

PHILIPPINE BIDDING DOCUMENTS

Procurement of Janitorial Services for the DFA Headquarters, DFA Aseana and Consular Offices for the period 01 January 2025 to 31 December 2025 (Early Procurement Activity)

Approved Budget for the Contract:
Sixty One Million Pesos
(PhP 61,000,000.00) Only

PB-GS-20-2024

**Sixth Edition
July 2020**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the "*name of the Procuring Entity*" and "*address for bid submission*," should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract,

Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	5
Section I. Invitation to Bid	8
Section II. Instructions to Bidders	11
1. Scope of Bid	12
2. Funding Information	12
3. Bidding Requirements	12
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	12
5. Eligible Bidders	12
6. Origin of Goods	13
7. Subcontracts	13
8. Pre-Bid Conference	13
9. Clarification and Amendment of Bidding Documents	13
10. Documents comprising the Bid: Eligibility and Technical Components	14
11. Documents comprising the Bid: Financial Component	14
12. Bid Prices	15
13. Bid and Payment Currencies	15
14. Bid Security	16
15. Sealing and Marking of Bids	16
16. Deadline for Submission of Bids	16
17. Opening and Preliminary Examination of Bids	16
18. Domestic Preference	17
19. Detailed Evaluation and Comparison of Bids	17
20. Post-Qualification	17
21. Signing of the Contract	17
Section III. Bid Data Sheet	18
Section IV. General Conditions of Contract	20
1. Scope of Contract	21
2. Advance Payment and Terms of Payment	21
3. Performance Security	21
4. Inspection and Tests	21
5. Warranty	22
6. Liability of the Supplier	22
7. No Employer-Employee Relationship	22
8. Indemnity	22
9. Confidentiality	22
10. Force Majeure	23
11. Data Privacy Act	23

12. Assignees and Successors	23
13. Third Party Contracts	23
14. Waiver of Rights	23
15. Dispute Resolution and Venue of Action	24
16. Amendment	24
17. Separability Clause	24
18. Governing Law	25
19. Entire Agreement	25
Section V. Special Conditions of Contract	26
Section VI. Schedule of Requirements	32
Section VII. Technical Specifications	33
A. Daily Tasks	46
B. Weekly Tasks	46
C. Miscellaneous Tasks	46
Section VIII. Checklist of Technical and Financial Documents	55

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 Revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 Revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 Revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 Revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 Revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 Revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 Revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 Revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (e.g., the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



INVITATION TO BID FOR
Janitorial Services for the DFA Headquarters, DFA Aseana and Consular Offices for the period 01 January 2025 to 31 December 2025 (Early Procurement Activity)

1. The Department of Foreign Affairs (DFA), through the National Expenditure Program for FY 2025, intends to apply the sum of **Sixty One Million Pesos (PhP 61,000,000.00) only** being the Approved Budget of the Contract (ABC) to payments under the contract for ***the Procurement of Janitorial Services for the DFA Headquarters, DFA Aseana and Consular Offices for the period 01 January 2025 to 31 December (Early Procurement Activity)*** (“*The Procurement Project*”). Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DFA now invites bids for the above Procurement Project. Delivery of the Goods is required by 01 January 2025. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the DFA and inspect the Bidding Documents at the address given below during Office hours, from Mondays to Fridays, 8:00 A.M. to 5:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested Bidders on 29 November 2024 from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of PhP 50,000.00. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through e-mail at bac.secretariat@dfa.gov.ph.

6. The DFA-BAC has scheduled the following activities for the said Project:

Pre-bid	Deadline for Submission and Receipt of Bids	Bid Opening	Post Qualification
06 December 2024, Friday, 1:30 P.M.	20 December 2024, Friday, 12:00 P.M.	20 December 2024, Friday, 2:00 P.M.	23 December 2024, Monday, 10:00 A.M.
All Procurement Activities shall be conducted through onsite and Online Video Conference			

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before 20 December 2024, Friday, 12:00 P.M. Late bids shall not be accepted.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

9. Bid opening shall be on 20 December 2024, Friday, 2:00 P.M., via onsite and online video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.


10. The DFA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

DFA-BAC Secretariat
Department of Foreign Affairs
Double Dragon Tower
Edsa corner Macapagal Avenue, Pasay City
Email address: bac.secretariat@dfa.gov.ph

12. You may visit the following websites for downloading of Bidding Documents:
<https://dfa.gov.ph/transparency-dfa/procurements>.

28 November 2024



EDGAR B. BADAJOS
Assistant Secretary and
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Department of Foreign Affairs (DFA) wishes to receive Bids for the Procurement of ***Janitorial Services for the DFA Headquarters, DFA Aseana and Consular Offices for the period 01 January 2025 to 31 December 2025 (Early Procurement Activity)***, with identification number *PB-GS-20-2024*.

The Procurement Project (referred to herein as "Project") is composed of one (1) lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for FY 2025 in the amount of *Sixty One Million Pesos (PhP 61,000,000.00)*.

2.2. The source of funding is NGA, the National Expenditure Program.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 Revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 Revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 Revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 Revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

7.1. The Procuring Entity has prescribed that Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through online video conference as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and

received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within five (5) years prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 Revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 Revised IRR of RA No. 9184.

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid for one hundred twenty (120) calendar days. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 Revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 Revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 Revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 Revised IRR of RA No. 9184.
- 19.2. The Project shall be awarded as One Project having several items that shall be awarded as one contract.
- 19.3. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 Revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 Revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: outsourced professional janitorial services completed within five (5) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than PhP 1,220,000.00 , if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than PhP 3,050,000.00 if bid security is in Surety Bond.

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 Revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 Revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 Revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 Revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

7. No Employer-Employee Relationship

This Contract does not establish any employer-employee relationship between the Procuring Entity, the Supplier, being an independent supplier, and the latter's employees, agents, representatives, or subcontractors.

8. Indemnity

The Supplier shall hold the Procuring Entity free and harmless from, and hereby binds and obligates itself to indemnify the Procuring Entity 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 Supplier and/or of its employees, agents, representatives, or sub-contractor.

9. Confidentiality

Except as required by law or pursuant to prior written consent, the Supplier agrees to keep confidential and not disclose any information or document of the Procuring Entity or which the Procuring Entity designated the information as confidential. The Supplier shall take all reasonable steps to ensure its

employees, contractors, agents and advisers comply with this clause. This clause shall survive the termination of this Contract.

10. Force Majeure

The Procuring Entity and the Supplier 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, government regulation imposed after the fact, flood, fire, earthquake, power outages or other such natural disasters. The obligations of the Procuring Entity and the Supplier 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.

11. Data Privacy Act

The Supplier and its personnel are required to observe the provisions of Republic Act no. 10173 or the Data Privacy Act of 2012 in handling information obtained from the DFA. In addition, the Supplier and its personnel shall be responsible for the destruction of all the data secured from the Procuring Entity after the termination of this Contract.

12. Assignees and Successors

This Contract shall be binding upon and inure to the benefit of the Parties hereto and their assignees and successors-in-interest, provided, however, that the Supplier shall not assign or transfer any or all of its rights and obligations herein to any third party without the prior written consent of the Procuring Entity.

13. Third Party Contracts

Any other contract or agreement entered into by the Supplier and a third party for the implementation of this Contract, 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.

14. 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.

15. Dispute Resolution and Venue of Action

The Parties shall exert their best efforts to amicably resolve and settle in good faith any dispute arising out of or in relation to this Contract through negotiations.

In the event that an amicable settlement cannot be achieved within thirty (30) days from the date on which either Party has served written notice thereof on the other Party, the Parties agree to settle the matter by submitting the same for arbitration in accordance with the Philippine Dispute Resolution Center, Inc.'s (PDRCI) rules and regulations. The arbitration proceedings, including all records, documents, pleadings, orders and judgments filed or rendered in pursuant thereto, shall be kept confidential. The seat and venue of arbitration shall be Pasay City, Metro Manila, Philippines.

Nothing in this Agreement shall prevent the parties from filing the appropriate case before a Philippine court of competent jurisdiction, which shall be Pasay City, Metro Manila, to the exclusion of other courts.

16. Amendment

Any amendment of the Contract shall be mutually agreed upon by the Parties in writing.

Should the Procuring Entity require, amendments to the Contract shall be subject to a written agreement of the Parties and in accordance with existing procurement laws and government accounting and auditing rules and regulations.

17. Separability Clause

The invalidity in whole or in part of any clause in these terms and conditions shall not affect the validity of the remainder of such clause of these terms and conditions.

If any term or condition of this Contract is declared invalid or contrary to law, the other terms or conditions that are not covered by such declaration shall remain valid and binding. The Parties shall amend the term or condition declared invalid or contrary to law, to conform to the subject and objective thereof.

18. Governing Law

The validity and interpretation of the terms and conditions of this Contract shall be governed by and construed in accordance with the laws of the Philippines.

19. Entire Agreement

Both Parties acknowledge that this Contract and its Annexes constitute the entire agreement between them and shall completely supersede all other prior understandings, previous communications or contracts, oral or written, between the Parties relating to the subject matter hereof.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered in the Philippines. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is OAMSS.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

- e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
- f. As mentioned in the Technical Specifications.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
2. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period agreed by the parties.

Spare parts or components shall be supplied as promptly as possible, but in any case, within the period agreed by the parties.

	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
	<p>Regular and Recurring Services –</p> <p>The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider</p>

	shall be conducted in accordance with Section VII. Technical specifications.
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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

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (e.g. production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes

shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.


Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.

Technical Specifications
Procurement of Janitorial Services for the DFA Headquarters, DFA Aseana and
Consular Offices for the period 01 January 2025 to 31 December 2025
ABC: 61,000,000.00

I.	<p>Background</p> <p>The Department of Foreign Affairs (DFA) intends to procure services for the cleaning of its indoor and outdoor facilities from a professional janitorial services company.</p>	
II.	<p>Objective</p> <p>To provide a safe and clean workspace for the Department’s personnel by securing outsourced professional janitorial services that use up-to-date and environment-friendly cleaning tools and procedures.</p>	
		Statement of Compliance
III.	<p>General</p> <p>The Contractor shall conduct services in the following areas:</p> <p>1. DFA Temporary Headquarters DoubleDragon Tower, DD Meridian Park Avenue, EDSA Extension, Bay Area, Pasay City Metro Manila, 1302 Philippines</p> <p style="padding-left: 40px;"><u>Please note that the Foreign Service Institute premises and the DFA Library are excluded.</u></p> <p style="padding-left: 40px;"><u>Annex A-1</u> <u>DoubleDragon Tower floor plan</u></p> <p>2. DFA Headquarters <u>2330 Roxas Blvd., Pasay City</u></p> <p style="padding-left: 40px;">a. <u>Basketball Court</u></p> <p style="padding-left: 40px;">b. <u>Areas along the Perimeter Wall - These areas are situated along the basketball court.</u></p> <p>3. DFA Mindanao, SM City Davao Building, Quimpo Blvd, Ecoland, Davao City, 8000 Davao del Sur</p> <p>4. DFA OCA-Aseana, Aseana Business Park, Bradco Avenue, corner Diosdado Macapagal Blvd, Parañaque, 1714 Metro Manila including releasing section stationed at Double Dragon Meridian Tower 4, EDSA Extension, Bay Area, Pasay City, Metro Manila.</p> <p>Annex A-2  Annex A - DFA Aseana janitorial services assignment.pdf</p>	

	5. <u>Consular Offices Nationwide</u>	
IV.	<p>Personnel assignment and schedule summary; and specific duties and responsibilities</p> <p>The Contractor and its personnel shall comply with the personnel assignment and schedule specific duties and responsibilities as provided in Annexes A-1, A-2, 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>	
V.	<p>Contractor's Obligations:</p> <p>The Contractor shall:</p>	
	<p>Training</p> <ol style="list-style-type: none"> 1. Certify that its janitorial service personnel are properly oriented/trained on proper janitorial protocols; 2. Ensure that its janitorial service personnel shall: <ol style="list-style-type: none"> a. Have undergone basic orientation on gender sensitivity, office decorum, safety protocols 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 Technical-Vocational Education and Training (TVET) Qualifications and Certification System; 3. Submit the above mentioned certification/s to the Department prior to the deployment of the janitorial service personnel. 	
	<p>Personnel Qualification</p> <ol style="list-style-type: none"> 1. Must be a Filipino citizen, legal age, with good moral character and reputation, physically fit to work and perform detailed activities, without any pending criminal case before any court or body, and has not been convicted by final judgment of any crime. 	
	<p>Observance of Government Regulations</p> <ol style="list-style-type: none"> 1. Ensure the prompt payment of wages and timely remittance of all government-mandated contributions of its janitorial service personnel, particularly Social Security System (SSS), Pag-IBIG and PhilHEALTH. 2. Pay slips must be issued regularly to employees; 	

	<ol style="list-style-type: none"> 3. Comply with all Philippine labor laws, rules, and regulations, including Department of Labor and Employment (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.; 4. No pending case prior to the opening of bids through NLRC Clearance (Certificate of Pending /No Pending Case of Appeal); 5. Submit certifications of no delinquency of monthly premium payments for both itself and its employees, secured where its principal place of business is located and issued within the last six months from the date of its submission of its proposal by the following agencies: <ol style="list-style-type: none"> a. Social Security System (SSS) b. Philippine Health Insurance Corporation (PhilHealth); and c. Home Development Mutual Fund (PAG-IBIG Fund). 6. The Contractor will undergo regular evaluations to ensure compliance with government regulations, including labor laws, and adherence to contractual obligations throughout the duration of the contract. 	
	<p>Miscellaneous Equipment and Supplies</p> <ol style="list-style-type: none"> 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 Headquarters and in DFA Mindanao a manual system; 2. Provide one (1) unit of photocopying machine with one (1) year supply of photocopying paper to be placed at the Janitorial field office in the DFA Headquarters For printing of documents necessary for operations and billing purposes; 3. Provide a delivery truck to transport supplies from DFA Temporary Headquarters to DFA Headquarters, including transport of Furniture, Fixtures and Equipment (FFE) and construction materials from DFA Temporary Headquarters to DFA Main Building; on-call delivery truck to transport various materials from DFA Temporary Headquarters to DFA Headquarters, or vice versa; 4. Provide cleaning supplies, tools and equipment, not mentioned in the contract or Annex 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; 5. Provide its janitorial service personnel with proper Personal Protective Equipment (PPE) relevant for their tasks, such as but not limited to, gloves and masks for those handling garbage and other refuse; 	

	<p>6. Provide at least three (3) sets of custom-fit prescribed uniforms, free of charge, for all its janitorial service personnel which should be worn together with proper ID at all times. The Contractor shall require janitorial service personnel to wear only prescribed uniforms for all days of the week and ensure that each personnel on duty is well groomed;</p> <p>7. In no case shall the janitorial service personnel be allowed to stay within the Department's premises after their regular duty, unless deemed necessary by their Supervisor or OAMSS' Head of the Sanitation Section or with the approval of the Administrative Officer (AO) of the concerned office.</p>	
	<p>Work Schedule</p> <p>Janitorial personnel shall be deployed for a total of 48 service hours per week, with the following schedule:</p> <ul style="list-style-type: none"> ● Monday to Friday <ul style="list-style-type: none"> ○ First Shift: 7:00 am – 4:00 pm ○ Second Shift: 9:00 am – 6:00 pm ● Saturday (General Cleaning) <ul style="list-style-type: none"> ○ 7:00 am – 4:00 pm <p>For more details, please refer to Annex C-2 (Manpower Summary).</p> <p>Adjustments to the set shift schedule may be implemented as necessary, with prior notice to the DFA through the Contractor. Janitorial personnel shall also be required to render additional services beyond the specified hours, including during regular and special holidays, for which they will be duly compensated according to applicable laws, such as the provisions under the DOLE Labor Advisory (i.e. DOLE Labor Advisory No. 13 Series of 2019).</p>	
	<p>Documentation</p> <p>1. Submit, upon award and/or before the signing of the contract, the following:</p> <ol style="list-style-type: none"> a. Personal Data Sheet (PDS), valid NBI Clearance, Police Clearance and Medical Certificates of janitorial service personnel stating that he/she is physically fit to work and perform detailed activities valid within six months from the date of submission of bids, including relievers, to the OAMSS' Head of the Sanitation Section. Expenses for the aforementioned tests, if any, shall be shouldered by the Contractor. b. The entire janitorial service personnel's updated health certificates with vaccination history, especially for Hepatitis B and other communicable but preventable diseases; and c. A certification that its janitorial service personnel under this contract are its regular employees. 	

	<p>d. Company Manual of Operations to include disciplinary measures.</p> <p>2. Submit at the end of the month the consolidated time records of the janitorial service personnel assigned at the DFA to OAMSS-EMD.</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>Delivery of Supplies</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 Temporary Headquarters. For the delivery of supplies at DFA Temporary Headquarters. 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. 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);</p>	
	<p>Others</p>	
	<p>1. Coordinate on a regular basis with the OAMSS-EMD for purposes of receiving feedback on the janitorial service personnel's performance;</p>	
	<p>2. Deploy janitorial staff in accordance with Annex C-2 (Manpower Summary). Any necessary changes to the established shift schedule will be implemented upon proper notice from the DFA through the Contractor. Janitorial personnel shall also provide services beyond regular working hours, including during regular and special holidays, for which they will be duly compensated in compliance with applicable laws, such as Labor Advisory No. 12-21, dated June 11, 2021.</p>	
	<p>3. Coordinate and report to OAMSS-EMD change in manpower schedule for proper coordination with the concerned office. OAMSS-EMD has the right to change any manpower schedule and re-assign janitorial personnel.</p>	
	<p>4. Supervisors assigned in the contract 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, toilets, conference rooms and pantries.</p>	

	<p>5. Commits to employing the existing service personnel of the current service contractor, as may be recommended by the DFA.</p>	
	<p>6. Ensure that its janitorial service personnel shall:</p> <ul style="list-style-type: none"> a. Report to OAMSS-EMD all broken fixtures in the comfort rooms, hallways; and other observations, which require immediate attention; b. Remain at their assigned stations during assigned work hours. No loitering shall be allowed; c. Proceed to the rest area provided or designated by the Department during break time; 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.); e. Strictly service elevator of the DFA Temporary Headquarters; f. Inform their supervisor in case of absence prior to the day of scheduled absence; g. Have a designated reliever when they file for leaves; 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; and i. Be subject to search, every time they enter and leave the premises, by security guards as precaution or deterrence against property losses. 	
	<p>APPROVED BUDGET OF CONTRACT</p> <p>Refer to Annex C-1 for the Computation.</p> <p>Upon award of the Contract for this Project to the winning bidder, the Total Contract Price (TCP) shall be the amount of the winning bid, which shall not be greater than the ABC. The TCP shall be fixed, not to be adjusted during the contract implementation, except in the following cases:</p> <ul style="list-style-type: none"> 1. When the increase in the minimum daily wage pursuant to law, i.e., wage orders issued after the publication of the Invitation to Bid for this Project, exceeds the daily rates specified in the Terms of Reference; 2. When there is an increase in taxes; and 3. When, during the term of Contract, DFA sees the need for an increase or decrease in the number of janitors and their administrative personnel and the resulting cost exceeds that of the TCP, provided, that the said cost shall not exceed the ABC for the relevant year. 4. Any modifications or changes to the scope of work shall be subject to a duly approved variation order by the Head of the Procuring Entity (HOPE). <p>For the list of supplies refer to C-3 and C-4</p>	
<p>VI.</p>	<p>Contractor's Qualifications</p>	

	<p>The Contractor must have existed as an agency offering janitorial services for at least five (5) 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 PagIBIG to show its compliance, as part of its qualification. No pending case prior to the opening of bids.</p> <p>Additional set of Technical Parameters are as follows:</p> <ol style="list-style-type: none"> 1. Stability <ol style="list-style-type: none"> a. Years of Experience b. Organizational set-up 2. Resources <ol style="list-style-type: none"> a. No. of Kinds of Equipment and Supplies b. No. of Janitors and Supervisors 3. Other factors <ol style="list-style-type: none"> a. Recruitment and Selection Criteria b. Completeness of Uniforms and Other Paraphernalia 	
VII.	<p>Penalties</p> <p>In case of Contractor's failure to deliver the supplies and services in the quantity and schedule specified in Annex C-2 the Department, at its discretion, shall either:</p> <ol style="list-style-type: none"> a. Withhold payment to the Contractor until the latter has delivered the stipulated quantity of supplies as verified by the OFMS-FRMD, or b. Apply the appropriate deduction to the payment due to the Contractor for a particular period based on the prevailing market value of the items. 	
VIII.	<p>Contract Duration</p> <p>The Contract shall commence on 01 January 2025 and end on 31 December 2025.</p>	
IX.	<p>Confidentiality 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>	
X.	<p>Terms of Payment</p> <ol style="list-style-type: none"> 1. The Contractor shall submit monthly billings on the first week of the following month, based on consumption of supplies and services rendered. 	

	<ol style="list-style-type: none"> 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. 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). 4. All payments shall be inclusive of all applicable taxes and other lawful charges. 	
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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).

Conformé:

[Signature/s]
 [Name of Bidder's Authorized Representative]
 [Position]
 [Date]

Annex B

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

JANITORIAL DUTIES AND RESPONSIBILITIES

I. Coverage

The Contractor shall conduct services in the following areas:

- a. DFA Temporary Headquarters
- b. Basketball Court
- c. Areas along the DFA Property Perimeter Wall - These areas are situated along Roxas Blvd and Roberts Street.
- d. DFA Mindanao
- e. DFA-Aseana Building including releasing section at DoubleDragon Tower 4
- f. Consular Offices Nationwide

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

SUPERVISORS

A. General

General Duties of the Supervisors

1. **Work Assignments**
 - Schedule and assign tasks to janitorial staff.
 - Submit a *Monthly Manpower Deployment Schedule* to OAMSS-EMD.
2. **Performance Evaluation**
 - Review and assess employee performance through an evaluation of completed tasks and work techniques.
 - Submit a *Monthly Performance Evaluation* to OAMSS-EMD.
3. **Compliance**
 - Ensure adherence to DFA rules and regulations related to cleanliness and sanitation of office premises, including compliance with DFA protocols.
4. **Records and Reporting**
 - Maintain accurate records and prepare necessary reports related to work activities and janitorial services.
5. **Inspections**
 - Conduct regular inspections to ensure that all work areas are clean, safe, and adequately covered.
6. **Complaint Investigation**
 - Investigate complaints regarding cleanliness, sanitation, and the performance or behavior of janitorial staff.
7. **Material and Equipment Inspection**
 - Regularly inspect the condition of cleaning materials and equipment.
8. **Supply Management**
 - Identify required materials, supplies, and equipment on a monthly basis, ensuring timely delivery.

- Submit a *Monthly Inventory Report* detailing remaining and consumed supplies to OAMSS-EMD.
9. **Other Services**
- Perform other tasks necessary or desirable for maintaining the office premises, ensuring the convenience and safety of DFA officers, employees, and visitors.

B. Daily

1. Work Assignments - Schedule and assign daily tasks to janitorial staff based on priority areas.
2. Compliance Check - Ensure staff adheres to DFA rules and protocols on cleanliness and sanitation.
3. Inspections - Conduct inspections of assigned areas to maintain cleanliness and safety.
4. Complaint Resolution - Address any complaints related to sanitation or janitorial services.
5. Equipment and Material Check - Ensure cleaning materials and equipment are in proper working condition.
6. Record Keeping - Update daily logs of completed tasks and issues encountered.
7. Staff Supervision - Monitor staff performance and ensure tasks are completed efficiently.

C. Weekly

1. Performance Review - Evaluate staff performance based on work techniques and completed tasks.
2. Report Submission - Submit the *Weekly Performance Evaluation* and work summaries to OAMSS-EMD.
3. Deep Cleaning Supervision - Oversee any scheduled deep cleaning of office areas, such as carpet cleaning and vacuuming, floor waxing, restroom sanitation, ceiling cleaning
4. Equipment Maintenance Check - Inspect and report any equipment that requires repair or replacement.
5. Supply Review - Review the usage of cleaning materials and supplies, and ensure replenishment as needed.

D. Miscellaneous Works

1. Inventory Management - Prepare and submit a Monthly Inventory Report on cleaning supplies to OAMSS-EMD.
2. Special Projects - Supervise additional cleaning or maintenance activities for special events or high-profile visits.
3. Monitor the premises and take prompt action to prevent or minimize damage to the building and its facilities during emergencies such as typhoons, floods, earthquakes, power outages, and fire incidents
4. Complaint Investigations - Investigate complex or recurring complaints about janitorial services or staff behavior.
5. Training - Arrange and oversee training sessions for janitorial staff to improve efficiency and compliance with safety standards.
6. Safety Audits - Conduct random safety audits to ensure all work areas and equipment comply with safety regulations.
7. Monthly Manpower Deployment Schedule - Prepare and submit the deployment schedule for the upcoming month to OAMSS-EMD.

JANITORS ASSIGNED TO OFFICES

A. Daily Tasks

1. Routine Cleaning of DFA Premises - Perform general cleaning and upkeep of DFA leased offices, excluding common areas such as parking lots, elevators, and shared restrooms.
2. Disinfection and Sanitation- Regularly clean and disinfect rooms, pantries, and workstations. High-touch surfaces like door handles, light switches, and sink faucets should be sanitized every 30 minutes, as well as before and after working hours.
3. Furniture and Fixture Maintenance - Dust and wipe furniture, fixtures, and equipment. Apply polish as necessary to maintain their appearance.
4. Glass and Vertical Surface Care - Clean interior glass panels, metal fittings, walls, and vertical surfaces by scrubbing and wiping to remove dust, dirt, and grime.
5. Floor Cleaning - Sweep and mop floors in designated areas at least twice daily to maintain cleanliness.
6. Garbage Collection and Disposal - Collect trash from office spaces and ensure proper disposal at the designated waste facility daily.
7. Reporting of Maintenance Issues - Report any issues like malfunctioning fixtures (e.g., busted lights, leaky faucets, cracked walls) or safety concerns to OAMSS-EMD.
8. Incident Reporting - Immediately report any unusual or suspicious activity noticed within the leased premises to OAMSS-EMD.
9. Meeting Room Setup - Ensure shared meeting rooms are clean and ready for use at the start of the day. Rearrange chairs and tables, and check audiovisual equipment for cleanliness.
10. Additional Janitorial Duties - Carry out other cleaning-related tasks as needed.

B. Weekly Tasks

1. Deep Cleaning - Conduct deeper cleaning of carpets, window blinds, upholstered furniture, ceiling cleaning.
2. Restroom Sanitation (if applicable) - Perform thorough cleaning and disinfection of restrooms or common areas, if assigned to these spaces.
3. Floor Polishing - Polish and buff floors in high-traffic areas to maintain cleanliness and shine.
4. Janitorial Equipment Maintenance - Clean and maintain janitorial equipment, such as vacuums, mops, and buffers.
5. Supply Inventory Check - Assist in monitoring the inventory of cleaning supplies and notify the supervisor of any shortages.
6. Pest Control Support - Help maintain cleanliness in trash areas and ensure pest control measures, like traps, are properly managed.
7. Regularly clean and maintain grease traps in pantry areas to prevent blockages, foul odors, and ensure proper functioning of the drainage system in compliance with health and safety standards.

C. Miscellaneous Tasks

1. Support for Special Events - Provide extra cleaning and preparation for events, VIP visits, or special functions hosted at DFA premises.
2. Emergency Cleaning Response - Handle emergency clean-ups, such as spills or sudden messes in shared spaces.

3. Window Cleaning (if applicable) - Assist with scheduled cleaning of exterior windows, if within assigned responsibilities.
4. Monitor the premises and take prompt action to prevent or minimize damage to the building and its facilities during emergencies such as typhoons, floods, earthquakes, power outages, and fire incidents
5. Safety and Hazard Checks - Conduct random checks to ensure workspaces and equipment are free from hazards like spills or unsecured items.
6. Assistance with Office Moves - Help with moving furniture or equipment during internal relocations or re-arrangements, including shared meeting room setups.
7. Monthly Inventory and Supply Requests - Help with monthly inventory of cleaning supplies and communicate restocking needs to the supervisor

JANITORS ASSIGNED TO FUNCTION ROOMS AND SHARED MEETING ROOMS

A. Daily Tasks

1. Routine Cleaning of Function Rooms - Clean and maintain the assigned function rooms, ensuring they are ready for meetings or events. This includes sweeping, mopping, and dusting furniture.
2. Sanitization of High-Touch Areas - Disinfect and sanitize high-touch surfaces such as door handles, light switches, podiums, microphones, and shared equipment at regular intervals throughout the day, especially before and after events.
3. Furniture Setup and Arrangement - Assist in arranging tables, chairs, and other furniture as required for meetings or events. Ensure the room layout follows the specified seating plan.
4. Restroom Upkeep (if attached) - Clean and sanitize restrooms attached to or near the function rooms, ensuring that they remain stocked with necessary supplies like tissue, soap, and hand sanitizers.
5. Garbage Disposal - Collect trash from function rooms and ensure proper disposal at the designated waste facility at the end of each day or event.
6. Incident Reporting - Report any maintenance issues such as malfunctioning equipment, leaking fixtures, or any safety concerns to OAMSS-EMD immediately.

B. Before and After Event Tasks

1. Pre-Event Cleaning and Setup - Clean and prepare the room before scheduled events, including setting up equipment, checking microphones, and ensuring clean seating and tables.
2. Post-Event Cleanup - After events, clean up the room, remove trash, wipe surfaces, and ensure all furniture is returned to its original layout. This includes disposing of leftover materials such as food wrappers, papers, or event items.
3. Inspection of Equipment - Regularly check the condition of audiovisual equipment, podiums, and other meeting aids, and report any issues to the designated technical or maintenance team.

C. Weekly Tasks

1. Deep Cleaning of Function Rooms - Perform thorough cleaning of carpets, drapes, and upholstery, including vacuuming and steam cleaning if necessary.
2. Polishing Floors and Furniture - Polish and buff floors and furniture in the function rooms to ensure they are presentable for upcoming events.

3. Restroom Deep Cleaning - Conduct deep cleaning of restrooms attached to the function rooms, ensuring all fixtures are clean and sanitized.
4. Inventory of Supplies - Monitor the inventory of cleaning materials and supplies, and inform the supervisor when restocking is needed.

D. Miscellaneous Works

1. Special Event Preparation - Provide additional support for VIP events or large-scale gatherings, including extra cleaning shifts, furniture arrangement, and coordination with event organizers.
2. Emergency Cleaning - Respond to emergency cleaning needs during events, such as spills or unexpected messes.
3. Monitor the premises and take prompt action to prevent or minimize damage to the building and its facilities during emergencies such as typhoons, floods, earthquakes, power outages, and fire incidents
4. Safety and Security Checks - Ensure that the function rooms are hazard-free, with no loose wires, spilled liquids, or clutter that could cause accidents during events.
5. Assist with Setup of Technical Equipment - Assist with basic setup of audiovisual equipment, ensuring that projectors, microphones, and other devices are clean and functioning properly before events.

JANITORS ASSIGNED AS MOVERS

A. Primary Functions

1. Assisting with Office Moves and Furniture Relocations
 - Help with the relocation of office furniture, equipment, and other items within DFA leased premises, ensuring safe and efficient moving procedures.
 - Disassemble and reassemble office furniture as required for transportation.
 - Carefully handle sensitive or fragile items, ensuring they are protected during the move.
2. Loading and Unloading of Materials
 - Safely load and unload furniture and equipment from transport vehicles when required, ensuring items are handled with care to avoid damage.
3. Furniture and Equipment Setup
 - Arrange furniture and office equipment in their designated areas after relocation, following office layout plans or specific instructions from supervisors.
4. Assistance with Large Deliveries
 - Assist with receiving and moving large deliveries such as office supplies, equipment, and furniture to their proper storage or installation areas.
5. Storage Organization and Inventory
 - Help organize items in storage rooms or designated areas, ensuring items are labeled and placed in an orderly manner for easy access.
 - Assist in keeping track of furniture, equipment, and materials during moves, and maintain an inventory of items being relocated.

B. Daily Janitorial Tasks

1. General Cleaning - Perform regular janitorial duties in between moving tasks, such as sweeping, mopping, and dusting office spaces and common areas.
2. Furniture and Equipment Maintenance - Dust and clean furniture, ensuring they are free from dust, dirt, and stains after being moved and reassembled.
3. Disinfection and Sanitization - Clean and disinfect high-touch surfaces like desks, chairs, doorknobs, and light switches in areas where items have been relocated.
4. Waste Removal - Collect and properly dispose of any packing materials, boxes, or trash generated during the moving process.
5. Reporting Maintenance Issues - Immediately report any damage or malfunctioning furniture or equipment encountered during the move or routine cleaning to OAMSS-EMD for repair or replacement.

C. Weekly Tasks

1. Deep Cleaning of Storage and Office Areas - Conduct thorough cleaning of storage areas, including sweeping, mopping, and organizing items that may be stored for future use.
2. Furniture Inspection and Maintenance - Inspect and maintain furniture and equipment that are frequently moved, ensuring they are in good condition and ready for use.
3. Janitorial Equipment Maintenance - Regularly clean and maintain moving tools and janitorial equipment, such as hand trucks, vacuums, and mops.

D. Miscellaneous Tasks

1. Emergency Moving Assistance - Respond to urgent requests for furniture or item relocation, especially during unforeseen circumstances or office reconfigurations.
2. Event Support - Assist with the setup and breakdown of furniture and equipment for special events, meetings, and conferences.
3. Handling Bulky or Heavy Items - Safely handle and move large or heavy items, ensuring the use of appropriate lifting techniques and tools to prevent injury or damage.
4. Coordination with Contractors - Assist external contractors during office moves or renovations by moving items out of their work areas and ensuring easy access to necessary spaces.
5. Inventory Reporting - Help update inventory records after each move, noting the location and condition of items for future reference.

JANITORS ASSIGNED TO MESS HALL AND EXECUTIVE LOUNGE

A. Daily Tasks

1. Routine Cleaning of Mess Hall Areas - Perform general cleaning of the mess hall, including floors, tables, chairs, and countertops, ensuring a clean and sanitary environment for employees and visitors.
2. Disinfection and Sanitization
 - Regularly disinfect high-touch surfaces such as dining tables, chairs, countertops, and door handles.
 - Sanitize all surfaces before and after meal service periods, with additional cleaning during high-traffic times to ensure hygiene standards are maintained.
3. Garbage Collection and Disposal - Collect and properly dispose of food waste and garbage from the mess hall into designated waste bins, ensuring timely disposal to prevent odors or pest infestations.
4. Cleaning of Dining Utensils and Equipment - Assist in washing and cleaning utensils, trays, and kitchen equipment as necessary, ensuring all items are sanitized and ready for reuse.

5. Floor Cleaning - Sweep and mop the mess hall floors multiple times a day, especially after each meal service, to maintain cleanliness and prevent slipping hazards.
6. Restroom Maintenance (if applicable) - Clean and sanitize restrooms adjacent to the mess hall, ensuring they are stocked with tissue, soap, and hand sanitizers.
7. Grease Trap Cleaning - Regularly clean and maintain grease traps in the mess hall's pantry and kitchen areas to prevent blockages and ensure proper drainage.
8. Reporting of Maintenance Issues - Report any malfunctions, such as leaking faucets, clogged drains, or broken equipment, to the maintenance team or OAMSS-EMD for immediate repair.

B. Weekly Tasks

1. Deep Cleaning of Kitchen and Dining Areas - Perform deep cleaning of the kitchen, including stovetops, ovens, exhaust hoods, and other equipment, as well as the dining areas to remove grease, stains, and food particles.
2. Floor Polishing - Polish and buff the floors to maintain cleanliness and shine, especially in high-traffic areas of the mess hall.
3. Regularly clean and maintain grease traps in pantry areas to prevent blockages, foul odors, and ensure proper functioning of the drainage system in compliance with health and safety standards.
4. Janitorial Equipment Maintenance - Clean and maintain all janitorial tools and equipment used in the mess hall to ensure they remain in good working condition.
5. Pest Control Support - Assist with pest control by ensuring that food waste and crumbs are cleaned promptly, and that trash bins are properly sealed and maintained.

C. Miscellaneous Tasks

1. Support for Special Events - Provide additional cleaning and setup assistance for special events or gatherings held in the mess hall, ensuring that the space is clean and ready for use.
2. Emergency Cleaning Response - Respond quickly to spills or messes during meal services to ensure the cleanliness and safety of the dining area.
3. Restocking of Supplies - Monitor and restock cleaning supplies, hand sanitizers, tissue, and soap in the mess hall and adjacent restrooms.
4. Inspection of Kitchen Equipment - Assist in routine checks of kitchen equipment to ensure they are clean and functioning properly, reporting any necessary repairs or replacements.

III. Standard for Cleaning Office Buildings based on Joint Circular No. 1 DBM-DENR-DPWH Manual on Building Services and Real Property Management.

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	15" divided with (rotary) polishing machine	1,859 sq.m.	Main floor corridors daily
		2. 2 compartment mop tank and wringer; 3. Dust pan and	15" concentrated with (rotary)	1,859 sq.m.	Secondary floor corridors every 5 days

		<ul style="list-style-type: none"> brush; 4. Three(3) mops; 5. Rags and steel wool; 6. Cleaning agent; 7. Soft broom; 8. Wet and Dry Vacuum 	polishing machine		Other space as required
Floor scrubbing with power scrubbing machine	Applies a cleaning agent to floor, agitates it with revolving brushes and picks up dirty solution with vacuum device. Rinsing optional.	<ul style="list-style-type: none"> 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 	<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 dirty solution and rinse as required with mop.	<ul style="list-style-type: none"> 1. 2-compartment mop tank and wringer; 2. Two mops; 3. Cleaning agent; 4. Soft broom; 		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	<ul style="list-style-type: none"> 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 	<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
Floor buffing	Polish the floor to remove traffic marks without applying additional wax	<ul style="list-style-type: none"> 1. Polishing machine; 2. Steel wool 	<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"> 1. Soft broom; 2. Dust pan 	Open spaces	4,517 sq.m.	Daily
Floor Vacuuming	Vacuum rugs/carpets 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"> 1. Broom 2. Bucket 3. Scrub and deck brushes; 4. Rags; 5. Cleaning agent; 6. Scraper 	<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"> 1. Ladder 2. Bueckets; 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	<ol style="list-style-type: none"> 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)	<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"> 1. Long handled dust pan; 2. Soft broom; 3. Cloth 	<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"> 1. Soft broom 2. Mops; 3. Scraper; 4. Cloths 5. Metal Polish 	<p>Main Lobby</p> <p>Secondary lobby</p>		<p>Twice daily</p> <p>Twice daily</p>
Entrance Cleaning (exterior)	Sweep. Polish, clean glass and push plates	<ol style="list-style-type: none"> 1. Broom; 2. Cloths; 3. Metal polish; 4. Dust pan; and 5. Scraper 	<p>Main Entrance</p> <p>Secondary Entrance</p>		<p>Twice daily</p> <p>Daily</p>

Waste collection	Waste bins are emptied. Waste collection are segregated for collection per floor.	<ol style="list-style-type: none"> 1. Black plastic bags; 2. Large Waste bins; 		35,762 sq.m. gross area	Daily
Window washing	Windows washed inside and outside	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Broom; 2. Hose; 3. Mops; 4. Deck brush; 5. Scrubbing machine; 6. Mop tank; and 7. Scraper. 			Daily

Utility work	General utilities, truck helper, movers etc.			92,937 gross sq.m.	Daily
Cleaning	Sweep corridors, 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"> 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; 	<p>File space</p> <p>Storage Space</p> <p>Office Space</p>	<p>Up to 4,647 net sq.m. floor space</p> <p>Up to 1,201 net sq.m. floor space.</p> <p>1.300 sq.m. plus adjoining corridor</p>	<p>Daily</p> <p>Depends on type of storage</p> <p>Daily</p>

ANNEX C

ANNEX C-1 BID PROPOSAL


ANNEX C-2 MANPOWER SUMMARY

ANNEX C-3 MONTHLY/QUARTERLY MINIMUM REQUIRED SUPPLIES AND MATERIALS FOR DFA TEMPORARY HEADQUARTERS

ANNEX C-4 MONTHLY/QUARTERLY MINIMUM REQUIRED SUPPLIES AND MATERIALS FOR DFA ASEANA

ANNEX C-5 JANITORIAL EQUIPMENT/ SUPPLIES FOR CONSULAR OFFICES WITHIN NCR

ANNEX C- 6 JANITORIAL EQUIPMENT/ SUPPLIES PER CONSULAR OFFICES OUTSIDE NCR

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Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 Revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 Revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

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

Class "B" Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

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

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

- (k) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

