C.

#### 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

CBII Philippines 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

CBII Philippines 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 Aseana, 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

CBI Philippines 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.

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 in Annex C:

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	1. Floor scrubbing machine 2. 2 compartment mop tank and wringer; 3. Dust pan and brush; 4. Three (3) mops; 5. Rags and steel wool; 6. Cleaning agent; 7. Soft broom; 8. Wet and Dry Vacuum	15" divided with (rotary) polishing machine 15" concentrated with (rotary) polishing machine	1,859 sq.m. 1,859 sq.m.	Main floor corridors daily Secondary floor corridors every 5 days Other space as required

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.	1. Power scrubbing machine; 2. 2-component mop tank and wringer; 3. Dust pan and brush; 4. Two (2) mops; 5. Rags and steel wool; 6. Cleaning agent; 7. Hair sweep; 8. Hand squeegee; 9. Gum scraper; 10. Garden hose; 11. Measuring cup	Machine covers strip 25" wide  Polishing machine	2,323 sq. m.	Main floor corridor daily  Secondary floor corridors every 5 days
Floor mopping	Sweep and then place cleaning solution on floor end 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.	Every 66 days
Floor buffing	Polish the floor to	1. Polishing machine;	15" divided	3,717 sq.m.	Every 22 days

	remove traffic marks without applying additional wax	2. Steel wool	with (rotary) polishing machine  15" concentrated with (rotary) polishing machine  16" cylindrical drum polishing machine	open area  2,788 sq.m. office area  3,717 sq.m. open area  2,788 sq.m. office area	
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 tools	Carpet tiles, carpeted floors	80 (12' x 15')	Daily
Stair Cleaning	Sweep, dust and scrub	1. Broom 2. Bucket 3. Scrub and deck brushes; 4. Rags; 5. Cleaning agent; 6. Scraper	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	1. Ladder 2. Buckets; 3. Cloths; 4. Vacuum cleaner; 5. Cleaning agent; 6. Ceiling broom; 7. Push brush; 8. Dust pan		929 gross sq.m	Every 60 days

	standing on the floor				
Rest rooms	Empty waste, containers, fill soap dispensers, towel and toilet paper holders. Clean fixtures, sweep floors and mop or scrub as required	1. Mopping unit; 2. Bucket; 3. Mop; 4. Soft broom; 5. Toilet brush; 6. Push brush; 7. Scraper; 8. Cleaning agent; 9. Cloths; 10. Polish; and 11. Toilet supplies		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	1. Long handled dust pan; 2. Soft broom; 3. Cloth	Main corridor Secondary corridor	27,881 sq.m. corridor areas  27,881 sq.m. Corridor area	4 times daily  Daily
Lobby cleaning	Sweep, mop, dust, polish metal and clean glass	1. Soft broom 2. Mops; 3. Scraper; 4. Cloths 5. Metal Polish	Main Lobby  Second 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.	Daily
Window washing	Windows washed inside and outside	1. Safety harness (when needed); 2. Counter brush; 3. Sponge or cloth; 4. Scraper; 5. Cleaning			Every 15 days

		agent; 6. Bucket; 7. Squeegee; and 8. Step ladder			
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; 7. Steel wool; 8. Scraper; 9. Wax; 10. Metal polish; 11. Buffing machine	Passenger elevator	25	Daily Every
			Freight/Service elevator	25	5 days
Escalator cleaning	Sweep treads and risers, remove gum and tape, wipe tread and risers and polish metal fittings.	1. Bucket; 2. Dust pan; 3. Scraper; 4. Rags; and 5. Metal polish.		20 flights (floor to floor)	Daily
Blinds	Venetian blinds slats are washed in place. Tapes and cords are dry cleaned with a stiff brush.	1. Ladder; 2. Bucket; 3. Cloths; 4. Brush; 5. Cleaning detergent; and 6. Dust pan.	4 feet wide	16	Monthly
			8 feet wide	8	Monthly
Lawn maintenance	Mow lawns and sweep adjacent sidewalks	1. Mower or grass cutter; 2. Garden scissors; 3. Broom; 4. Rake; 5. Scraper; 6. Metal polish 7. Pressure	Grass cutting (in season)	9,294 sq.m. of grass area	Weekly
			Sidewalk cleaning or sweeping	9,294 sq. m.	Daily
Garage and driveway cleaning	Polish sweep and mop or scrub	1. Broom; 2. Hose; 3. Mops; 4. Deck brush; 5. Scrubbing machine; 6. Mop tank; and 7. Scraper.			Daily

Utility work General	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.	1. Mops (Treatment optional); 2. Cloths; 3. Dust pan and brush; 4. Cleaning agent; 5. Toilet brush 6. Hair sweep; 7. Corn broom; 8. Vacuum machine;	File space  Storage Space  Office Space	Up to 4,647 net sq.m. floor space  Up to 1,201 net sq.m. floor space.  1,300 sq.m. plus adjoining corridor	Daily  Depends on type of storage  Daily

**CBII PHILIPPINES INTERNATIONAL, INC.**

By:

  
**REYNALDO M. CUEVAS**  
 President

**CBII PHILIPPINES INTERNATIONAL, INC.**  
2/F 8248 CBII Bldg., Camachile Street, San Antonio Village, Makati City


***COMPANY POLICY ON RECRUITMENT and SELECTION CRITERIA***

Policy No. 1: The applicant must possess the following criteria:

*For Supervisor:*

- a) Filipino Citizen and of good moral character
- b) Pleasing personality
- c) At least two years of college studies
- d) At least three (3) years supervisory experience
- e) With Knowledge in inventory of materials and preparation of daily report
- f) With good coordination and leadership skills
- g) With good oral and communications skills
- h) Physically and mentally fit
- i) Of moral character and cleared by law enforcement or police agencies
- j) Not less than 25 yrs. of age and not more than 55 yrs. old
- k) Possess good public relations
- l) Know proper decorum
- m) Knowledge and Skills to successfully perform the role
- a) Personal Suitability
- b) Must have undergone Occupational Safety Health (OSH)

*For Janitors/tress/Allied Services/Building Attendant:*

- c) Filipino Citizen and of good moral character
  - d) Pleasing personality
  - e) At least high school graduate
  - f) Physically and mentally fit
  - g) Of good moral character and reputation
  - h) Not less than 21 yrs of age and not more than 50 yrs. old
  - i) Cleared by law enforcement or police agencies and without previous record of any conviction of a criminal offense involving moral turpitude
  - j) Possess good public relations
  - k) Know proper decorum
  - l) Knowledge and Skills to successfully perform the role
  - m) With at least six (6) months janitorial experience and has acquired skills in operation of various janitorial equipment
  - n) Personal Suitability
- 

Policy No. 2: Application Documentation: the applicant must submit following documents completely

- a) Certificate/Diploma from school graduated
- b) NBI Clearance
- c) RTC Clearance
- d) Police Clearance
- e) Barangay Clearance
- f) Birth Certificate
- g) Medical/Physical examinations
- h) X-ray examination
- i) Certificate of good moral character
- j) SSS/Philhealth/Pag-Ibig ID
- k) Passed psycho test conducted by CBII Accredited Medical Center
- l) Drug test certificate by CBII accredited Medical Center
- m) Employment Certificate
- n) Drivers License (if applicable)
- o) Others Certification/Clearance

Policy No. 3: The applicants must pass the examination and interview to be conducted by administrative and personnel department

Policy No. 4: Briefing and Orientation:

Policy No. 5. On the job training (OJT) for fifteen (15) days – for janitors

- Use and application of chemicals
- Equipment Usage
- System of cleaning
- Technical know how

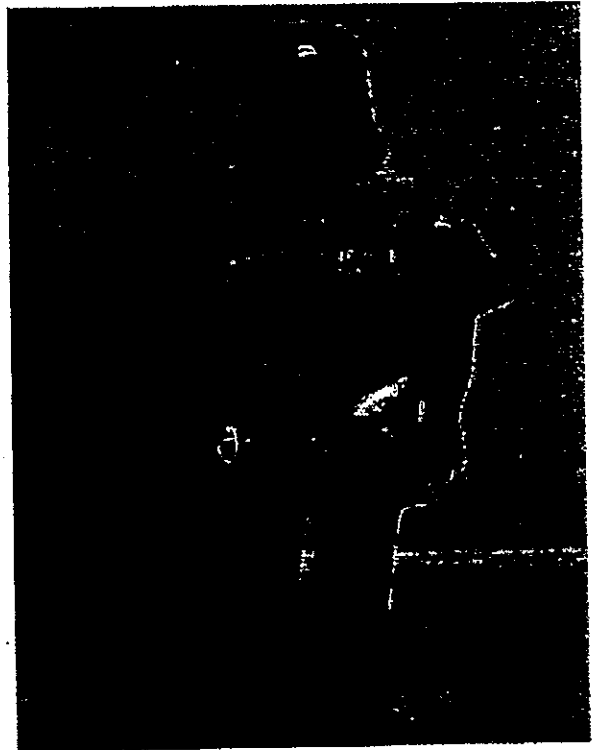
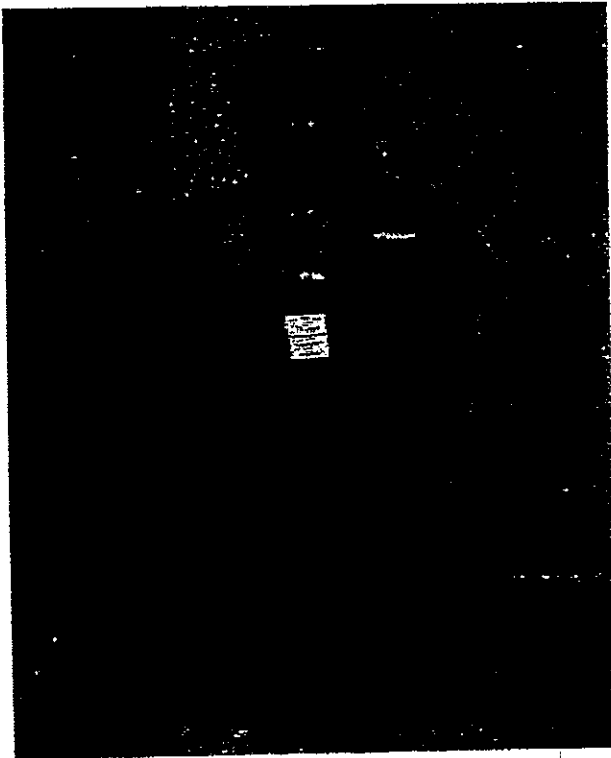
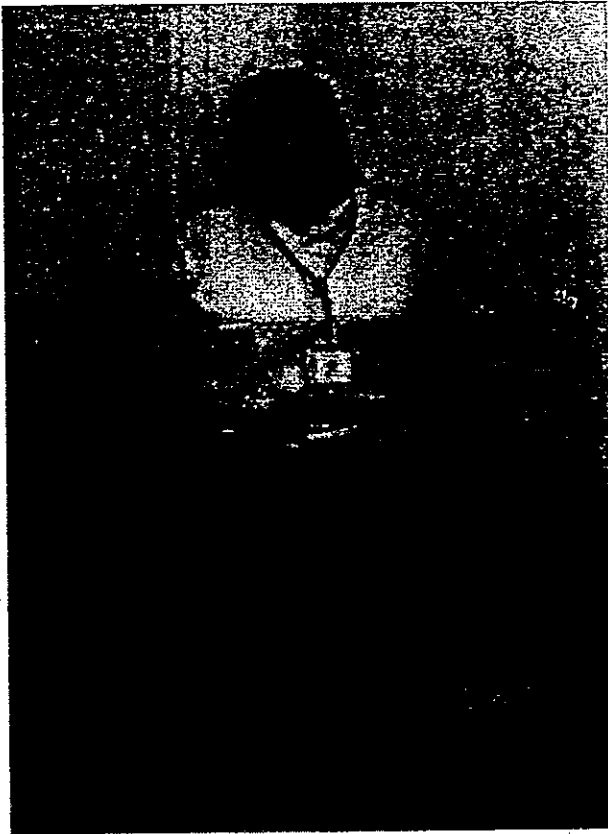
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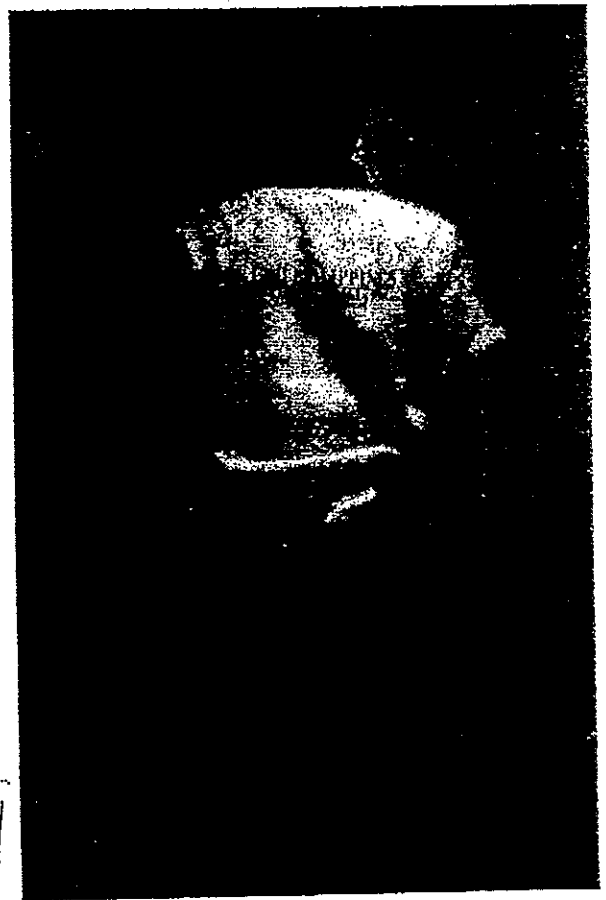
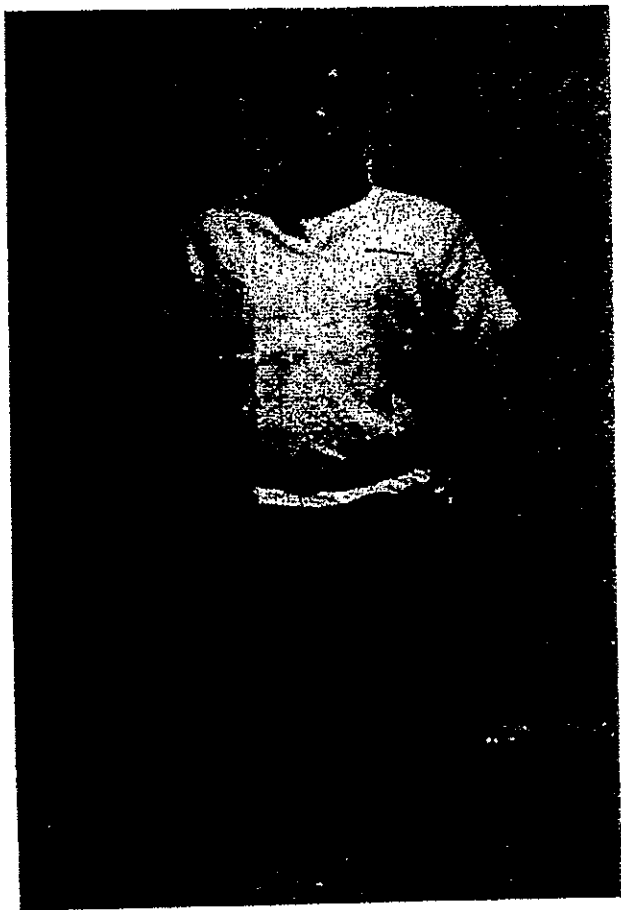
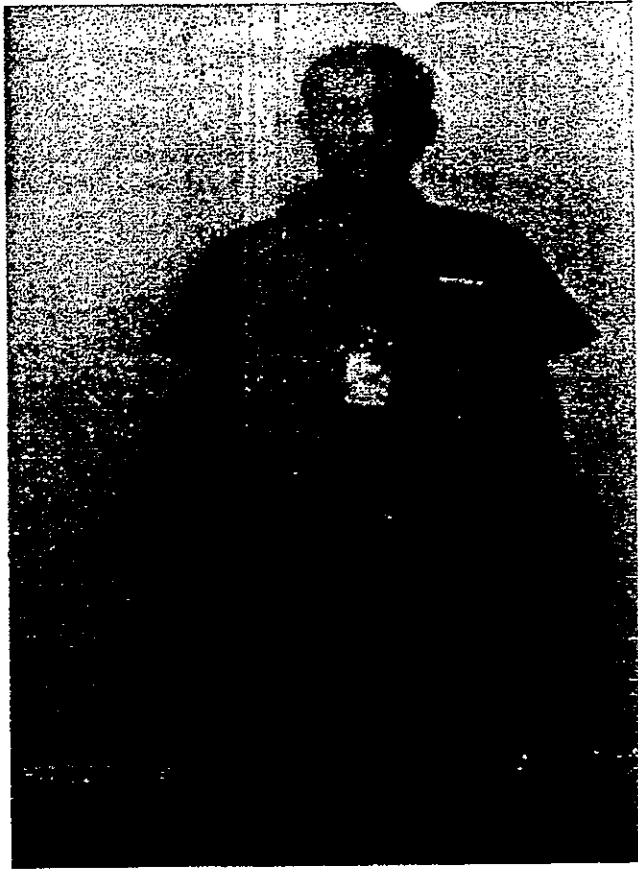
By:

  
**REYNALDO M. CUEVAS**  
President

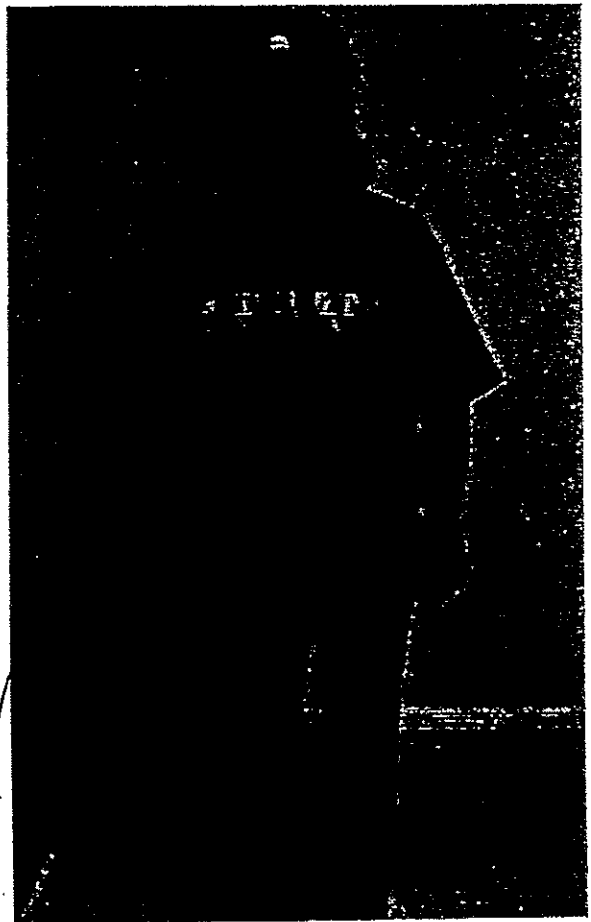
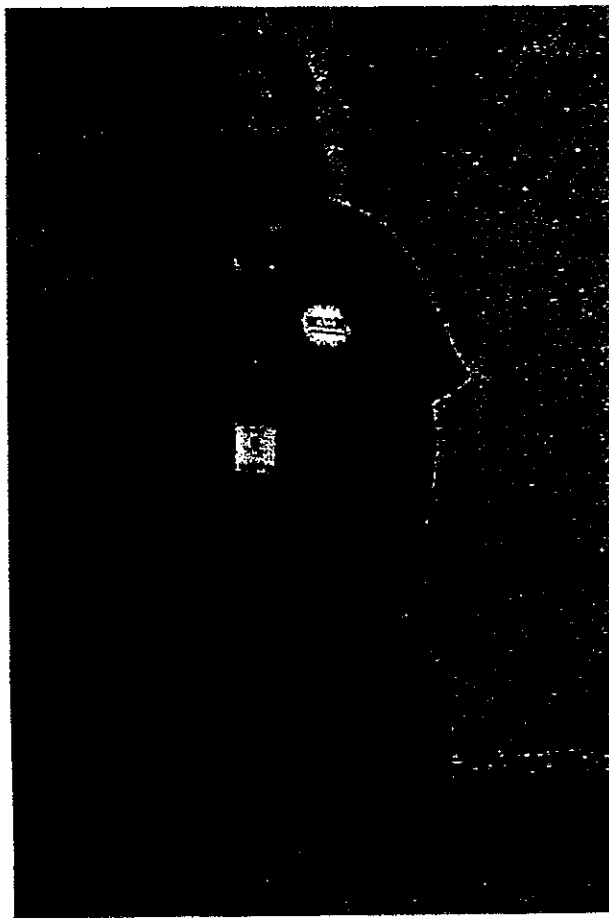
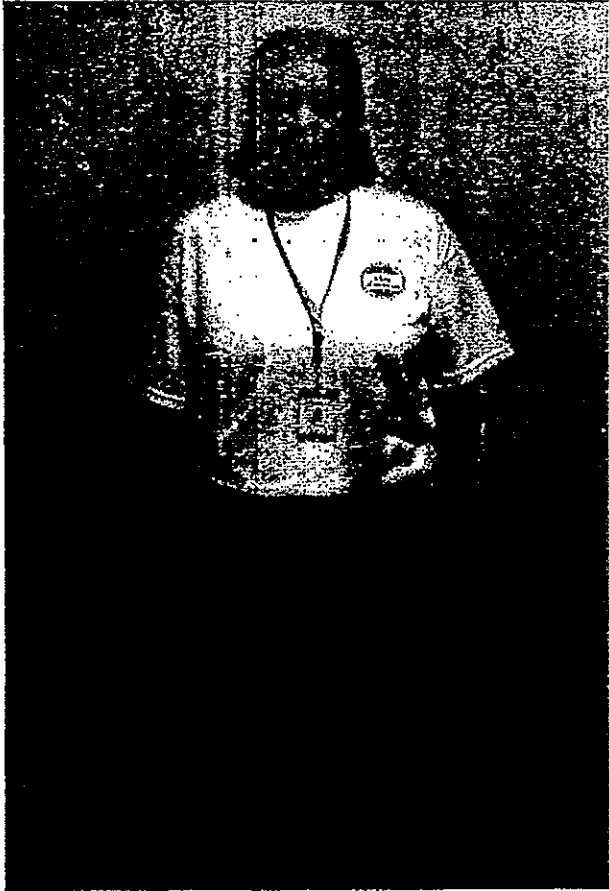


COMPLETENESS OF UNIFORMS AND OTHER PARAPHERNALIA





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## ***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 additions 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

# Technical Specifications

## Procurement of Additional Janitorial Services from July 01 to December 31, 2023

I.	<p><b>Background</b> The Department of Foreign Affairs (DFA) intends to procure additional services for the cleaning of its indoor and outdoor facilities from a professional janitorial services company.</p> <p>For FY 2023, the budget for janitorial services suffered a 43.2% reduction compared to the amount proposed for the NEP. The reduced budget coupled with the increase in minimum wage due to inflation constrained OAMSS to reduce the number of janitorial personnel from 227 in FY 2022 to only 109 in FY 2023.</p> <p>In this regard, the Department was compelled to look for additional funds to procure <sup>76</sup>30 more janitors for the second half of the year to supplement the reduced number of janitors in the home office, satellite offices, and consular offices.</p>
II.	<p><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.</p>
III.	<p><b>General</b></p> <p>The Contractor shall conduct services in the following areas:</p> <ol style="list-style-type: none"> <li><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</li> <li><b>DFA OCA-Aseana Building</b> and its premises (including STP). Address: Corner Bradco Avenue &amp; Pres. Diosdado Macapagal Blvd., 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.</li> <li><b>All Consular Offices (COs) in the Philippines</b></li> </ol>

COMPLY

COMPLY

Statement of Compliance  
COMPLY  
COMPLY  
COMPLY

COMPLY

COMPLY

IV.	<p><b>Personnel assignment and schedule summary; and Specific Duties and Responsibilities</b></p> <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-2.</p> <p>The Department reserves the right to change and amend the personnel assignment and duties during the duration of the Contract.</p>	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>
V.	<p><b>Contractor's Obligations</b></p> <p>The Contractor shall:</p>	<p>COMPLY</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 abovementioned certification/s to the Department prior to the deployment of the janitorial service personnel.</li> </ol>	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>
	<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. Have 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 prior to the opening of bids.</li> </ol>	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>
	<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 ASEANA.</li> <li>2. 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.</li> <li>3. Provide cleaning supplies, tools and equipment, not mentioned in the contract or Annexes C-3 and C-4 if the need arises, at no additional cost to the Department. The supplies must be environment-friendly and non-hazardous to health.</li> <li>4. 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.</li> <li>5. 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.</li> <li>6. 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</li> </ol>	<p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p> <p>COMPLY</p>

	Supervisor or OAMSS' Head of the Sanitation Section or with the approval of the Administrative Officer(AO) of the concerned office.	<b>C O M P L Y</b>
	<b>Documentation</b>	<b>C O M P L Y</b>
	1. Submit, upon award and/or before the signing of the contract, the following:	<b>C O M P L Y</b>
	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;	<b>C O M P L Y</b>
	b. The entire janitorial service personnel's updated health certificates with vaccination history, especially for Hepatitis B and other communicable but preventable diseases; and	<b>C O M P L Y</b>
	c. A certification that its janitorial service personnel under this contract are its regular employees.	<b>C O M P L Y</b>
	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 (OIC) and/or AOs shall certify the DTR of each janitorial service personnel.	<b>C O M P L Y</b>
	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.	<b>C O M P L Y</b>
	<b>Delivery/ Supplies</b>	<b>C O M P L Y</b>
	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.	<b>C O M P L Y</b>
	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.	<b>C O M P L Y</b>
	3. Provide the necessary supplies as indicated in the schedule in Annexes C-3 and C-4. 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).	<b>C O M P L Y</b>
	4. Delivery procedures for leased premises will be subject to addendum to the contract.	<b>C O M P L Y</b>
	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.	<b>C O M P L Y</b>
	<b>Others</b>	<b>C O M P L Y</b>
	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.	<b>C O M P L Y</b>
	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.	<b>C O M P L Y</b>
	3. Limit the number of relievers to a maximum of five (5) persons/day for the Main building/leased premises and three (3) persons/day for DFA Aseana,	<b>C O M P L Y</b>
	4. Coordinate and work harmoniously with the existing service provider of DFA. Provide personnel to manage and prepare billing, deliveries, logistics and other documentary requirements for the duration of the contract.	<b>C O M P L Y</b>



	<p>5. 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>C O M P L Y</b></p>
	<p>6. 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>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>C O M P L Y</b></p> <p><b>C O M P L Y</b></p>
	<p>7. Ensure that its janitorial service personnel shall:</p> <ul style="list-style-type: none"> <li>a. Report to OAMSS-EMD all broken fixtures in the comfort rooms, hallways and stairs, and other observations, which require immediate attention;</li> <li>b. Remain at their assigned stations during assigned work hours. No loitering shall be tolerated;</li> <li>c. Proceed to the rest area provided or designated by the Department during break time;</li> <li>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.);</li> <li>e. Strictly use only the stairs, the elevators at the South Wing Annex and the service elevator of the main building;</li> <li>f. Inform their supervisor in case of absence;</li> <li>g. Have a designated reliever when they file for leaves;</li> <li>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;</li> <li>i. Be subject to search, every time they enter and leave the premises, by security guards as precaution or deterrence against property losses.</li> </ul>	<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>Increase of wage, premium/contribution, overtime payment and other miscellaneous expenses.</p> <p>The Contractor must include in the bid proposal/cost breakdown contingencies for wage increase, premium/contribution increase, overtime payment and other miscellaneous expenses for the duration of the contracting compliance 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><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>



*Handwritten signature and date: M. S. ... 31, 2023*

[Signatures]  
 [Name of Bidder's Authorized Representative]  
 [Position]  
 [Date]

Conforms:

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).

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.

**COMPLY**

Note:

<p>XII. Terms of Payment</p>	<p>1. The Contractor shall submit monthly billings on the first week of the following month, based on consumption of supplies and services rendered.                  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.                  3. Provision on overtime and holiday pay rates during these circumstances should be considered in the Bid Price.                  4. The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice and complete supporting documents through Lst of Due and Demandable Accounts Payable (LDDAP).                  5. All payments shall be inclusive of all applicable taxes and other lawful charges.</p>
<p>XI. Confidentially Clause</p>	<p>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>
<p>X. Contract Duration</p>	<p>The Contract shall commence on 01 July 2023 and end on 31 December 2023.</p>
<p>including South Wing Annex, DFA ASEANA, Consular Offices and DFA Main temporary office as indicated in Annex C-3 and C-4.</p>	<p>COMPLY</p>

*[Handwritten mark]*

**COMPLY**

Prepared by: Engineering and Maintenance Division (EMD)

# JANITORIAL DUTIES AND RESPONSIBILITIES

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

**Annex B**



COMPLY



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 sidewalks, 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 plants and flowers; and
9. Damp-wiping of 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. 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.

**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.

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### 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. 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;

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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.

### 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;

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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;
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, 180mm 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;

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23. Fine Steel Wool;
24. Flannel Cloth 1 ft. x 1.5 ft;
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;
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.

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### 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.

### 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);
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)

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## 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;
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).



COMPLY



**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 a 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>	15" divided with (rotary) polishing machine  15" concentrated with (rotary) polishing machine	1,859 sq.m.  1,859 sq.m.	Main floor corridors daily  Secondary floor corridors every 5 days  Other space as required
Floor scrubbing with power scrubbing machine	Applies a cleaning agent to the floor, agitates it with revolving brushes and picks up a dirty solution with a 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> <li>8. Hand squeegee;</li> <li>9. Gum scraper;</li> <li>10. Garden hose;</li> <li>11. Measuring cup</li> </ol>	Machine covers strip 25" wide  Polishing machine	2,323 sq.m.	Main floor corridor daily  Secondary floor corridors every 5 days
Floor mopping	Sweep and then place cleaning solution on floor end work with mop. Pick up a dirty solution and rinse as required with mop.	<ol style="list-style-type: none"> <li>1. 2-compartment mop tank and wringer;</li> <li>2. Two mops;</li> <li>3. Cleaning agent;</li> <li>4. Soft broom;</li> </ol>		1,859 sq.m.	Main floor corridors daily  Secondary floor corridors every 5 days
Floor washing	Mop or scrub, apply new wax, polish	<ol style="list-style-type: none"> <li>1. Dust pan and brush;</li> <li>2. Floor polishing machine;</li> <li>3. 2-compartment mop tank and wringer;</li> <li>4. Three mops;</li> <li>5. Cleaning agent;</li> <li>6. Gum scraper;</li> <li>7. Rags and steel wool;</li> <li>8. Mopping unit for wax;</li> <li>9. Wax</li> </ol>	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

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Floor buffing	Polish the floor to remove traffic marks without applying additional wax	<ol style="list-style-type: none"> <li>1. Polishing machine;</li> <li>2. Steel wool</li> </ol>	<p>15" divided with (rotary) polishing machine</p> <p>15" concentrated with (rotary) polishing machine</p> <p>16" cylindrical drum polishing machine</p>	<p>3,717 sq.m. open area</p> <p>2,788 sq.m. office area</p> <p>3,717 sq.m. open area</p> <p>2,788 sq.m. office area</p>	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	<ol style="list-style-type: none"> <li>1. Soft broom;</li> <li>2. Dust pan</li> </ol>	Open spaces	4,517 sq.m.	Daily
Floor Vacuuming	Vacuum rugs using vacuum machine	Wet and Dry vacuum machine including vacuum hose and tools	Carpet tiles, carpeted floors	80 (12' x 15')	Daily
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>	<p>Sweep and dust</p> <p>Scrub</p>	<p>60 flights (floor to floor)</p> <p>20 flights (floor to floor)</p>	<p>Daily</p> <p>Every 5 days</p>
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. Buckets;</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)	<p>Clean daily</p> <p>Services as required</p>
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. Long handled dust pan;</li> <li>2. Soft broom;</li> <li>3. Cloth</li> </ol>	<p>Main corridor</p> <p>Secondary corridor</p>	<p>27,881 sq.m. corridor areas</p> <p>27,881 sq.m. Corridor area</p>	<p>4 times daily</p> <p>Daily</p>
Lobby cleaning	Sweep, mop, dust, polish metal and clean glass.	<ol style="list-style-type: none"> <li>1. Soft broom</li> <li>2. Mops;</li> <li>3. Scraper;</li> <li>4. Cloths</li> <li>5. Metal Polish</li> </ol>	<p>Main Lobby</p> <p>Secondary lobby</p>		<p>Twice daily</p> <p>Twice daily</p>

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Entrance Cleaning (exterior)	Sweep, Polish, clean glass and push plates	<ol style="list-style-type: none"> <li>1. Broom;</li> <li>2. Cloths;</li> <li>3. Metal polish;</li> <li>4. Dust pan; and</li> <li>5. Scraper</li> </ol>	Main Entrance  Secondary Entrance		Twice daily  Daily
Waste collection	Waste bins are emptied. Waste collection are segregated for collection per floor.	<ol style="list-style-type: none"> <li>1. Black plastic bags;</li> <li>2. Large Waste bins;</li> </ol>		35,762 sq m. gross area	Daily
Window washing	Windows washed inside and outside	<ol style="list-style-type: none"> <li>1. Safety harness (when needed);</li> <li>2. Counter brush;</li> <li>3. Sponge or cloth;</li> <li>4. Scraper;</li> <li>5. Cleaning agent;</li> <li>6. Bucket;</li> <li>7. Squeegee; and</li> <li>8. Step ladder</li> </ol>			Every 15 days
Elevator cleaning	Scrub, wax and buff floors, dust interior of car, polish metal	<ol style="list-style-type: none"> <li>1. Mops;</li> <li>2. Soft broom;</li> <li>3. Cloth;</li> <li>4. Dust pan;</li> <li>5. Cleaning agent;</li> <li>6. Ladder;</li> <li>7. Steel wool;</li> <li>8. Scraper;</li> <li>9. Wax;</li> <li>10. Metal polish;</li> <li>11. Buffing machine</li> </ol>	Passenger elevator  Freight/ Service elevator	25  25	Daily  Every 5 days
Escalator cleaning	Sweep treads and risers, remove gum and tape, wipe tread and risers and polish metal fittings.	<ol 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> </ol>		20 flights (floor to floor)	Daily
Blinds	Venetian blind slats are washed in place. Tapes and cords are dry cleaned with a stiff brush.	<ol 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> </ol>	4 feet wide  8 feet wide	16  8	Monthly  Monthly
Lawn maintenance	Mow lawns and sweep adjacent sidewalks	<ol 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> </ol>	Grass cutting (in season)  Sidewalk cleaning or sweeping	9,294 sq.m. of grass area  9,294 sq.m.	Weekly  Daily
Garage and driveway cleaning	Polish sweep and mop or scrub	<ol style="list-style-type: none"> <li>1. Broom;</li> <li>2. Hose;</li> <li>3. Mops;</li> <li>4. Deck brush;</li> <li>5. Scrubbing machine;</li> <li>6. Mop tank; and</li> <li>7. Scraper.</li> </ol>			Daily

COMPLY



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 1,231 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

**PRODUCTION/DELIVERY SCHEDULE  
DEPARTMENT OF FOREIGN AFFAIRS**

ITEM NO.	DESCRIPTION	QUANTITY	TOTAL	DELIVERED WEEKS/MONTHS
PB-GS-14- 2023	PROCUREMENT OF ADDITIONAL JANITORIAL SERVICES FROM JANUARY 01 TO DECEMBER 31, 2023	76 JANITORIAL PERSONNEL	76 JANITORIAL PERSONNEL	JULY 01 TO DECEMBER 31, 2023 (Upon receipt of Notice to Proceed)

**CBII PHILIPPINES INTERNATIONAL, INC.**

By:

  
**REYNALDO M. CUEVAS**  
President

# **CBI PHILIPPINES INTERNATIONAL, INC.**

2/F CBI Bldg., 8248 Camachile St. San Antonio Village, Makati City 1203

## **MANPOWER REQUIREMENTS**

### **DEPARTMENT OF FOREIGN AFFAIRS**

#### **DFA MAIN**

- 1 AGORILLA, Celistina
- 2 ABLITA, Dolphy
- 3 AGARIN, Josephine
- 4 AHMADIJOZDANI, Manilyn
- 5 ALMOSARA, Vicente
- 6 ALTO, Salvador
- 7 ALVAREZ, Leonida
- 8 ANDRADA, Joan
- 9 ARELLANO, Maria Luz
- 10 ARROYO, Gina Marie
- 11 BASILIA, Jun
- 12 BAYOG, Maricris
- 13 BELARMA, Mary Joy
- 14 BELMONTE, Melisa
- 15 BERON, Nelson
- 16 BORROMEO, Lino Jr
- 17 BUENO, Margie
- 18 CASTILLO, Ramon

- 19 CORINO, Jupiter
- 20 CORNEJO, Dina
- 21 CRUZ, Catherine
- 22 DAHAB, Rowena
- 23 ESTOLANO, Lorna
- 24 LAYAGUIN, Jorly
- 25 MACINDO, Arlene
- 26 MONTESINO, Maria Fe
- 27 MUGAS, Thelma
- 28 PERALTA, Daisy
- 29 PLAZUELA, Gina
- 30 RIVERA, Abelardo Jr
- 31 RUIZ, Rolando
- 32 SANTIAGO, Johnny
- 33 SARMIENTO, Jenelyn
- 34 VILLAMOR, Purisima
- 35 VILLO, Jason

#### **OCA ASEANA**

- 1 AMARO, Angélo
- 2 ANDAN, Melaria
- 3 BORROMEO, Malco
- 4 GASPAN, Ma. Christine
- 5 JAVEN, Karlo Isidro

- 6 LINDO, Rita
- 7 LLUVERAS, Jan-Jan
- 8 LOOD, Eva
- 9 VERA CRUZ, Ronna Jean

#### **DFA RCO'S**

##### **CO Baguio**

- 1 ESTIMADA, Rhoda

##### **CO La Union**

- 1 JAVIER, Rosemarie

##### **CO Tuguegarao**

- 1 MACATUGGAL, John Bic

##### **SO Isabela**

- 1 SAPON, Norman

##### **CO San Fernando**

- 1 CARREON, Cris

##### **SO Angeles**

- 1 TIAMZON, Ronilo

##### **CO Pangasinan**

- 1 DELA CRUZ, Melissa

##### **SO Ilocos Norte**

- 1 JUMAWID, Rogelio Jr

##### **CO Cebu**

- 1 MARINTES, Jayson

##### **CO Dumaguete**

- 1 ABELLA, Rogelio Jr

##### **Co Tacloban**

- 1 MAGDASOC, Joy

##### **CO Zamboanga**

- 1 OLINDAN, Alven Cris

**SO Malolos, Bulacan**  
1 MARCELINO, Emilliano Jr

**SO Tarlac City**  
1 ADARO, Edgar

**CO Batangas**  
1 LIRIT, Jerson

**CO Lucena**  
1 CABALSA, Jon Jon

**SO Antipolo Rizal**  
1 OCCIDENTAL, Marlon

**SO Dasmaringas, Cavite**  
1 REBATO, Didith

**SO San Pablo Laguna**  
1 DIAMANTE, Darrelyn

**CO Puerto Princesa**  
1 CARALIPIO Client Jason

**CO Legazpi**  
1 BERTIZ, Jason

**CO Iloilo**  
1 PAMOCOL, Jenelyn

**CO Bacolod**  
1 DESPABELADERO, Sheryl

**CO Cagayan de Oro**  
1 LUCABAN, Andrew

**CO DAVAO**  
1 ORFANO, Ellen Gay

**SO Clarin, Misamis Occidental**  
1 JALALON, Reynaldo

**CO Butuan**  
1 FEROLINO, Jonas

**SO Tagum, Davao D.N.**  
1 PLAZA, Ellen Mae

**CO Gen. Santos**  
1 MAG-ABAT, Abdiel

**CO Kidapawan, Cotabato**  
1 TING, Mushalik

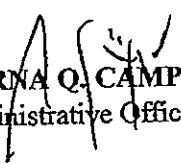
**CO San Jose, Antique**  
1 DOMINO, William

**CO Pagadian, Zamboanga Del Sur**  
1 ELNAR, Gioresca

**TOTAL NUMBER OF PERSONNEL: 76**

CBII PHILIPPINES INTERNATIONAL, INC.

By:

  
**MYRNA Q. CAMPOSANO**  
Administrative Officer



AFTER-SALES SERVICE/PARTS

NOT APPLICABLE

A small, handwritten mark or signature, possibly initials, located below the text 'NOT APPLICABLE'.

**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 at 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 Additional Janitorial Services from July 01 to December 31, 2023* 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





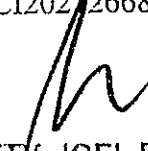
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *Procurement of Additional Janitorial Services from July 01 to December 31, 2023.*
9. CBII PHILIPPINES INTERNATIONAL, INC. did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity. and
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 29 day of May 2023 at Makati City, Philippines.

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

**MAY 29 2023**

**SUBSCRIBED AND SWORN** to before me this 29 day of May 2023 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 and his Community Tax Certificate No. CCI20226683567 issued on January 3, 2023 at Makati City, Philippines.

  
**ATTY. JOEL FERRER FLORES**  
 NOTARY PUBLIC City Public City of Makati  
 Public Serial No. of Commission 11-2032(2023-2024)  
 Notary Public for Urb. Appointment No. M-115  
 Roll of Attorneys No. ROLL NO. 17276  
 PTR No. PTR No. 5592564 / Jan. 3/2023 / Makati City  
 IBP No. IBP No. 294507 / Jan. 3/2023 / Pasig City  
 1407 BAYAN ST. GUAYANAN, NUEVO MAKATI CITY

Doc. No. 200 ;  
 Page No. 41 ;  
 Book No. 9 ;  
 Series of 2023.

**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 May 15, 2023 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 Additional Janitorial Services from July 01 to December 31, 2023* (Project ID No.: PB-GS-14-2023) 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** to submits 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 it 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 \_\_\_\_\_ day of May 2023.

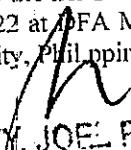
  
**MYRNA Q. CAMPOSANO**  
(Corporate Secretary)

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

ACKNOWLEDGEMENT-

**SUBSCRIBED AND SWORN** to before me this MAY 29 2023 day of May 2023 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. CC202126688562 issued on January 3, 2023 at Makati City, Philippines.

Witness my hand and seal this MAY 29 2023 day of May 2023.

  
**ATTY. JOEL FERRER FLORES**  
NAME OF NOTARY PUBLIC City of Makati  
Serial No. of Commission 2023(2023-2024)  
Notary Public for Appointed No. 1445  
Roll of Attorneys No. ROLL NO. 77375  
PTIR No. 2022964 / Jan. 2 2023 / Makati City  
IBP No. IBP No. 261264 / Jan. 03, 2023 Pasig City  
1107 BAYAN ST. GUADALUPE NUEVO, MAKATI CITY

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Page No. 4 ;  
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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 2/F 8248 CBII Bldg. Camachile St., San Antonio Village, Makati City by virtue of Board Resolution No. 05152023 dated 15 May 2023, hereby make, constitute and appoint ALEJANDRO P. DELLUTA, 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 Additional Janitorial Services from July 1 to December 31, 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 presents.

IN WITNESS WHEREOF, I have hereunto set my hand this 29 day of May 2023 at Makati City, Philippines.

**REYNALDO M. CUEVAS**  
Affiant

Signed in the Presence of:

\_\_\_\_\_

\_\_\_\_\_

**ACKNOWLEDGEMENT**

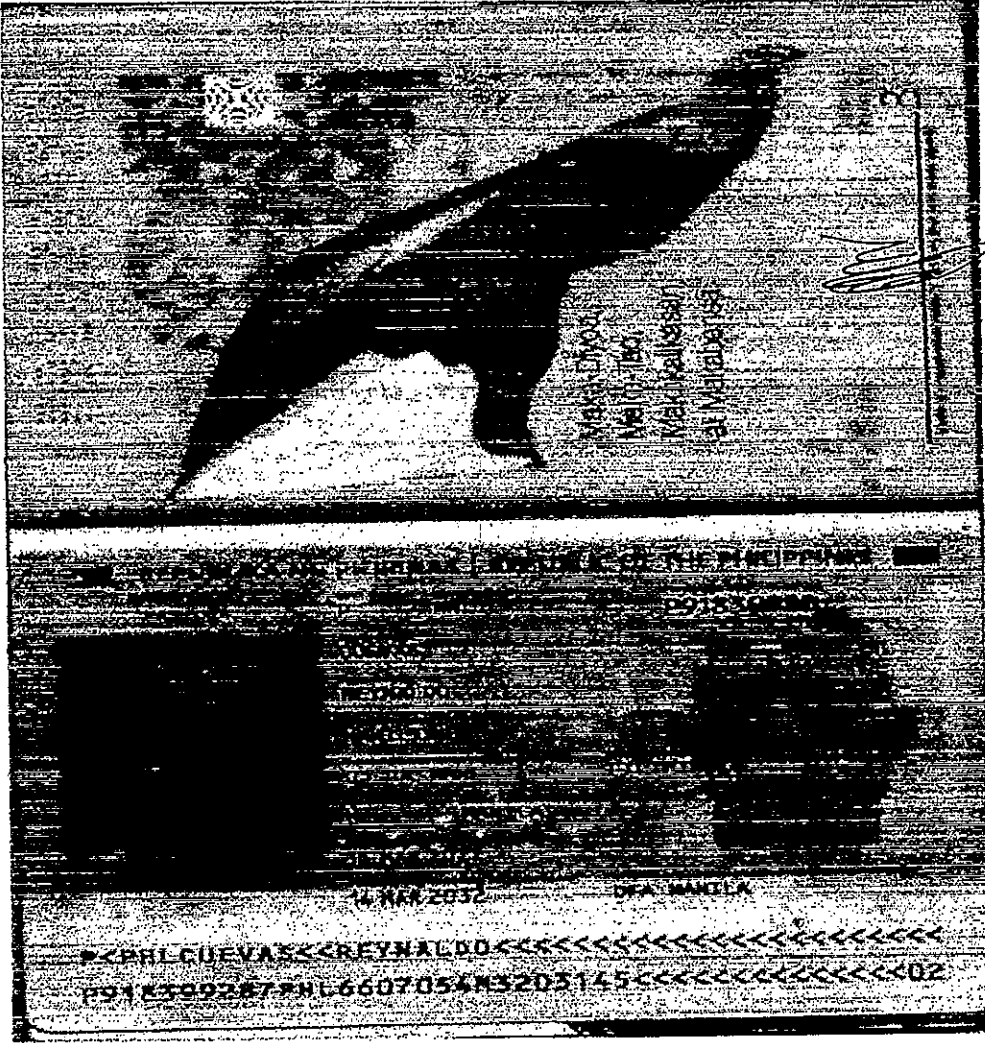
REPUBLIC OF THE PHILIPPINES)  
CITY OF MAKATI )S.S.

**SUBSCRIBED AND SWORN** to before me this 29 day of May 2023 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. CC202126688567 issued on January 3, 2023 at Makati City, Philippines.

Witness my hand and seal this 29 day of May 2023.

**NOTARY PUBLIC JOEL FERRER FLORES**  
Serial Number of Commission 1111 Public City of Makati  
Notary Public for until Dec 31, 2023 (2023-2024)  
Roll of Attorneys No. Appointment No. M-115  
PTR No. MCLE COMPLIANCE NO. 0001393, Jan. 03, 2023 Until Apr. 14, 2028  
IBP No. PTA No 9563504 / Jan 3, 2023 / Makati City  
IBP No 2619947 Jan 03, 2023 Pasig City  
1107 BATAAN ST GUADALUPE NUEVO, MAKATI CITY

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Series of 2023.



*[Handwritten scribble]*



Procurement of Additional Janitorial Services from July 01 to December 31, 2023  
Approved Budget for the Contract: Php10,000,000.00  
Project Identification: PB-GS-14-2023

### COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY

Summary of the Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year.

		Year 2022
1.	Total Assets	196,209,091.00
2.	Current Assets	181,703,729.00
3.	Total Liabilities	152,414,749.00
4.	Current Liabilities	14,573,816.00
5.	Total Net Worth (1-3)	43,794,342.00
6.	Net Working Capital (2-4)	167,129,913.00


The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = K (current asset - current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started.

Where:

$K = 15$  [for a contract duration required is of 1-year or less]

NFCC = Php 2,051,818,602.35

  
REYNALDO M. CUEVAS  
Signature of Authorized Representative  
[date of signing]: May 31, 2023

In the capacity of  
Duly authorized to sign bid for and on behalf of

: President  
: CBII Philippines International, Inc.  
2/F 8248 CBII Bldg., Camachile St.  
San Antonio Vill., Makati City  
Tel. No. 8895-6539/8856-3961  
Fax No. 8895-6539/8856-3961

CBII PHILIPPINES INTERNATIONAL, INC.  
8248 2/F CBII Bldg., Camachile St., San Antonio Village, Makati City

COMPUTATION OF  
NET FINANCIAL CONTRACTING CAPACITY (NFCC)  
(As of April 30, 2023)

CLIENT NAME ADDRESS	DATE OF CONTRACT	KINDS OF SERVICES	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING WORKS
PHILIPPINE AMUSEMENT & GAMING CORPORATION (PAGCOR) CASINO FILIPINO - ANGELES Contact Person: Ms. Lailany T. Tan Tel. No. (045) 892-5073 loc. 230 / 231	Feb. 23, 2023 Feb. 22, 2026	Janitorial Services	57,755,601.36	54,546,956.84
BUREAU OF INTERNAL REVENUE Revenue Region No. 9A - CABAMIRO Liana's Junction Plaza, Maharlika Hi-way Sto. Tomas, Batangas Contact Person: Juancho O. Gatdula Tel. No. (043) 774-7770 loc. 502	Jan. 1, 2023 Dec. 31, 2023	Utility and Manpower Services	13,854,283.68	9,236,189.12
BUREAU OF INTERNAL REVENUE Revenue Region No. 9B - LAQUEMAR G/F BIR Bldg. Maharlika Highway San Pablo City Contact Person: Ms. Elizabeth T. Bello Tel. No. (049) 562-3158/09178581961	Feb. 1, 2023 Dec. 31, 2023	Utility and Human Resource Services	8,435,404.27	6,134,839.47
BUREAU OF INTERNAL REVENUE Revenue Region No. 8A - Makati City Se. Gil Puyat Ave., Makati City Contact Person: Ms. Guia B. Guererro Tel.No.8524-0763/09569641602	Feb. 1, 2023 Dec. 31, 2023	Janitorial and Manpower Services	11,683,871.03	8,497,360.75
BUREAU OF INTERNAL REVENUE Revenue Region No. 8B - Makati City Se. Gil Puyat Ave., Makati City Contact Person: Mr. Nolan D. Ofrecio Tel.No.8856-6798	Jan. 1, 2023 Dec. 31, 2023	Janitorial and Manpower Services	13,394,159.88	8,929,439.92
UNIVERSITY OF THE PHILIPPINES CEBU COLLEGE Lahug, Cebu City Contact Person: Atty. Leo B. Malagar - Chancellor Tel.No. (032) 232-8187	Jul. 1, 2022 Jun. 30, 2023	Janitorial Services	3,969,496.80	661,582.80
BUREAU OF INTERNAL REVENUE Revenue Region No. 6 - Manila Intramuros, Manila Contact Person: Olivia E. Josue Tel.No. 8567-4275/8567-4277	Feb. 1, 2023 Dec. 31, 2023	Janitorial & Skilled Manpower Services	14,705,252.72	10,694,729.25
BUREAU OF INTERNAL REVENUE Revenue Region No. 2 - Baguio City Cordillera Administrative Region 69 Leonard Wood, Baguio City Contact Person: Genevieve Anievas Tel.No. (074) 304-1495	Jan. 1, 2023 Dec. 31, 2023	Janitorial Services	6,026,094.98	4,017,396.65
LAGUNA LAKE DEVELOPMENT AUTHORITY (LLDA) National Ecology Center, East Avenue Diliman, Quezon City Contact Person: J.R. NEREUS O. ACOSTA, Phd Secreatry, PAEP, General Manager Tel. No. 8376-4061	Sept. 1, 2021 Aug. 31, 2024	Janitorial Services	5,469,019.56 (P1,823,006.52 x 3 = P5,469,019.56)	2,430,675.36

BUREAU OF INTERNAL REVENUE CALASIAO RR1, Calasiao, Pangasinan Contact Person: Mario R. Fabricante Tel. No. (075) 522-6746	Feb 1, 2023 Dec. 31, 2023	Janitorial Services	7,214,594.88	5,246,978.09
NATIONAL ECONOMIC DEV'T. AUTHORITY (NEDA) 312 BJ Escrivá Drive, Ortigas Center Pasig City Contact Person: Engr. Francis D. Urmenta Tel.No. 8631-0945 to 56	Feb 16, 2022 Feb 15, 2023 (Monthly Extension May 1-31, 2023)	Janitorial Services	5,075,523.36	422,960.28
QUIRINO MEMORIAL MEDICAL CENTER Project 4, Quezon City Contact Person: Evelyn Victoria E. Reside,MD, FPCP,FPCCP,MAS Tel. No. (02) 8421-2250 loc. 5098	Jan. 1, 2023 Dec. 31, 2025	Janitorial Services	51,762,664.08	46,011,256.96
INSURANCE COMMISSION 1071 United Nations Ave., Manila Contact Person: Revelyn R. Mojica Tel.No. 8523-8461 to 70	Nov. 1, 2019 Sept. 30, 2022 (Monthly Extension May 1-31, 2023)	Janitorial Services	18,491,124.72	513,642.35
BUREAU OF INTERNAL REVENUE Revenue Region No. 5 Caloocan City Contact Person: Gerry O. Dumayas Regional Director Tel.No. 8364-8242	Jan. 1, 2023 Dec. 31, 2023	Janitorial Services	13,934,103.04	9,289,402.03
DEPARTMENT OF HEALTH Regional Office 7 Osmeña Blvd., Cebu City Contact Person: Jaime S. Bernadas,MD,MGM,CESO III Director IV Tel. No. 253-6355/418-7130	Jan. 1, 2023 Dec. 31, 2023	Janitorial Services	5,539,752.00	3,693,168.00
BANGKO SENTRAL NG PILIPINAS DUMAGUETE BRANCH Dumaguete City Contact Person: Juliet B. Gadingan Tel. No. (085) 422-8425	Feb. 1, 2023 Dec. 31, 2023	Janitorial Hauling Landscapping and other related services	1,409,930.46	1,025,403.97
DEPARTMENT OF FOREIGN AFFAIRS Roxas Boulevard, Pasay City Contact Person: Enrique Manalo Usec Tel. No. 8834-4599	Jan. 1, 2023 Dec. 31, 2023	Janitorial Services	29,107,941.94	19,405,294.63
PHILIPPINE HEART CENTER East Avenue, Quezon City Contact Person: Archt. Rogelio Caringal Div. Chief, Allied Services Tel. No. 89252401 to 50 loc. 3219	Jan. 1, 2022 Dec. 31, 2022 (Monthly Extension May 1-31, 2023)	Janitorial Services	50,010,603.23	4,167,550.27
CAMARINES NORTE STATE COLLEGE F. Pimentel Ave., Daet, Camarines Norte Contact Person: Dr. Mario M. Dela Cruz College President Tel. No. (054) 721-2672/440-1199	Mar. 1, 2022 Feb. 28, 2023 (Monthly Extension May 1-31, 2023)	Janitorial Services	6,589,110.24	549,092.52
INTRAMUROS ADMINISTRATION 5th Floor, Palacio del Gobernador Contact Person: Atty. Guiller B. Asido Administrator Tel. No. 8527-3155/8527-3108	Apr. 1, 2022 Mar. 31, 2023 (Monthly Extension May 1-31, 2023)	Janitorial Services	7,998,888.96	666,574.08
PHILIPPINE TEXTILE RESEARCH INSTITUTE Gen. Santos Avenue, Bicutan Contact Person: Celia B. Elumba Director IV Tel. No. 8837-1325/8837-1158	Jan. 1, 2022 Dec. 31, 2024	Janitorial Services	5,211,738.44	2,895,410.24



BUREAU OF INTERNAL REVENUE Revenue Region No. 13 Cebu City Contact Person: Eduardo L. Pagulayan Tel. No. (032) 232-1187	Feb. 1, 2023 Dec. 31, 2023	Janitorial/ Manpower Services	8,430,126.10	6,131,000.80
BICOL UNIVERSITY Rizal St., Legaspi City Contact Person: Arnulfo M. Mascarinas, Ph.D. Tel. No. (052) 480-0167	Jan. 16, 2020 Dec. 31, 2022 (Monthly Extension May. 1-31, 2023)	Janitorial Services	59,367,271.32	1,672,317.50
FOOD AND NUTRITION RESEARCH INSTITUTE Gen. Santos Avenue, Bicutan Contact Person: Mario V. Capanza, Ph.D. Director Tel. No. 8837-2021 to 81 Loc. 2284	Feb. 1, 2023 Dec. 31, 2023	Janitorial Services	2,109,593.97	1,534,250.16
CAMARINES NORTE ELECTRIC COOPERATIVE (CANORECO) J.P. Rizal St., Brgy. I, Daet, Camarines Norte Contact Person: Zandro R. Gestiada General Manager Tel. No. (054) 571-3796/571-3717	Jan. 1, 2023 Dec. 31, 2023	Janitorial Services	1,902,664.80	1,268,443.20
NATIONAL HOME MORTGAGE FINANCE CORP. Filomena Bldg. III, 104 Amorsolo St., Legaspi Vill., Makati City Contact Person: Carlo Luis P. Rabat President Tel. No. 8893-1501	Feb. 1, 2023 Dec. 31, 2023	Janitorial Services	6,832,875.00	4,969,363.64
CEBU NORMAL UNIVERSITY Osmeña Blvd., Cebu City Contact Person: Dr. Filomena T. Dayagbil, Ed. D. SUC President III Tel. No. (032) 254-6818	Feb. 16, 2023 Feb. 15, 2024	Janitorial Services	7,580,419.20	5,685,314.40
CEBU CITY HALL Cebu City Contact Person: Michael Rama City Mayor Tel. No. (032) 254-9115	November 1, 2022 December 31, 2022 (Monthly Extension May. 1-31, 2023)	Janitorial Services	2,998,217.10	1,499,108.55
CEBU CITY MEDICAL CENTER Cebu City Contact Person: Michael Rama City Mayor Tel. No. (032) 255-7141 to 47	November 1, 2022 December 31, 2022 (Monthly Extension May. 1-31, 2023)	Janitorial Services	2,374,748.80	1,187,374.40
BANGKO SENTRAL NG PILIPINAS CEBU REGIONAL OFFICE Cebu City Contact Person: Engr. Giovanni S. Briones Tel. No. (032) 254-1450	Jan. 25, 2023 Dec. 31, 2023	Janitorial Hauling, Landscapping and other related services	3,471,206.42	2,524,513.76
BANGKO SENTRAL NG PILIPINAS ROXAS BRANCH Roxas City Contact Person: Engr. Jaepy D. Avelino Tel. No. (036) 621-7823	Jan. 26, 2023 Dec. 31, 2023	Janitorial Hauling Landscapping and other related services	1,358,432.07	987,950.60
NATIONAL WAGES AND PRODUCTIVITY COMMISSION Contact Person: Maria Criselda R. Sy Executive Director IV Tel. No. (02)-8527-8014/8527-5171	Feb. 1, 2023 Dec. 31, 2023	Janitorial Services	1,287,863.72	936,628.16
BUREAU OF INTERNAL REVENUE Revenue Region No. 7B Quezon City Contact Person: Maridur V. Del Rosario Tel. No. 8640-3141 loc. 2412	Feb. 1, 2023 Dec. 31, 2023	Janitorial Services	10,350,561.48	7,527,681.08
FOOD TERMINAL, INC. East Service Road, South Superhighway Taguig City Contact Person: Arnel P. Buenaventura Tel. No. 8383-4301 to 32 loc. 112	August 01, 2021 July 31, 2023	Custodial Maintenance and Skilled Personnel Services	12,402,731.18	1,550,341.40

METROPOLITAN WATER WORKS SEWERAGE SYSTEM 4/F Administration Bldg., MWSS Complex Katipunan Rd., Balara, Diliman, Quezon City Contact Person: Leonor C. Cleofac, CESO IV Tel. No. 8920-5521	Jan. 16, 2022 Dec. 31, 2022 (Monthly Extension May. 1-31, 2023)	Janitorial Services	5,913,395.04	514,208.26
RESEARCH INSTITUTE TROPICAL MEDICINE - DEPARTMENT OF HEALTH 9002 Research Drive, Filinvest Corporate City Alabang, Muntinlupa City Contact Person: Celia C. Carlos, MD, CESO III Tel. No. 8809-7599/8807-2631	Feb. 16, 2022 Feb. 15, 2023 (Monthly Extension May. 1-31, 2023)	Janitorial Services	13,836,303.72	1,153,025.31
TECHNOLOGY APPLICATION AND PROMOTION INSTITUTE TAPI Bldg, DOST Compound, Gen. Santos Ave. Bicutan, Taguig City Contact Person: Atty. Marion Ivy D. Decena Tel. No. 8838-1115	Jan. 1, 2023 Dec. 31, 2023	Janitorial and Maintenance Services	1,336,731.00	891,154.00
VETERANS MEMORIAL MEDICAL CENTER North Avenue, Diliman, Quezon City Contact Person: Franklin V. Gali, MD, MHA, MNSA, FPCS Tel. No. 8838-1115	May 16, 2022 Dec. 31, 2023	Janitorial Services	47,438,033.50	19,461,757.33
DEPARTMENT OF SCIENCE AND TECHNOLOGY Contact Person: Fortunato T. De La Pena Secretary Gen. Santos Ave., Bicutan, Taguig City Metro Manila Tel No. 02 837-2071 to 82 / 837-3171 to 89	Feb. 1, 2023 Dec. 31, 2023	Janitorial and Maintenance Service Provider	9,286,072.80	6,753,507.49
TECHNICAL EDUCATION AND SKILLS AUTHORITY Contact Person: Danilo P. Cruz Director General East Service Road, Taguig City Metro Manila Tel No. 02 8888 5641	Feb. 1, 2023 Dec. 31, 2023	Janitorial Services	17,375,828.91	12,636,966.48
BICOL MEDICAL CENTER Contact Person: Ronnie Gregorio B. Gigantone III, MD, MHA, FPSGS FPALESFPCS, FACS Medical Center Chief II Concepcion Pequeña, Naga City Tel. No. (054) 472-6126 loc. 2512 Cel. No. 0998-247-0239	Feb. 1, 2023 Dec. 31, 2023	Janitorial Services	10,054,483.68	7,312,351.77
BUREAU OF INTERNAL REVENUE NATIONAL OFFICE Contact Person: Atty. Romeo D. Lumagui, Jr. Commissioner BIR Road, Diliman Quezon City Tel. No. (02) 8981-7000	Feb. 1, 2023 Dec. 31, 2023	Janitorial Services	25,257,216.35	18,368,884.62
MANILA INTERNATIONAL AIRPORT AUTHORITY Contact Person: Cesar M. Chiong General Manager MIA Road, NAIA Complex Pasay City Tel No. (02) 8877-1109	May 1, 2023 Apr. 30, 2026	Housekeeping Services	151,528,046.16	151,528,046.16
VALUE OF UNFINISHED PROJECT				455,130,092.65
Computation of Net Financial Contracting Capacity (Current Asset - Current Liabilities x K - VUP)				
Net Financial Contracting Capacity	181,703,729.00	14,573,816.00	15.00	2,506,948,695.00
Net Financial Contracting Capacity	2,506,948,695.00	-	455,130,092.65	2,051,818,602.35
Net Financial Contracting Capacity			Php	2,051,818,602.35

CBII PHILIPPINES INTERNATIONAL, INC.

By:

REYNALDO M. CUEVAS  
President