

**PHILIPPINE INTERNATIONAL CONVENTION CENTER
PICC COMPLEX 1307 PASAY CITY**



BIDDING DOCUMENTS

**TITLE: TWO (2) – YEAR CONTRACT FOR JANITORIAL
MANPOWER SERVICES AND MAINTENANCE**

TOTAL ABC: P19,157,587.44

Reference No. FPD 18-046

ITB 2018- J2
August 28, 2018

TABLE OF CONTENTS

SECTION I. INVITATION TO BID.....	4
SECTION II. INSTRUCTIONS TO BIDDERS	6
SECTION III. BID DATA SHEET	37
SECTION IV. GENERAL CONDITIONS OF CONTRACT.....	42
SECTION V. SPECIAL CONDITIONS OF CONTRACT.....	59
SECTION VI. SCHEDULE OF REQUIREMENTS.....	63
SECTION VII. TECHNICAL SPECIFICATIONS.....	65
SECTION VIII. BIDDING FORMS.....	70

Section I. Invitation to Bid

BIDS AND AWARDS COMMITTEE

SECTION I - INVITATION TO BID

TWO (2) - YEAR CONTRACT FOR JANITORIAL MANPOWER SERVICES AND MAINTENANCE

The Philippine International Convention Center (PICC), through its Approved Budget for CY 2018, intends to apply the sum of **NINETEEN MILLION ONE HUNDRED FIFTY-SEVEN THOUSAND FIVE HUNDRED EIGHTY-SEVEN PESOS AND FORTY-FOUR CENTAVOS (P19,157,587.44)**, per year, being the Approved Budget for the Contract (ABC) of the abovementioned project.

The PICC now invites bids for the procurement of the abovementioned requirement. Contract duration is for two (2) years. Bidders should have completed, within the last five (5) years from the date of submission and receipt of bids, a contract similar to the project, whose value must be at least fifty percent (50%) of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II – Instruction to Bidders. Bids received in excess of the ABC shall be automatically rejected at bid opening.

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 (RIRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act". Bidding is open to all interested bidders, subject to the conditions for eligibility as provided in the RIRR of RA 9184. Interested bidders may obtain further information from the PICC-BAC and inspect the Bidding Documents at the address given below during office hours.

A complete set of Bid Documents may be acquired by interested Bidders from October 1, 2018 to 10:00 a.m. of October 22, 2018, at the address stated below and upon payment in cash of a non-refundable fee, pursuant to the latest guidelines issued by the GPPB, in the amount of THIRTEEN THOUSAND SEVEN HUNDRED FIFTY PESOS (P13,750.00). It may also be downloaded, free of charge, from the website of the Philippine Government Electronic Procurement System (Phil-GEPS) and the website of the Procuring Entity, provided that participating Bidders shall pay the applicable fee for the Bidding Documents.

The PICC-BAC will hold a Pre-Bid Conference on **October 8, 2018 at 10:00 a.m.**, at the PICC BAC Conference Room, Ground Floor, Delegation Building. Bids must be duly received by the BAC Secretariat, at the address specified below, on or before **10:00 a.m. of October 22, 2018**. Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be conducted on **October 22, 2018, at 10:00 a.m.** at the PICC-BAC Conference Room, Ground Floor, Delegation Building, PICC. Bids will be opened in the presence of the bidders' representatives who choose to attend. Late bids shall not be accepted.

In case the Pre-bid Conference, the deadline for the submission of Bid Documents and the opening of bids fall on a non-working day, legal holiday or special non-working holiday, the activity involved shall be moved to 2:00 p.m. of the next working day.

The PICC-BAC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to its award, in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:
BIDS AND AWARDS COMMITTEE (BAC)
PHILIPPINE INTERNATIONAL CONVENTION CENTER
PICC Complex, Pasay City 1307
7894758, 7894759, and 7894760
Telefax No. 7894761



MELPIN A. GONZAGA
Chairman

Section II. Instructions to Bidders

TABLE OF CONTENTS

A. GENERAL.....	9
1. Scope of Bid.....	9
2. Source of Funds.....	9
3. Corrupt, Fraudulent, Collusive, and Coercive Practices.....	9
4. Conflict of Interest.....	10
5. Eligible Bidders.....	12
6. Bidder's Responsibilities.....	13
7. Origin of Goods.....	15
8. Subcontracts.....	15
B. CONTENTS OF BIDDING DOCUMENTS.....	16
9. Pre-Bid Conference.....	16
10. Clarification and Amendment of Bidding Documents.....	16
C. PREPARATION OF BIDS.....	17
11. Language of Bid.....	17
12. Documents Comprising the Bid: Eligibility and Technical Components.....	17
13. Documents Comprising the Bid: Financial Component.....	19
14. Alternative Bids.....	20
15. Bid Prices.....	20
16. Bid Currencies.....	21
17. Bid Validity.....	22
18. Bid Security.....	22
19. Format and Signing of Bids.....	25
20. Sealing and Marking of Bids.....	25
D. SUBMISSION AND OPENING OF BIDS.....	26
21. Deadline for Submission of Bids.....	26
22. Late Bids.....	26
23. Modification and Withdrawal of Bids.....	26
24. Opening and Preliminary Examination of Bids.....	27
E. EVALUATION AND COMPARISON OF BIDS.....	29
25. Process to be Confidential.....	29
26. Clarification of Bids.....	29
27. Domestic Preference.....	29

28.	Detailed Evaluation and Comparison of Bids.....	30
29.	Post-Qualification	31
30.	Reservation Clause.....	32
F.	AWARD OF CONTRACT	33
31.	Contract Award	33
32.	Signing of the Contract	34
33.	Performance Security.....	34
34.	Notice to Proceed	35
35.	Protest Mechanism.....	37

General

1. Scope of Bid

- 1.1. The Procuring Entity named in the **BDS** invites bids for the supply and delivery of the Goods as described in Section VII Technical Specifications (hereinafter referred to as the “Good”)
- 1.2. The name, identification, and number of lots specific to this bidding are provided in the **BDS**. The contracting strategy and basis of evaluation of lots is described in **ITB** Clause 28

2. Source of Funds

The Procuring Entity has a budget or has received funds from the Funding Source named in the **BDS**, and in the amount indicated in the **BDS**. It intends to apply part of the funds received for the Project, as defined in the **BDS**, to cover eligible payments under the contract.

3. Corrupt, Fraudulent, Collusive, and Coercive Practices

- 3.1. Unless otherwise specified in the **BDS**, 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. In pursuance of this policy, the Procuring Entity:
 - (a) defines, for purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA 3019.
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.

- (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
 - (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
 - (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
 - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
 - (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.
- 3.2. Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in **ITB** Clause 3.1(a)
- 3.3. Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a bidder or supplier in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 3.

4. Conflict of Interest

- 4.1. All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events

described in paragraphs (a) through (c) below and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (g) below:

- (a) A Bidder has controlling shareholders in common with another Bidder;
- (b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;
- (c) A Bidder has the same legal representative as that of another Bidder for purposes of this bid;
- (d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process;
- (e) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid;
- (f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are the subject of the bid; or
- (g) A Bidder who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.

4.2. In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related to the Head of the Procuring Entity (HoPE), members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the Bidder, this Clause shall apply to the following persons:

- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
- (b) If the Bidder is a partnership, to all its officers and members;
- (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders;
- (d) If the Bidder is a cooperative, to all its officers, directors, and controlling shareholders or members; and
- (e) If the Bidder is a joint venture (JV), the provisions of items (a), (b), (c), or (d) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder.

5. Eligible Bidders

- 5.1. Unless otherwise provided in the **BDS**, the following persons shall be eligible to participate in this bidding:
- (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; and
 - (e) Persons/entities forming themselves into a Joint Venture (JV), *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the JV concerned shall be at least sixty percent (60%).
- 5.2. Foreign bidders may be eligible to participate when any of the following circumstances exist, as specified in the **BDS**:
- (a) When a Treaty or International or Executive Agreement as provided in Section 4 of RA 9184 and its IRR allow foreign bidders to participate;
 - (b) Citizens, corporations, or associations of a country, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - (c) When the Goods sought to be procured are not available from local suppliers; or
 - (d) When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.
- 5.4. Unless otherwise provided in the **BDS**, the Bidder must have completed a Single Largest Completed Contract (SLCC) similar to the Project and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be at least equivalent to a percentage of the ABC stated in the **BDS**.

For this purpose, contracts similar to the Project shall be those described in the **BDS**, and completed within the relevant period stated in the Invitation to Bid and **ITB** Clause 12.1(a)(ii).

- 5.5. The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

6. Bidder's Responsibilities

- 6.1. The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VIII. Bidding Forms as required in **ITB** Clause 12.1(b) (iii)..
- 6.2. The Bidder is responsible for the following:
- (a) Having taken steps to carefully examine all of the Bidding Documents;
 - (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
 - (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any;
 - (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) as provided under **ITB** Clause 10.4.
 - (e) Ensuring that it is not "blacklisted" or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;

- (f) Ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- (g) Authorizing the HoPE or its duly authorized representative/s to verify all the documents submitted;
- (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;
- (i) Complying with the disclosure provision under Section 47 of RA 9184 and its IRR in relation to other provisions of RA 3019;
- (j) Complying with existing labor laws and standards, in the case of procurement of services; Moreover, bidder undertakes to:
 - (i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable.

In case there is a finding by the Procuring Entity or the DOLE of underpayment or non-payment of workers' wage and wage-related benefits, bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

- (ii) Comply with occupational safety and health standards and to correct deficiencies, if any.

In case of imminent danger, injury or death of the worker, bidder undertakes to suspend contract implementation pending clearance to proceed from the DOLE Regional Office and to comply with Work Stoppage Order; and

- (iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises; and

- (k) Ensuring that it did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

- 6.3. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.
- 6.4. It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project.
- 6.5. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity. However, the Procuring Entity shall ensure that all information in the Bidding Documents, including bid/supplemental bid bulletin/s issued, are correct and consistent.
- 6.6. Before submitting their bids, the Bidder is deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.
- 6.7. The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.8. The Bidder should note that the Procuring Entity will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

7. **Origin of Goods**

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of goods other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, subject to **ITB** Clause 27.1.

8. **Subcontracts**

- 8.1. Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Goods to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 8.2. Subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that

any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.

- 8.3. The Bidder may identify the subcontractor to whom a portion of the Goods will be subcontracted at any stage of the bidding process or during contract implementation. If the Bidder opts to disclose the name of the subcontractor during bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

Contents of Bidding Documents

9. Pre-Bid Conference

- 9.1. (a) If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.

(b) The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids, but not earlier than seven (7) calendar days from the posting of the invitation to bid/bidding documents in the PhilGEPS website. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GOP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the **BDS**.
- 9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the Supplemental/Bid Bulletin. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.
- 9.3. Decisions of the BAC amending any provision of the bidding documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

10. Clarification and Amendment of Bidding Documents

- 10.1. Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.
- 10.2. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the

Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.

- 10.3. Supplemental/Bid Bulletins may also be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of Bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.4. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS and the website of the Procuring Entity concerned, if available, and at any conspicuous place in the premises of the Procuring Entity concerned. It shall be the responsibility of all Bidders who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB** Clause 23.

Preparation of Bids

11. Language of Bids

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and 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. The English translation shall govern, for purposes of interpretation of the bid.

12. Documents Comprising the Bid: Eligibility and Technical Components

12.1. Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

- (a) Eligibility Documents –

Class "A" Documents:

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR.

- (ii) Statement 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

Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the **BDS**.

The two statements required shall indicate for each contract the following:

- (ii.1) name of the contract;
 - (ii.2) date of the contract;
 - (ii.3) contract duration;
 - (ii.4) owner's name and address;
 - (ii.5) kinds of Goods;
 - (ii.6) For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
 - (ii.7) For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;
 - (ii.8) date of delivery; and
 - (ii.9) end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.
- (iii) NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank.

Class "B" Document:

- (iv) If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 23.1(b) of the IRR.
- (b) Technical Documents –
 - (i) Bid security in accordance with **ITB** Clause 18. If the Bidder opts to submit the bid security in the form of:

- (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
- (i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;
- (ii) Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
- (iii) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.
- (iv) For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

13. Documents Comprising the Bid: Financial Component

- 13.1. Unless otherwise stated in the **BDS**, the financial component of the bid shall contain the following:
 - (a) Financial Bid Form, which includes bid prices and the applicable Price Schedules, in accordance with **ITB** Clauses 15.1 and 15.415.4;
 - (b) If the Bidder claims preference as a Domestic Bidder, a certification from the DTI issued in accordance with **ITB** Clause 27, unless otherwise provided in the **BDS**; and
 - (c) Any other document related to the financial component of the bid as stated in the **BDS**.
- 13.2.
 - (a) Unless otherwise stated in the **BDS**, all bids that exceed the ABC shall not be accepted.
 - (b) Unless otherwise indicated in the **BDS**, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:
 - (i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.
 - (ii) The procuring entity has procedures in place to ensure that the ABC is based on recent estimates made by the responsible unit of the procuring entity and that the estimates reflect the quality, supervision and risk and inflationary factors, as well as prevailing

market prices, associated with the types of works or goods to be procured.

- (iii) The procuring entity has trained cost estimators on estimating prices and analyzing bid variances.
- (iv) The procuring entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.
- (v) The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

14. Alternative Bids

- 14.1 Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.
- 14.2 Each Bidder shall submit only one Bid, either individually or as a partner in a JV. A Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

15. Bid Prices

- 15.1. The Bidder shall complete the appropriate Schedule of Prices included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.
- 15.2. The Bidder shall fill in rates and prices for all items of the Goods described in the Schedule of Prices. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be accomplished.
- 15.3. The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), Delivered Duty Paid (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.

15.4. 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 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, listed in the **BDS**.

(c) For Services, based on the form which may be prescribed by the Procuring Entity, in accordance with existing laws, rules and regulations

15.5. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to **ITB** Clause 24.

All bid prices for the given scope of work in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances. Upon the recommendation of the Procuring Entity, price escalation may be allowed in extraordinary circumstances as may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon approval by the GPPB. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the GOP, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

16. Bid Currencies

16.1. Prices shall be quoted in the following currencies:

- (a) For Goods that the Bidder will supply from within the Philippines, the prices shall be quoted in Philippine Pesos.
 - (b) For Goods that the Bidder will supply from outside the Philippines, the prices may be quoted in the currency(ies) stated in the **BDS**. 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 *Bangko Sentral ng Pilipinas* (BSP) reference rate bulletin on the day of the bid opening.
- 16.2. If so allowed in accordance with **ITB** Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the foregoing exchange rates.
- 16.3. Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Pesos.

17. Bid Validity

- 17.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 17.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

18. Bid Security

- 18.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount stated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. <i>For biddings conducted by LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as</i>	Two percent (2%)

<p><i>authorized to issue such financial instrument.</i></p>	
<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p><i>For biddings conducted by LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	<p>Five percent (5%)</p>

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the Bidder shall enter into contract with the procuring entity and furnish the performance security required under ITB Clause 33.2, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

- 18.2. The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 18.3. No bid securities shall be returned to Bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a request for reconsideration and/or protest, or upon the lapse of the reglementary period to file a request for reconsideration or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the Bidder with the Lowest Calculated Responsive Bid (LCRB) has signed the contract and furnished the performance security, but in no case later than the expiration of the bid security validity period indicated in **ITB** Clause 18.2.
- 18.4. Upon signing and execution of the contract pursuant to **ITB** Clause 32, and the posting of the performance security pursuant to **ITB** Clause 33, the successful

Bidder's bid security will be discharged, but in no case later than the bid security validity period as indicated in the **ITB** Clause 18.2.

18.5. The bid security may be forfeited:

- (a) if a Bidder:
 - (i) withdraws its bid during the period of bid validity specified in **ITB** Clause 17;
 - (ii) does not accept the correction of errors pursuant to **ITB** Clause 28.3(b)28.3(b);
 - (iii) has a finding against the veracity of any of the documents submitted as stated in **ITB** Clause 29.2;
 - (iv) submission of eligibility requirements containing false information or falsified documents;
 - (v) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
 - (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
 - (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the LCRB;
 - (viii) refusal or failure to post the required performance security within the prescribed time;
 - (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
 - (x) any documented attempt by a Bidder to unduly influence the outcome of the bidding in his favor;
 - (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
 - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- (b) if the successful Bidder:
 - (i) fails to sign the contract in accordance with **ITB** Clause 32; or

- (ii) fails to furnish performance security in accordance with **ITB** Clause 33.

19. Format and Signing of Bids

- 19.1. Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VIII. Bidding Forms on or before the deadline specified in the **ITB** Clauses 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under **ITB** Clause 12.1, and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement.
- 19.2. Forms as mentioned in **ITB** Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.3. The Bidder shall prepare and submit an original of the first and second envelopes as described in **ITB** Clauses 12 and 13. In addition, the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4. Each and every page of the Bid Form, including the Schedule of Prices, under Section VIII hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- 19.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

20. Sealing and Marking of Bids

- 20.1. Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12 in one sealed envelope marked “ORIGINAL - TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL - FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ORIGINAL BID”.
- 20.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. ___ - TECHNICAL COMPONENT” and “COPY NO. ___ - FINANCIAL COMPONENT” and the outer envelope as “COPY NO. ___”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 20.3. The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.
- 20.4. All envelopes shall:

- (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the Bidder in capital letters;
 - (c) be addressed to the Procuring Entity's BAC in accordance with **ITB** Clause 1.1;
 - (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and
 - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with **ITB** Clause 21.
- 20.5. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

Submission and Opening of Bids

21. Deadline for Submission of Bids

Bids must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the **BDS**.

22. Late Bids

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 21, shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of bid submission and opening, the Bidder's name, its representative and the time the late bid was submitted.

23. Modification and Withdrawal of Bids

23.1. The Bidder may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed and properly identified in accordance with **ITB** Clause 20, linked to its original bid marked as "TECHNICAL MODIFICATION" or "FINANCIAL MODIFICATION" and stamped "received" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

23.2. A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Letter of Withdrawal must be executed

by the duly authorized representative of the Bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter.

- 23.3. Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder, who has acquired the bidding documents, may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.
- 23.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder's bid security, pursuant to **ITB** Clause 18.5, and the imposition of administrative, civil and criminal sanctions as prescribed by RA 9184 and its IRR.

24. Opening and Preliminary Examination of Bids

- 24.1. The BAC shall open the bids in public, immediately after the deadline for the submission and receipt of bids, as specified in the **BDS**. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and reschedule the opening of Bids on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.
- 24.2. Unless otherwise specified in the **BDS**, the BAC shall open the first bid envelopes and determine each Bidder's compliance with the documents prescribed in **ITB** Clause 12, using a non-discretionary "pass/fail" criterion. If a Bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 24.3. Unless otherwise specified in the **BDS**, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated "passed". The second envelope of each complying bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 13.2, the BAC shall rate the bid concerned as "failed". Only bids that are determined to contain all the bid requirements for

both components shall be rated “passed” and shall immediately be considered for evaluation and comparison.

- 24.4. Letters of Withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened.
- 24.5. All members of the BAC who are present during bid opening shall initial every page of the original copies of all bids received and opened.
- 24.6. In the case of an eligible foreign bidder as described in **ITB** Clause 5, the following Class “A” Documents may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign Bidder concerned, which shall likewise be uploaded and maintained in the PhilGEPS in accordance with Section 8.5.2 of the IRR:
 - (a) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
 - (b) Mayor’s/Business permit issued by the local government where the principal place of business of the bidder is located; and
 - (c) Audited Financial Statements showing, among others, the prospective bidder’s total and current assets and liabilities stamped “received” by the Bureau of Internal Revenue or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of bid submission.
- 24.7. Each partner of a joint venture agreement shall likewise submit the requirements in **ITB** Clause 12.1(a)(i). Submission of documents required under **ITB** Clauses 12.1(a)(ii) to 12.1(a)(iii) by any of the joint venture partners constitutes compliance.
- 24.8. The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.
- 24.8. The bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of Bids as read and the minutes of the bid opening shall be made available to the public upon written request and payment of a specified fee to recover cost of materials.
- 24.9. To ensure transparency and accurate representation of the bid submission, the BAC Secretariat shall notify in writing all bidders whose bids it has received through its PhilGEPS-registered physical address or official e-mail address. The

notice shall be issued within seven (7) calendar days from the date of the bid opening.

Evaluation and Comparison of Bids

25. Process to be Confidential

- 25.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the case of **ITB** Clause 26.
- 25.2. Any effort by a bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder's bid.

26. Clarification of Bids

To assist in the evaluation, comparison, and post-qualification of the bids, the Procuring Entity may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered.

27. Domestic Preference

- 27.1. Unless otherwise stated in the **BDS**, the Procuring Entity will grant a margin of preference for the purpose of comparison of bids in accordance with the following:
 - (a) The preference shall be applied when the lowest Foreign Bid is lower than the lowest bid offered by a Domestic Bidder.
 - (b) For evaluation purposes, the lowest Foreign Bid shall be increased by fifteen percent (15%).
 - (c) In the event that the lowest bid offered by a Domestic Bidder does not exceed the lowest Foreign Bid as increased, then the Procuring Entity shall award the contract to the Domestic Bidder at the amount of the lowest Foreign Bid.
 - (d) If the Domestic Bidder refuses to accept the award of contract at the amount of the Foreign Bid within two (2) calendar days from receipt of written advice from the BAC, the Procuring Entity shall award to the bidder offering the Foreign Bid, subject to post-qualification and submission of all the documentary requirements under these Bidding Documents.
- 27.2. A Bidder may be granted preference as a Domestic Bidder subject to the certification from the DTI that the Bidder is offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or

manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.

28. Detailed Evaluation and Comparison of Bids

- 28.1. The Procuring Entity will undertake the detailed evaluation and comparison of bids which have passed the opening and preliminary examination of bids, pursuant to **ITB** Clause 24, in order to determine the Lowest Calculated Bid.
- 28.2. The Lowest Calculated Bid shall be determined in two steps:
 - (a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
 - (b) The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.
- 28.3. 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 following in the evaluation of bids:
 - (a) Completeness of the bid. Unless the **BDS** allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Procuring Entity, except those required by law or regulations to be provided for; and
 - (b) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications. Any adjustment shall be calculated in monetary terms to determine the calculated prices.
- 28.4. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.
- 28.5. The Procuring Entity's evaluation of bids shall be based on the bid price quoted in the Bid Form, which includes the Schedule of Prices.

- 28.6. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.
- 28.7. If so indicated pursuant to **ITB** Clause 1.2, Bids are being invited for individual lots or for any combination thereof, provided that all Bids and combinations of Bids shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid prices quoted shall correspond to all items specified for each lot and to all quantities specified for each item of a lot. Bid Security as required by **ITB** Clause 18 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in **BDS** Clause 28.3.

29. Post-Qualification

- 29.1. The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12, and 13.
- 29.2. 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**.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.
- 29.3. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.
- 29.4. If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the LCRB, and recommend to the HoPE the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.
- 29.5. A negative determination shall result in rejection of the Bidder's Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid with a fresh period to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the

Bidder with the next Lowest Calculated Bid, and so on until the LCRB is determined for recommendation for contract award.

- 29.6. Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the LCRB and the recommendation to award the contract, the HoPE or his duly authorized representative shall approve or disapprove the said recommendation.
- 29.7. In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the HoPE shall notify the BAC and the Bidder in writing of such decision and the grounds for it. When applicable, the BAC shall conduct a post-qualification of the Bidder with the next Lowest Calculated Bid. A request for reconsideration may be filed by the bidder with the HoPE in accordance with Section 37.1.3 of the IRR of RA 9184.

30. Reservation Clause

- 30.1. Notwithstanding the eligibility or post-qualification of a Bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.
- 30.2. Based on the following grounds, the Procuring Entity reserves the right to reject any and all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:
 - (a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the Bidders, or if the collusion is between or among the bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
 - (b) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or
 - (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:

- (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the HoPE;
 - (ii) If the project is no longer necessary as determined by the HoPE; and
 - (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.
- 30.3. In addition, the Procuring Entity may likewise declare a failure of bidding when:
- (a) No bids are received;
 - (b) All prospective Bidders are declared ineligible;
 - (c) All bids fail to comply with all the bid requirements or fail post-qualification; or
 - (d) The bidder with the LCRB refuses, without justifiable cause to accept the award of contract, and no award is made in accordance with Section 40 of the IRR of RA 9184.

Award of Contract

31. Contract Award

- 31.1. Subject to **ITB** Clause 29, the HoPE or its duly authorized representative shall award the contract to the Bidder whose bid has been determined to be the LCRB.
- 31.2. Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award duly received by the Bidder or its representative personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.
- 31.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:
- (a) Submission of the following documents within ten (10) calendar days from receipt of the Notice of Award:
 - (i) Valid JVA, if applicable; or
 - (ii) In the case of procurement by a Philippine Foreign Service Office or Post, the PhilGEPS Registration Number of the winning foreign Bidder;
 - (b) Posting of the performance security in accordance with **ITB** Clause 33;
 - (c) Signing of the contract as provided in **ITB** Clause 32; and

- (d) Approval by higher authority, if required, as provided in Section 37.3 of the IRR of RA 9184.

31.4. At the time of contract award, the Procuring Entity shall not increase or decrease the quantity of goods originally specified in Section VI. Schedule of Requirements.

32. Signing of the Contract

32.1. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.

32.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract and return it to the Procuring Entity.

32.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.

32.4. The following documents shall form part of the contract:

- (a) Contract Agreement;
- (b) Bidding Documents;
- (c) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
- (d) Performance Security;
- (e) Notice of Award of Contract; and
- (f) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

33. Performance Security

33.1. To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.

33.2. The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security
------------------------------	--------------------------------

	(Not less than the Percentage of the Total Contract Price)
<p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p><i>For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	Five percent (5%)
<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p><i>For biddings conducted by the LGUs, the Bank Draft/Guarantee or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	Thirty percent (30%)

33.3. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall have a fresh period to initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until the LCRB is identified and selected for recommendation of contract award. However if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement, if necessary.

34. Notice to Proceed

Within seven (7) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue the Notice

to Proceed (NTP) together with a copy or copies of the approved contract to the successful Bidder. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.

35. Protest Mechanism

Decisions of the procuring entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is PHILIPPINE INTERNATIONAL CONVENTION CENTER (PICC)
1.7	The lot(s) and reference is/are: TWO (2) - YEAR CONTRACT FOR JANITORIAL MANPOWER SERVICES AND MAINTENANCE
2	The Funding Source is: PICC APPROVED BUDGET FOR CY 2018
3.1	No further instructions.
5.1.1	<p>Eligible Bidders</p> <p>The following persons/companies shall be eligible to participate in this bidding:</p> <ol style="list-style-type: none"> 1. Duly Licensed Filipino citizens/sole proprietorships; 2. Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines; 3. Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stocks belongs to citizens of the Philippines; 4. Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) interest belongs to the citizens of the Philippines; and 5. Must have been engaged in the business of providing janitorial and maintenance services to commercial buildings, shopping malls, 5-star hotels or hospitals, for not less than five (5) years from the date of bidding.
5.2	Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.
5.4	<p>The Bidder must have completed, within the last five (5) years a single contract, that is similar to this project the amount of which shall be at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contract shall refer to provision of Janitorial Manpower Services and Maintenance.</p>
7	No further instructions.



8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The PICC will hold a pre-bid conference on October 8, 2018 at 10:00 a.m.
10.1	The Procuring Entity's address is: Philippine International Convention Center PICC Complex, 1307 Pasay City BAC Secretariat Tel. No. 7894759; Telefax: 7894761
12.1(a)	No further instructions.
12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid should have been completed within the last five (5) years prior to the deadline for submission and receipt of bids. The SLCC shall be supported with certified photocopy of its Contract and Certificate of Completion and Acceptance or Official Receipt /Sales Invoice issued for the contract.
13.1	No additional requirements.
13.1(b)	No further instructions.
13.1(c)	No additional requirements.
13.2	The Total ABC is NINETEEN MILLION ONE HUNDRED FIFTY-SEVEN THOUSAND FIVE HUNDRED EIGHTY-SEVEN PESOS AND FORTY-FOUR CENTAVOS (P19,157,587.44), VAT Inclusive , per year. Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iv)	No incidental services are required.
15.4(b)	No incidental services are required.
16.1(b)	Bid Currencies The bid prices shall be quoted in Philippine Pesos.
16.3	Payment shall be made in Philippine Pesos.
17.1	Bid Validity Period Bids will be valid for one hundred twenty (120) calendar days from the date of opening of bids.

18.1	<p>The bid security shall be;</p> <ul style="list-style-type: none"> • Notarized Bid Securing Declaration; or • Cash or Cashier's/Manager's check (confirmed by universal or commercial bank), in an amount of not less than P383,151.74, equivalent to 2% of the ABC; or • Bank draft/guarantee issued by a Universal or Commercial Bank in the amount of 2% of the ABC; or • Surety Bond, callable upon demand and issued by a surety or insurance company in the amount of not less than P957,879.37, equivalent to 5% of the ABC, with attached certification issued by the Office of the Insurance Commission that said insurance company is authorized to issue such security.
18.2	The bid security shall be valid for one hundred twenty (120) calendar days from the date of opening of bids.
20.3	Each Bidder shall submit One (1) original copy and two (2) duplicate copies of the Eligibility documents and the Financial Bid Proposal signed by the bidder and/or the authorized representative.
21	<p>The address for submission of bids is:</p> <p>PICC-Bids and Awards Committee (BAC) Secretariat Ground Floor, Delegation Building PICC Complex, 1307 Pasay City</p> <p>The deadline for submission of bids is October 22, 2018 at 10:00 a.m.</p>
24.1	<p>The place of bid opening is:</p> <p>BAC CONFERENCE ROOM Ground Floor, Delegation Building PICC Complex, 1307 Pasay City</p> <p>The date and time of bid opening is October 22, 2018 at 10:00 a.m..</p>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3 (a)	Partial bid is not allowed.
28.4	No further instructions.
29.2	<p>Post-Qualification</p> <p>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 LCB, the Bidder shall submit the following documentary requirements:</p> <ul style="list-style-type: none"> a. Certified photocopy of the CY 2017 Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);

	<ul style="list-style-type: none"> b. Sections III and V of the bid documents, signed on each and every page by the bidder's authorized representative; c. Certificate of Ocular Inspection issued by the Facilities and Property Division; d. Company profile with organizational chart and sketch of office location; e. List of janitorial equipment indicating the kind of equipment and year of acquisition; f. List of at least forty (40) Janitors and Supervisors who may be assigned to PICC, if awarded the contract; g. Proposed housekeeping plan for PICC; h. List of other completed Janitorial contracts for the last five (5) years; and i. Certificate of Satisfactory Completion & Acceptance of previous PICC projects undertaken within the last five (5) years, if any <p>Failure of the bidder with the lowest calculated bid to submit the above requirements, or a finding against the veracity of such requirements shall be ground for forfeiture of the bid security and disqualification of the bidder for award.</p>
32.4(f)	No additional requirement.

Handwritten initials or marks.

Section IV. General Conditions of Contract

TABLE OF CONTENTS

1. DEFINITIONS.....	44
2. CORRUPT, FRAUDULENT, COLLUSIVE AND COERSIVE PRACTICES.....	45
3. INSPECTION AND AUDIT BY THE FUNDING SOURCE	46
4. GOVERNING LAWS AND LANGUAGE	46
5. NOTICES	46
6. SCOPE OF CONTRACT	47
7. SUBCONTRACTING	47
8. PROCURING ENTITY'S RESPONSIBILITIES	47
9. PRICES	47
10. PAYMENT	48
11. ADVANCE PAYMENT AND TERMS OF PAYMENT	48
12. TAXES AND DUTIES	49
13. PERFORMANCE SECURITY.....	49
14. USE OF CONTRACT DOCUMENTS AND INFORMATION.....	50
15. STANDARDS	50
16. INSPECTION AND TESTS	50
17. WARRANTY	51
18. DELAY IN THE SUPPLIER'S PERFORMANCE.....	51
19. LIQUIDATED DAMAGES.....	52
20. SETTLEMENT OF DISPUTE.....	52
21. LIABILITY OF THE SUPPLIER.....	53
22. FORCE MAJEURE.....	53
23. TERMINATION FOR DEFAULT.....	53
24. TERMINATION FOR INSOLVENCY.....	54
25. TERMINATION FOR CONVENIENCE.....	54
26. TERMINATION FOR UNLAWFUL ACTS.....	55

27.	PROCEDURES FOR TERMINATION OF CONTRACTS.....	55
28.	ASSIGNMENT OF RIGHTS.....	56
29.	CONTRACT AMENDMENT.....	56
30.	APPLICATION.....	56

1. Definitions

1.1. In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) “The Goods” means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the Procuring Entity under the Contract.
- (d) “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) “GCC” means the General Conditions of Contract contained in this Section.
- (f) “SCC” means the Special Conditions of Contract.
- (g) “The Procuring Entity” means the organization purchasing the Goods, as named in the SCC.
- (h) “The Procuring Entity’s country” is the Philippines.
- (i) “The Supplier” means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the SCC.
- (j) The “Funding Source” means the organization named in the SCC.
- (k) “The Project Site,” where applicable, means the place or places named in the SCC.
- (l) “Day” means calendar day.
- (m) The “Effective Date” of the contract will be the date of signing the contract, however the Supplier shall commence performance of its obligations only upon receipt of the Notice to Proceed and copy of the approved contract.
- (n) “Verified Report” refers to the report submitted by the Implementing Unit to the HoPE setting forth its findings as to the existence of grounds

or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

2. **Corrupt, Fraudulent, Collusive, and Coercive Practices**

2.1. Unless otherwise provided in the **SCC**, the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
 - (iii) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
 - (iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
 - (v) "obstructive practice" is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international

financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

(bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

2.2. Further the Funding Source, Borrower or Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in GCC Clause 2.1(a).

3. Inspection and Audit by the Funding Source

The Supplier shall permit the Funding Source to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

4. Governing Law and Language

4.1. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.

4.2. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

5. Notices

5.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.

- 5.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the **SCC** for **GCC** Clause 5.1.

6. Scope of Contract

- 6.1. The Goods and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements.
- 6.2. 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. Any additional requirements for the completion of this Contract shall be provided in the **SCC**.

7. Subcontracting

- 7.1. Subcontracting of any portion of the Goods, if allowed in the **BDS**, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 7.2. If subcontracting is allowed, the Supplier may identify its subcontractor during contract implementation. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract. In either case, subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.

8. Procuring Entity's Responsibilities

- 8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 8.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with **GCC** Clause 6.

9. Prices

- 9.1. For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.

- 9.2. Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with **GCC** Clause 29.

10. Payment

- 10.1. Payments shall be made only upon a certification by the HoPE to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. Ten percent (10%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in **GCC** Clause 17.
- 10.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the **SCC** provision for **GCC** Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract.
- 10.3. Pursuant to **GCC** Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier. Payments shall be in accordance with the schedule stated in the **SCC**.
- 10.4. Unless otherwise provided in the **SCC**, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.
- 10.5. Unless otherwise provided in the **SCC**, payments using Letter of Credit (LC), in accordance with the Guidelines issued by the GPPB, is allowed. For this purpose, the amount of provisional sum is indicated in the **SCC**. All charges for the opening of the LC and/or incidental expenses thereto shall be for the account of the Supplier.

11. Advance Payment and Terms of Payment

- 11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex "D" of RA 9184.
- 11.2. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.
- 11.3. For Goods supplied from abroad, unless otherwise indicated in the **SCC**, the terms of payment shall be as follows:
- (a) On Contract Signature: Fifteen Percent (15%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount

valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.

- (b) On Delivery: Sixty-five percent (65%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.
- (c) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty five (45) days of the date shown on the delivery receipt, the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

12. Taxes and Duties

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

13. Performance Security

- 13.1. Within ten (10) calendar days from receipt of the Notice of Award 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 the forms prescribed in the **ITB** Clause 33.2.
- 13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- 13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 13.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:
 - (a) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;
 - (b) The Supplier has no pending claims for labor and materials filed against it; and

(c) Other terms specified in the SCC.

- 13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

14. Use of Contract Documents and Information

- 14.1. The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 14.2. Any document, other than this Contract itself, enumerated in **GCC** Clause 14.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

15. Standards

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specifications and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

16. Inspection and Tests

- 16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The SCC and 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.
- 16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.
- 16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with

such attendance including, but not limited to, all traveling and board and lodging expenses.

- 16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to **GCC** Clause 5.
- 16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

17. Warranty

- 17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.
- 17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the **SCC**. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total Contract Price or other such amount if so specified in the **SCC**. The said amounts shall only be released after the lapse of the warranty period specified in the **SCC**; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.4. 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, within the period specified in the **SCC** and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in **GCC** Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

18. Delays in the Supplier's Performance

- 18.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements .
- 18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under GCC Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.
- 18.3. Except as provided under GCC Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 19, unless an extension of time is agreed upon pursuant to GCC Clause 29 without the application of liquidated damages.

19. Liquidated Damages

Subject to GCC Clauses 18 and 22, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity may rescind or terminate the Contract pursuant to GCC Clause 23, without prejudice to other courses of action and remedies open to it.

20. Settlement of Disputes

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.

- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 (“R.A. 9285”), otherwise known as the “Alternative Dispute Resolution Act of 2004.”
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

21. Liability of the Supplier

- 21.1. The Supplier’s liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the SCC.
- 21.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

22. Force Majeure

- 22.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the Supplier’s delay in performance or other failure to perform its obligations under the Contract is the result of a *force majeure*.
- 22.2. For purposes of this Contract the terms “*force majeure*” and “fortuitous event” may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Supplier could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Supplier. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 22.3. If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *force majeure*.

23. Termination for Default

- 23.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:

- (a) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contact price;
 - (b) As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased; or
 - (c) The Supplier fails to perform any other obligation under the Contract.
- 23.2. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under GCC Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.
- 23.3. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

24. Termination for Insolvency

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

25. Termination for Convenience

- 25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The HoPE may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.
- 25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:

- (a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or
 - (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.
- 25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

26. Termination for Unlawful Acts

- 26.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:
- (a) Corrupt, fraudulent, and coercive practices as defined in **ITB** Clause 3.1(a);
 - (b) Drawing up or using forged documents;
 - (c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
 - (d) Any other act analogous to the foregoing.

27. Procedures for Termination of Contracts

- 27.1. The following provisions shall govern the procedures for termination of this Contract:
- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
 - (b) Upon recommendation by the Implementing Unit, the HoPE shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
 - (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
 - (ii) the extent of termination, whether in whole or in part;

- (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
 - (iv) special instructions of the Procuring Entity, if any.
- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
 - (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the HoPE a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating this Contract;
 - (e) The Procuring Entity may, at any time before receipt of the Supplier's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;
 - (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
 - (g) The HoPE may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the HoPE; and
 - (h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

28. Assignment of Rights

The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the Procuring Entity's prior written consent.

29. Contract Amendment

Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

30. Application

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is <i>The</i> Philippine International Convention Center (PICC)
1.1(i)	The Supplier is <i>[to be inserted at the time of contract award]</i> .
1.1(j)	The Funding Source is PICC APPROVED BUDGET FOR CY 2018
1.1(k)	The Project Site is <i>PICC, PICC Complex, 1307 Pasay City</i>
2.1	No further instructions.
5.1	The PICC's address for Notices is: PICC-Bids and Awards Committee PICC Complex, 1307 Pasay City
6.2	The Contractor is required to provide all the services specified in Section VII – Technical Specifications: For purposes of this Clause the Authorized Representative of PICC is Mr. Domingo Glenn Fulgencio L. Pelonio, Asst. Director, Facilities and Property Division (FPD).
10.4	Not applicable.
10.5	Payment using LC is not allowed.
11.3	<p>COMPENSATION AND MANNER OF PAYMENT</p> <ol style="list-style-type: none"> 1. For the services rendered by the CONTRACTOR, the PICC shall pay the former the amount of compensation of the personnel to be deployed as reflected in its bid offer and accepted by PICC payable every end of each month. 2. Payment of salaries to Janitorial personnel assigned to PICC by the CONTRACTOR shall be made through a Commercial Bank's ATM/Megalink access facility. 3. Payment of janitorial supplies and equipment including carpet cleaning equipment and supplies shall be included together with the monthly billings of salaries of janitorial manpower services scheduled. Billings shall include proof of delivery with pass-in forms signed by FPD personnel. 4. Payment for the laundry services shall be paid separately after every service rendered. Service shall be done on an "on call" basis and as requested by the FPD authorized representative. 5. The PICC shall make monthly payments, particularly every end of each month only after the PICC has received a billing statement in duplicate,

supported with a certification, under oath, that all its workers who are subject of this Contract have been paid in accordance with pertinent and prevailing laws, rules and regulations. The said certification shall, likewise state that the CONTRACTOR has no outstanding obligation to any of its workers as of the date of the billing statement.

6. The CONTRACTOR shall assign an Accountant or Bookkeeper who shall submit the billing statements for a payment period on or before the 7th working day after each reference period.
7. For the first billing, processing of payments shall be supported with the following documents:
 - a) Contractor's Billing Statement
 - b) Certified Photocopy of the letter of award
 - c) Certified photocopy of notarized Agreement (with attachments) between PICC and the CONTRACTOR; and
 - d) Certificate of Deposit issued by a Commercial Bank with ATM/Megalink access facility.
8. The following are the documents which are required to be submitted for the succeeding monthly billings:
 - a) Invoice duly certified as true and correct by the PICC officials concerned;
 - b) Invoice shall be supported by signed payrolls for regular services personnel and the corresponding deposit slip with the designated depository bank for ATM accounts. For relievers, cash vouchers duly signed by such reliever janitor/s evidencing receipt of payment maybe submitted in lieu of payroll;
 - c) Duly accomplished and approved daily time records of the Contractor's personnel deployed at PICC;
 - d) Certified True Copy of the latest paid-up payroll complete with the personnel's signatures;
 - e) Certified True Copy of the withholding tax or BIR remittances (for taxes deducted from all deployed personnel);
 - f) Certification of Balance of Bank Deposit of the CONTRACTOR's depository bank with ATM/Megalink access facility.
 - g) Certification from FPD representative that no infractions or violations were committed by CONTRACTOR's staff for the month covered by the billing period;
 - h) Certified Duplicate Copy of pay slips of each personnel assigned at the Center;
 - i) Delivery Receipts of supplies and materials duly acknowledged/signed/received by the FPD authorized representative; and
 - j) Affidavit under oath that the CONTRACTOR has paid the salaries/wages, and other mandatory contributions of the janitorial staff and supervisors assigned to PICC for the previous pay period.
9. In addition to the above documents the following shall be submitted at the end of each quarter:

- a.) Certified true copies of SSS Official Receipts or special bank receipts for payment of quarterly remittances together with SSS R5 Forms, of the CONTRACTOR's personnel assigned at PICC,
- b.) Certified true copies of Official Receipts for payment of Pag-ibig quarterly remittances of the contributions of CONTRACTOR's personnel assigned at PICC;
- c.) Certified true copies of Official Receipts issued by Employee's Compensation Commission (ECC) and Philhealth for quarterly remittances of contributions of the CONTRACTOR's personnel assigned at PICC;
- d.) Certified true copies of proof of payments of the 13th month pay, with detailed computation, paid to the CONTRACTOR's personnel assigned to PICC (given every 6th month or 12th month of the contract period); and
- e.) Certified true copies of proof of payments of the 5-days incentive leave pay, with detailed computation of each personnel assigned to PICC (given every 6th month or 12th month of the contract period).

10. The CONTRACTOR hereby guarantees that the janitorial staff detailed at PICC shall be paid their salaries on time and in the exact amount as reflected in the payroll submitted to PICC; (a) any repetitive and unjustified delays in the payment of the janitorial staff; (b) salaries attributed mainly to the CONTRACTOR and/or (c) the CONTRACTOR not paying the exact amount due the staff as reflected in the payroll, shall be sufficient ground for the termination of this Contract.
11. The PICC shall have access to records of payment of salaries and/or auditorial right over the payroll of the CONTRACTOR.
12. The CONTRACTOR hereby guarantees that all employer's share being paid by the PICC for the CONTRACTOR, such as SSS premiums, Pag-ibig, Philhealth, and others and the corresponding employee's share being pre-deducted, shall be remitted properly and on time to the concerned agencies and any unjustified delay or non-remittance of payments shall be sufficient ground for the termination of this Contract.
13. It is agreed that should there be a mandated wage increase during the effectivity of this Contract, the rate herein agreed shall be proportionately adjusted.
14. The absence of janitors or supervisors which results in the presence of less than sixty-three (63) workers at any given time shall cause the corresponding deduction from the billing statement, based on the worker's daily rate, as prescribed by the existing minimum wage requirements for every eight (8) hours work shift.
15. The PICC shall pay the CONTRACTOR, upon presentation of the bill for any overtime services and night differential, if applicable, rendered on Sundays, legal holidays, or on any ordinary days as may be required by PICC.
16. The CONTRACTOR shall deposit with its depository bank or any Commercial Banks with ATM/Megalink access facility, an amount equivalent to one (1) month's salary of all its personnel assigned to PICC withdrawable only for payment of the salaries of the staff in case of delay on the part of the PICC to release the check representing payment

	<p>of wages of the janitors/ carpet cleaners for a corresponding billing period; upon final release of the check, however, the same should be deposited to its bank so as to replenish the amount withdrawn. At any time, PICC may require the CONTRACTOR to submit an updated certification from the Bank Manager as to the current balance of their deposit.</p> <p>17. All payments under this Contract shall be subject to the usual accounting and auditing requirements of PICC.</p>								
13.4(c)	<p>Performance Security</p> <p>Within ten (10) calendar days from receipt of the Notice of Award, 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 following forms:</p> <table border="1" data-bbox="381 693 1282 1186"> <thead> <tr> <th data-bbox="381 693 803 787">Form of Performance Security</th> <th data-bbox="803 693 1282 787">Amount of Performance Security (Equal to Percentage of the Total Contract Price)</th> </tr> </thead> <tbody> <tr> <td data-bbox="381 787 803 882">Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.</td> <td data-bbox="803 787 1282 882">Five percent (5%)</td> </tr> <tr> <td data-bbox="381 882 803 976">Bank draft/guarantee issued by a Universal or Commercial Bank</td> <td data-bbox="803 882 1282 976">Five percent (5%)</td> </tr> <tr> <td data-bbox="381 976 803 1186">Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td data-bbox="803 976 1282 1186">Thirty percent (30%)</td> </tr> </tbody> </table> <p>At the end of the first (1st) year of contract, the Performance Security shall be renewed for another one (1) – year provided the contract is not terminated.</p>	Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)	Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.	Five percent (5%)	Bank draft/guarantee issued by a Universal or Commercial Bank	Five percent (5%)	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)								
Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.	Five percent (5%)								
Bank draft/guarantee issued by a Universal or Commercial Bank	Five percent (5%)								
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)								
17.4	The period for correction of defects in the warranty period is seven (7) calendar days upon receipt of notice from PICC project-in-charge.								
21.1	No additional provision.								

✱
7

Section VI. Schedule of Requirements

Section VI. Schedule of Requirements

Item Number	Description	Contract Duration/Delivery Period
1	Two (2) - Year Contract for Janitorial Manpower Services and Maintenance	The contract shall be for two (2) years. The contract effectivity shall be stated in the Notice to Proceed.
2	Supply and Delivery of Janitorial Equipment	Within 15 calendar days from receipt of Notice to Proceed
3	Supply and Delivery of Carpet Cleaning, Equipment, Supplies and Materials	Within 15 calendar days from receipt of Notice to Proceed
4	Supply and Delivery of Janitorial Supplies and Materials	<ul style="list-style-type: none"> • Divided equally for 12 months • The first delivery shall be within 15 cd from receipt of Notice to Proceed • The succeeding deliveries shall be within the first week of the month
5	Laundry Services	Services to be rendered anytime from June 2019 until end of the contract.

I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.

Name of Company / Bidder

Signature over printed Name of Authorized Representative

Position

Date

Section VII. Technical Specifications

Section VII. Technical Specifications

Item No.	Scope of Works and Specifications	COMPLIANCE
1	<p><i>I. GENERAL SCOPE OF WORKS:</i></p> <ul style="list-style-type: none"> A. Provision of sixty-three (63) supervisors and janitors B. Supply and delivery of janitorial equipment C. Supply and delivery of carpet and fabric upholstered furniture cleaning equipment and supplies D. Supply and delivery of janitorial cleaning supplies E. Laundry services <p><i>II. DETAILED SCOPE OF WORKS & SPECIFICATIONS</i></p> <p>A. Provision of sixty-three (63) personnel which consist of sixty-one (61) janitors and two (2) working supervisors.</p> <ol style="list-style-type: none"> 1. The CONTRACTOR shall provide sixty-three (63) personnel which consist of sixty-one (61) assigned janitors and two (2) working supervisors. It shall also designate fifteen (15) relievers/ replacement workers, as janitors and carpet cleaners, from its roster of personnel, who, with PICC's approval, shall relieve/replace any absent regularly assigned janitors or supervisors. 2. The Contractor's Operations Manager shall act and make decisions in behalf of the CONTRACTOR on matters arising from questions or complaints raised by PICC or by the CONTRACTOR's personnel. 3. The two (2) dedicated Working Supervisors shall have the following qualifications: <ul style="list-style-type: none"> • At least 2nd year college; • At least five (5) years of experience as janitorial housekeeping supervisor for commercial buildings or malls, 5 star hotels or hospitals; • Has undergone basic housekeeping janitorial training/ seminar/s either with TESDA or Johnson Diversey or other accredited housekeeping training center; • With good moral character, disciplined, dedicated, respectful, honest, reliable and computer literate. 4. The sixty-one (61) assigned janitors shall have the following qualifications: 	

- At least high school graduate with a minimum of five (5) years of experience in janitorial housekeeping work;
 - Has undergone basic housekeeping janitorial training/ seminar;
 - Should be physically and mentally fit, dedicated, disciplined, and of good moral character.
 - For carpet cleaners – must possess technical skills on carpet maintenance and should have at least five (5) years of experience in carpet care
5. The replacement workers/ relievers must also possess the above qualifications of janitors.
 6. CONTRACTOR must submit its guidelines on Employee Code of Discipline and Conduct together with penalties;
 7. The CONTRACTOR's employees shall, at all times, be in proper and clean uniforms. For purposes of identification, only one type of uniform and color scheme shall be adopted. The CONTRACTOR, at its own expense, shall provide the uniforms with belt bags as part of the uniforms. The CONTRACTOR shall present to PICC a prototype of the male and female uniform for prior approval.
 8. CONTRACTOR shall submit a list of equipment, supplies and materials to be used in PICC with the complete specifications to demonstrate how these comply with PICC's specifications;
 9. The CONTRACTOR shall submit a profile of their manpower to be assigned to PICC in terms of educational attainment, experience in terms of janitorial and sanitation maintenance services, and competencies in order to determine how manpower qualifications comply with PICC's requirements. A resume of each personnel must be submitted to the Assistant Director of FPD, PICC, for approval subject to an on-the-spot test and interview to be conducted at least one (1) month before the Contractor's assumption of work at the PICC;
 10. The CONTRACTOR shall provide the FPD with a list of their regular service personnel and relievers including copies of their Transcript of Record (for supervisors), certificate of housekeeping seminars, NBI Clearance, Medical Certificate, results of drug test, SSS ID Card, 1"x1" ID picture and bio-data. All service personnel are subject to background investigation by PICC. In case there are incoming relievers who will report to PICC to replace absent janitors during the implementation of the contract the above mentioned documents will also be submitted to FPD;
 11. The Contractor's Operations Manager shall conduct a weekly inspection of equipment, check the performance of assigned personnel at PICC, and the cleanliness of the Center.

12. PICC reserves the right to demand the immediate replacement of any worker assigned to PICC who, in the opinion of PICC, is incompetent or undesirable, or whose services are prejudicial to the discipline and good order among its employees.
13. The CONTRACTOR shall replace any worker only with the prior written consent of the authorized official of PICC. The replacement worker shall be drawn from the list prepared by the CONTRACTOR.
14. Under no circumstances shall the CONTRACTOR allow trainees or apprentices to perform janitorial services in the premises of PICC.
15. The CONTRACTOR's employees shall be allowed access to the premises of PICC only during their respective work schedules, as approved by the Management of PICC. They shall confine themselves within their respective designated or assigned area of work.
16. Appropriate disciplinary action shall be taken by the CONTRACTOR against any worker who violates any of the provisions of this Contract. To ensure strict compliance therewith, supervisors for each area must, at all times, have a floor plan indicating the names of workers assigned to their respective areas at particular times of the day.
17. The CONTRACTOR shall provide their employees with the proper identification cards.
18. The CONTRACTOR shall strictly comply with the required schedule and flow of work presented to PICC.
19. The CONTRACTOR should absorb at least sixty percent (60%) of personnel from the present CONTRACTOR as recommended by PICC Facilities and Property Division
20. The CONTRACTOR shall advise the PICC the cause/s of the removal from PICC of any of its workers or supervisors, within a reasonable time.
21. The CONTRACTOR agrees to adhere, and hereby submits itself, its representatives and all its workers, to the rules and regulations of PICC as regards to sanitation, security and safety.
22. PICC may require the CONTRACTOR to increase or decrease the number of personnel assigned to the PICC when, in its opinion the exigencies of the work so demand; and
23. PICC will provide the CONTRACTOR an office space with office tables and chairs and a telephone line with access to local and outside calls(except long distance and international calls) . The



CONTRACTOR, however shall provide their personnel office equipment such as computer with printer, calculator and other office supplies and materials needed.

24. The CONTRACTOR shall see to it that any breakdown/malfunctioning of any of the PICC' installations such as, but not limited to, water faucets, toilet flush functions, soap dispensers, clogged lavatory drains/floor drains, busted electrical lightings, and other similar installations, within their areas of responsibility shall be reported immediately by its personnel to their respective supervisors who, in turn, shall relay the same to the concerned PICC Officials for immediate action.

25. It is understood that the failure of the PICC to demand compliance with any of the terms and conditions stipulated in this Contract shall not be considered a waiver on its part for the enforcement of any of its provision.

26. This Contract and the fulfillment of the CONTRACTOR's obligations hereunder, shall not be assigned to any other party or parties without the prior written conformity of PICC

27. The CONTRACTOR shall perform quality regular janitorial, sanitation, and carpet and fabric upholstered furniture maintenance and other related services for the PICC, particularly in the following areas:

- a. Delegation Building
- b. Secretariat Building
- c. Plenary Hall
- d. Reception Hall
- e. PICC Forum
- f. Powerhouse Building
- g. Cooling Tower Building
- h. Other areas such as main entrances, covered driveways, bridge ways and guard houses, etc.

PROVIDED, however, that office spaces in the aforementioned building and areas are which are leased to tenants are excluded.

28. The total floor area to be serviced per measurements provided by the Technical Services Department of PICC is approximately 90,069.11 square meters, categorized as follows:

- | | | |
|--------------------------------|---|---------------------|
| i. Vinyl flooring | - | 7,003.37 sq.meters |
| ii. Homogeneous tiles | - | 8,888.87 sq.meters |
| iii. Synthetic Marble flooring | - | 388.80 sq.meters |
| iv. Marble flooring | - | 4,924.48 sq.meters |
| v. Wood parquet | - | 3,719.00 sq.meters |
| vi. Wash-out flooring | - | 3,320.25 sq.meters |
| vii. Broadloom Carpet flooring | - | 9,292.24 sq.meters |
| viii. Carpet tiles flooring | - | 13,924.05 sq.meters |
| ix. Roof deck | - | 29,363.00 sq.meters |

- x. Tile flooring (restrooms) – 2,394.05 sq.meters
- xi. Cement flooring – 6,851.00 sq.meters

OTHERS:

- xii. Total glass surface area– 6,727.78sq.meters (approx)
- xiii. Quantity of fabric upholstered and non-upholstered furniture – 14,500 pieces (approx)

29. It is understood that the offices, areas and properties to be serviced shall include, but shall not be limited to, floors, interior and exterior of walls and partitions, glass panels/windows/doors, ceilings, comfort rooms, elevators, conference rooms, lighting and other fixtures, furniture, equipment, covered walks, concrete pavements, etc.

30. The CONTRACTOR shall provide and supply at its own expense, all cleaning equipment, materials, and supplies necessary for the faithful performance of its obligations under this Agreement.

31. The CONTRACTOR shall deliver a high standard quality of regular janitorial, sanitation and carpet/fabric upholstered furniture cleaning, maintenance and other related services in the aforementioned areas.

32. JANITORIAL SERVICES

32.1. DAILY ROUTINE OPERATIONS

- a. Sweeping, mopping, spot scrubbing and polishing of all floors in areas where heavy traffic occurs, i.e. the main lobby entranceway, waiting areas, shall be serviced continuously during hours of public use to guarantee cleanliness. Mops shall be color-coded according to the purpose intended. Mops for comfort rooms shall not be used for general floor cleaning;
- b. Cleaning and sanitizing of toilets and wash rooms at the heavy, medium traffic areas and VIP rooms (201 to 210), which include the use of environmental friendly sanitizing and disinfecting agents in washbasins, urinals and/or toilet bowls;
- c. Spraying of toilets and certain hallways with environmental friendly deodorant or freshener;
- d. Dusting and cleaning of all inside and outside windows, doors, ceiling, window ledges, air vent, partitions, furniture and fixtures that require specialized maintenance;
- e. Continuous cleaning and emptying out of ashtrays and trash receptacles;
- f. Collection/segregation at source into biodegradable and non-biodegradable/disposal of trash, rubbish and garbage

from the confines of the building to receptacles provided for the purpose;

- g.** Sweeping and polishing of stairways, stair nosing, elevators, escalators, and railings; and
- h.** Reporting of leaking faucets, busted bulbs, and damages incurred during events that need repair or replacement.
- i.** Cleaning and sanitizing of assigned garbage disposal area.

32.2. WEEKLY PERIODIC OPERATIONS:

- a.** Washing, scrubbing, waxing and polishing of vinyl floors at heavy traffic areas;
- b.** Dusting of light fixtures suspended from the ceiling;
- c.** Cleaning, waxing and polishing of office furniture and fixtures, counters, etc., not including items of equipment that require specialized maintenance;
- d.** Vacuum cleaning of textured or upholstered walls and sunscreens; and
- e.** Thorough general cleaning, sanitizing and disinfecting of all washrooms and toilets.

32.3. OTHER PERIODIC OPERATIONS

a. Bi-Monthly

- Washing
- Scrubbing
- Waxing
- Polishing of Vinyl Floors at Medium Traffic Areas

b. Monthly

- Waxing and polishing of vinyl floors at low traffic areas;
- Waxing and polishing of all floors at heavy traffic areas;
- Thorough general cleaning of all low traffic areas;
- Thorough general cleaning of Reception Hall pantry area and hallways; and

c. Every other month

- Thorough general cleaning of outside glass surfaces

d. Every three (3) months

- Washing and cleaning of all light diffusers, blinds, outside walls, ceiling, etc.

B. SUPPLY AND DELIVERY OF JANITORIAL EQUIPMENT

The CONTRACTOR shall provide the following minimum number of the latest cleaning equipment and other devices which should be 100% operational at all times:

	EQUIPMENT	QUANTITY
1.1	<p><i>Floor Polisher</i>, low speed heavy duty 16" Diameter with round bumper rubber, Bumper 1 meter stainless tube chassis made in aluminum with metal bracket wooden frame and pad holder each</p> <p>Pad size: 16" Speed : 175 rpm</p> <p>Motor: ¾ hp Power supply: 220V</p> <p>Mains cable : 12 mts. Net : 30kg</p>	10 units
1.2.	<p><i>Floor Polisher</i>, low speed 17" heavy duty 90 lbs., 175rpm, 1 hp, UL listed, DC rectified, double planetary, all steel gears, 50 power cord, base housing 2 piece metal, convenient switch housing mounted steel tube 1.5" dia., 5" non-marking, self-lubricating</p>	1 unit
1.3.	<p><i>Floor Polisher</i>, high speed, heavy duty 20" Diameter High sleek and simple in design yet delivers power-packed cleaning. Efficiently cleans 1,600 sq. ft. per hour – coverage almost twice as fast compared to burnishing with 300 rpm. For significant savings in manpower time with bracket and pad holder</p> <p>Pad size: 20" Speed : 1500 rpm</p> <p>Motor: 2hp Power supply: 220V</p> <p>Size: 57 inches x 20 inches Cleaning path 20 inches</p>	3 units
1.4.	<p><i>Wall Polisher</i> plate of 160mm or 7" dia.: Power input :1,400W: Weight 3.5kg with disc diamond cutter grinder (or its equivalent) 220V</p>	2 units
1.5.	<p><i>Pressurized Water Pump with rubber Hose to fit for water out</i></p> <p>Maximum permissible pressure: 140 bar</p> <p>Water Flow : at not lower than 800 r.p.m.</p>	3 units

	<p>Maximum suction height : 2,5 m</p> <p>Dimensions : 350 x 330mm x 9000mm or depending on the model</p> <p>Weight : 32kg Power supply : 220V</p> <p>Basic Feature:</p> <p>Integrated trolley, 5 m power cable, cable reel, 10m steel fabric hose, switch-off spray gun with handgrip, spray lance (high and low pressure), fully adjusted pressure control, brass pump head, receptacle for trigger gun assembly and lance, dry run safety, ceramic coated pump plunger, overflow return, place for dirt killer (accessory), detergent injector with filter, 0.8m, detergent probe and with 30 meter hose for water refill on sprayer</p>	
1.6.	<p><i>Aluminum Ladder 6 feet (foldable)</i></p> <p><i>12 feet (foldable)</i></p>	<p>8 pieces</p> <p>1 piece</p>
1.7.	<i>A -3 Step Ladders (foldable, metal powder coated fin.)</i>	17 pieces
1.8.	<i>Multi-folding ladder</i>	1 piece
1.9.	<i>Scaffolding (metal) for outside surface glass cleaning maximum for 5 levels w/ detachable wheel with stopper and 2 pieces harness</i>	1 set
1.10.	<i>Water Hose with 50 meter long in ½ inch diameter</i>	2 rolls
1.11.	<i>Cleaning Janitorial Cart w/ Zippered Yellow vinyl bag, 34 Liters storage compartment, 9.5 Liters Sanitizing, Patent-pending 2 way rubbish door, slim jim hooks, brutehooks, bucket retainer hooks, ergonomic comfort grip handle, safety sign holder, 3 rubber tool grips and 4 marking swivel caster polyliner 56.5 cm w x 96.7 cm L x 105.2 cm. h</i>	13 units
1.12.	<i>Cleaning Janitorial Cart w/ Zippered Yellow vinyl bag, 34 Liters storage compartment, 9.5 Liters Sanitizing, Patent-pending 2 way rubbish door, slim jim hooks, brutehooks, bucket retainer hooks, ergonomic comfort grip handle, safety sign holder, 3 rubber tool grips and 4 marking swivel caster polyliner 56.5 cm w x 96.7 cm L x 105.2 cm. h. With tissue and paper towel keeper.</i>	12 units

1.13.	<p><i>Floor Signs: "CLOSED" – Multilingual "CLOSED" Imprint, 2 sided, yellow color, size 25"h or 63.5cm (Open foldable) Dimension 66cm x 27.9cm x 30.5cm</i></p> <p><i>"CAUTION" – Multilingual "CAUTION" Imprint, 2 sided, yellow color, size 25"h or 63.5cm (Open foldable) Dimension 66cm x 27.9cm x 30.5cm</i></p>	16 pieces
1.14.	<i>Barrier Chain; Yellow Color; 20 feet length 1/16. 1m – polypropylene fill with hook on both ends of the chain</i>	32 pieces
1.15.	<i>Square Brute; Big Wheel Container with lid 57.5cm x 72cm x 104cm., metric capacity of 120L in Gray color Polypropylene fill.</i>	3 units
1.16.	<i>All Purpose Carry Caddy in Gray Color, size 16" x 11" x 6 3/4"h Polypropylene fill</i>	30 pieces
1.17.	<i>Bucket/ Wringer Combination, yellow with multilingual "CAUTION" Imprint (bucket features sediment screen to trap dirty residue) non marking and non-rusting casters for reduce touch up cleaning.</i>	33 pieces
1.18.	<i>Steel Roller Sponge Mop – 12" L in Bronze Finish. Front pull lever on mop handle allows for squeeze-action wringing. Cellulose sponge mop head absorbs liquids fast. Gripper for foam in up and down direction.</i>	50 pieces
1.19.	<i>Double pail bucket color 18"L x 14.5"W x 10" H 19 qt</i>	5 pcs.
1.20.	<p><i>Rechargeable Flash Lights (220 Watts) – Halogen search light with pin light lamp (Replaceable Lamp) with nylon strap</i></p> <p><i>Illuminate time: strong light -1.5Hs.</i></p> <p><i>Input Voltage: 220V 60Hz</i></p> <p><i>Lamps: 6V 15 Watts Halogen Bulb (torch Light)</i></p> <p><i>7 Watts Pin Light Lamp</i></p> <p><i>Battery Type: 6V 4.5Ah Lead Acid Battery</i></p> <p><i>Rechargeable flash light with recharging time that last at least 5 to 8 hours</i></p>	2 units

1.21.	<i>Utility Bucket Pail</i> - Round 12" diameter x 11 ¼ "h. 13.2L with water dipper Polypropylene fill in blue or black color	30 pieces
1.22.	<i>Upright Lobby Dust Pan w/ Cover and Nylon Broom</i> Polypropylene fill 12 ¾ "l x 11 ¼"w x 5"h 13lb Black Color. Self opening and closing lid, Adjustable handle grip enhance user comfort. Made in USA or Germany (or its equivalent)	30 pieces
1.23.	<i>Chemical Applicator</i> with 18" quick connect wet/dry frame and 58" connect handle and mop 18" room dust pad	5 sets
1.24.	<i>Changing bucket for Chemical applicator</i> 23.88L x 9.5"W x 13.63"H for applicator pad	4 units
1.25.	<i>Rectangular Wring bucket</i> for mop applicator 14.5"L x 26.2"w x 16.1"H	6 units
1.26.	<i>Swinger Loop Mops w/ Handle</i> (for wet mopping) with handle, Super stitch cotton looped end wet mop, large	18 pieces
1.27.	<i>Super Stitch Cotton Mops</i> (for stripping floors), with handle, Super stitch cotton looped end wet mop, large	18 pieces
1.28.	<i>Finish System Mop with Handle</i> (for finishing) with handle, Super stitch cotton looped end wet mop, large	18 pieces
1.29.	<i>Tufted Dust Mop</i> , with handle, loop ends, tufted dust mop 24" <i>Tufted Dust Mop</i> , with handle, loop ends, tufted dust mop 36"	13 pieces 5 pieces
1.30.	<i>Glass Squeegee</i> , straight blade Soft, natural 16 ½"l x 1 7/8" w extended handle of 50"h double moss blade conforms to uneven surfaces in Black and Aluminum finish with extendable handle. (Durable) rubber refill included	4 pieces
1.31.	<i>Fabric Glass Scrapper with long handle</i> , straight foam like durable rubber 16"L with 60" long wooden handle	4 pieces
1.32.	<i>Flat Form push CART</i> 300 kgs.	2 units
1.33.	<i>Spotlight Fixture with Stand</i> - with Built-in electronic ballast, 15,000 burning hours, IP44 protection, with 40 watts HC0104i CFL bulb, High defined and advanced reflector to provide the best lighting effect. Highly energy output at low	5 units

	<p>cost. Low temperature of the fixture. Easy fixing. Adjustable because of its light weight and with stand and caster.</p> <p>Power output: 220-240V; Frequency: 50/60Hz</p> <p>Max power: 60w; Dimension: 272 x 222 x 330</p> <p>Weight: 1750g; Lamp Holder: E27</p> <p>Equivalence: Halogen Flood light or 40 to 60watts</p> <p>Use : Outdoor – Indoor</p>	
1.34.	<i>Floor squeegee curved 24" with pvc detachable long handle</i>	6 pieces

The above enumerated tools and equipment shall be provided for the whole duration of the contract. The CONTRACTOR shall maintain the tools and equipment, provided, the same are in good operating condition.

It is understood that after an award is made and prior to the signing of the Contract, the CONTRACTOR shall deliver on site/PICC' premises within fifteen (15) calendar days from receipt of such Notice to Proceed, the above mentioned tools and equipment in good working condition, to be assigned and used in PICC during the effectivity of the Contract.

In the event of breakdown in any of the equipment assigned by the CONTRACTOR to PICC, the former shall, within eight (8) hours from advise of such breakdown, either assign a replacement unit and immediately commence with the repair of said defective equipment and if possible, restore the same to its working condition within (24) hours.

Whenever the number of operating equipment falls below the minimum number as specified above, a penalty of SEVEN HUNDRED FIFTY PESOS (P 750.00) per day per deficient unit shall be deducted from the CONTRACTOR's billing for the month. The CONTRACTOR may be required by the PICC to increase the number of cleaning equipment if, in the judgment of the PICC, such increase is warranted so as to obtain the highest standard or job performance from the CONTRACTOR. Should there be additional cost, this will be subject to negotiation and acceptability to both parties.

C. SUPPLY AND DELIVERY OF CARPET CLEANING EQUIPMENT

1. DAILY MAINTENANCE (VACUUMING, FOLLOW-UP AND SPOT CLEANING) OF CARPETS AT:

- a. Meeting Rooms 1, 2/3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14,
- b. Plenary/Reception Halls
- c. Summit Halls C, D, E, F, G & H
- d. East and West Banquet Areas

- e. Balconies (Summit Halls and Plenary Hall)
- f. D-201 Series, MEMD offices and other VIP rooms
- g. Amorsolo Fine Dining Restaurant
- h. Delegates Lounge at the Secretariat Building
- i. All carpeted stairways
- j. All area rugs on the lobbies, platforms and/or stages
- k. Banquet Hall
- l. Function Rooms A/B and its Foyer
- m. All other carpeted areas not occupied by PICC tenants

2. WEEKLY GENERAL CLEANING AND MAINTENANCE OF CARPETS AND FABRIC UPHOLSTERED FURNITURE LOCATED AT LOW TRAFFIC AREAS SUCH AS:

- a. All Interpreters' Booth
- b. Leaders Hall
- c. Speakers Lounge
- d. Hospitality Lounge
- e. D-216 Series
- f. D-301 Series
- g. Control Booths
- h. Other less frequented/unoccupied carpeted areas

The CONTRACTOR shall provide the following minimum number of the latest cleaning equipment and other devices which should be 100% operational at all times:

	EQUIPMENT	QUANTITY
2.1	<p><i>Vacuum Cleaner for Carpet, Wet & Dry pick-up, heavy duty, made of shock resistant materials, sound proof, with high efficiency polyester, automatic cut-off valve (on wet pick-up), ventilation circulation and washable cotton filter/ changeable, with Float / Cage, Filter replacement, Accessory caddy/ caster, with suction pressure, detachable blower, drum latch safety clip, mbar: 2400, cooling: by pass, consumption (electric) watts: 1080 watts/ 1.3hp, airflow, 1 min.: 3000, container capacity 60liters/ 15 gals, power 220V w/ caster for easy moving while cleaning.</i></p> <p>Standard Accessories: for each vacuum unit</p> <p>16 Gallon Wet/ Dry Vac., Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, blower nozzle, wet nozzle, Male-male adaptor, Diffuser blowing, Extension wands, Owners manual, accessory caddy, Caster wheel, Caster foot for storage.</p> <p>Made in USA, Germany or Italy</p>	2 units

Handwritten initials/signature

2.2	<p><i>Vacuum Cleaner for Carpet, Wet & Dry pick-up</i>, heavy duty, made of shock resistant materials, sound proof, with high efficiency polyester, automatic cut-off valve (on wet pick-up), ventilation circulation and cleanable cotton filter/changeable, with Float / Cage, Filter replacement, Accessory caddy/ caster, with suction pressure.</p> <p>Standard Accessories: for each vacuum unit</p> <p>12 Liters Gallon Wet/ Dry Vac., 220V Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, blower nozzle, wet nozzle, Male-male adaptor, Diffuser blowing, Extension wands, Owners manual, accessory caddy, Caster wheel, Caster foot for storage.</p> <p>Made in USA, Germany or Italy</p>	12 units														
2.3	<p><i>Backpack Vacuum Cleaner, 220v</i></p> <p>Standard Accessories: for each vacuum unit</p> <p>220V Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, blower nozzle, wet nozzle, Male-male adaptor, Diffuser blowing, Extension wands, Owners manual, accessory caddy, Caster wheel, Caster foot for storage.</p> <p>Made in USA, Germany or Italy</p>	2 units														
2.4	<p><i>Shampooing/ Extractor Machine Cleaner</i> with power brush professional power brush boosts performance spraying with warm water and detergent penetrate the pile and dissolve the dirt, roller brush rotates at 2,800rpm to wash out the dirt spray rate with standard accessories such as :</p> <p>2.5M flexible spray extraction hose w/ integrated water supply, floor tool w/ bend, suction tube and with power brush PW10</p> <table border="1" data-bbox="438 1417 1104 1932"> <tr> <td>PERFORMANCE : 15-20 m²/h</td> <td>Floor tools : 330MM</td> </tr> <tr> <td>Hand tools : 110 MM</td> <td>Air Flow rate : 54 l/ Sec.</td> </tr> <tr> <td>Vacuum : 220M Bar</td> <td>Spray rate : 2L/Min.</td> </tr> <tr> <td>Spray pressure/ ram press: 2.0/ 2.5 Bar</td> <td>Fresh water/ dirty tank water : 10/9 L</td> </tr> <tr> <td>Max. cleaning solution temp.: 50 c</td> <td>Motor rating : 230 Volts 1 phase</td> </tr> <tr> <td>Fan : 1250 W</td> <td>Pump : 2 x 40 W</td> </tr> <tr> <td>Weight : 12.1 kg.</td> <td>Dimension : 665 x 320 x 435</td> </tr> </table> <p>Made in Germany</p>	PERFORMANCE : 15-20 m ² /h	Floor tools : 330MM	Hand tools : 110 MM	Air Flow rate : 54 l/ Sec.	Vacuum : 220M Bar	Spray rate : 2L/Min.	Spray pressure/ ram press: 2.0/ 2.5 Bar	Fresh water/ dirty tank water : 10/9 L	Max. cleaning solution temp.: 50 c	Motor rating : 230 Volts 1 phase	Fan : 1250 W	Pump : 2 x 40 W	Weight : 12.1 kg.	Dimension : 665 x 320 x 435	1 unit
PERFORMANCE : 15-20 m ² /h	Floor tools : 330MM															
Hand tools : 110 MM	Air Flow rate : 54 l/ Sec.															
Vacuum : 220M Bar	Spray rate : 2L/Min.															
Spray pressure/ ram press: 2.0/ 2.5 Bar	Fresh water/ dirty tank water : 10/9 L															
Max. cleaning solution temp.: 50 c	Motor rating : 230 Volts 1 phase															
Fan : 1250 W	Pump : 2 x 40 W															
Weight : 12.1 kg.	Dimension : 665 x 320 x 435															

2.5	<p><i>Vacuum cleaner with water filter</i> – Water filter 2 litter capacity, power supply 1400 watt, operating radius 7.5M, air flow rate (L/S) 55, length of cord access 5.5 meter, weight without access 8.5 kg., dimension 480mmL x 305mmW x 520mmh with complete accessories</p> <p>Equipment: Switchable floor nozzle, crevice tool, upholstery tool, heap 12 filter, soft grip surface on handle, parking and stowing aid, foam stop deformer, 2 motor suction filters, suction hose 2m, accessory holder</p>	1 unit
2.6	<p><i>Steamer</i> powerful model designed for commercial purposes, durable die cast aluminum outer housing unit, built-in, easy-to-read water level sight gauge also indicates sediment build-up, color coded high temperature wiring, convenient pre-heat and steam settings, corrosion-proof internal 304 stainless steel boiler tank, 1500 watt in color heating element, 50/60 hertz electrical system</p>	1 unit
2.7	<p><i>Brushless Carpet Sweeper/ Groomer</i> Wt 13.84 lb in Gray Color, 6.5" sweep path with natural boar bristle brushes in each corner, easy to open debris pan for effortless cleaning, constructed with durable galvanized steel and tough high impact resistant plastic.</p>	6 pieces
2.8	<p><i>Upright Lobby Dust Pan w/ Cover and Nylon Broom</i> Polypropylene fill 12 ¾" l x 11 ¼" w x 5" h 13lb Black Color. Self opening and closing lid, Adjustable handle grip enhance user comfort.</p> <p>Made in USA or Germany (or its equivalent)</p>	20 pieces
2.9	<p><i>Hand Brush Pilator</i> 15" l w/ soft bristle in plastic or wood handle for carpet</p>	10 pieces
2.10	<p><i>Furniture Brush/ duster</i> 15" L w/ soft bristle in plastic or wood handle for upholstered furniture with small dustpan.</p>	40 pieces
2.11	<p><i>Floor Signs, (CLOSED)</i>, Yellow Color size: 37"H; 38" x 12" x 1 ½" Imprint, 4 sided, MULTI – LINGUAL (Open foldable)</p>	15 pieces
	<p><i>Floor Signs, (CAUTION)</i>, Yellow Color size: 37"H; 38" x 12" x 1 ½" Imprint, 4 sided, MULTI – LINGUAL (Open foldable)</p>	15 pieces
2.12	<p><i>Barrier Chain; Yellow Color; 20 feet length</i> 1/16. 1m – polypropylene fill with hook on both ends of the chain</p>	35 pieces
2.13	<p><i>Extension Cords at least 15mts. long, 2.0mm flat cord surface mounted outlet in 15 amps., 250volts with 2 prong plug.</i></p>	25 pieces
		25 pieces

	<i>Extension Cords at least 10mts. long, 2.0mm flat cord surface mounted outlet in 15 amps., 250volts with 2 prong plug.</i>	
2.14	<i>Pail/ Buckets w/ water dipper- Plastic 12" diameter with metal handle can contain 2.5 gallons</i>	20 pieces
2.15	<i>All Purpose Carry Caddy in Gray Color, size 16" x 11" x 6 3/4"h Polypropylene fill.</i>	6 pieces
2.16	<i>Carpet Dryer/ Blower (220V), 60hz adjustable in all directions with small rubber wheels and extendable handle and can dry out carpet easily especially in high speed control</i>	3 units

Note: The above enumerated tools and equipment shall be provided for the first year requirements of PICC and on the second year, the CONTRACTOR shall maintain the same tools and equipment provided they are in good operating condition.

Whenever the number of operating equipment falls below the minimum number as specified above, a penalty of SEVEN HUNDRED FIFTY PESOS (P 750.00) per day per deficient unit shall be deducted from the CONTRACTOR's billing for the month. The CONTRACTOR may be required by the PICC to increase the number of cleaning equipment if, in the judgment of the PICC, such increase is warranted so as to obtain the highest standard or job performance from the CONTRACTOR. Should there be additional cost, this will be subject to negotiation and acceptability to both parties.

CHEMICAL CLEANERS with details on the kind of solutions/preparations on how to use the chemicals that will be supplied.

1. All purpose spotter remover
2. Paint, oil and grease remover
3. Carpet Shampoo
4. Liquid spot cleaner rust remover
5. Bonnet cleaning concentrate pre-spray
6. Carpet extraction rinse
7. Carpet extractor

Deliveries of supplies shall be duly acknowledged by the FPD's authorized personnel and covered by a pass-in- form.

D. SUPPLY AND DELIVERY OF JANITORIAL SUPPLIES AND MATERIALS

The CONTRACTOR shall maintain at all time the minimum quantity of environment friendly cleaning agents. Chemicals should be with descriptions and active ingredients/composition labels and in concentrate for delusion such as:

	ITEM AND DESCRIPTION	QUANTITY
1.	Air Freshener in Gel - decorative air freshener that provides up to 30 days of Non-fade freshening. The Gel comes	120 cans in 180-200

	in adjustable container to control the amount of fragrance in each room.	Grams / container
2.	Baking Soda 30 grams	100 packs
3.	Broom (in abaca material)	150 pcs.
4.	All Purpose Cleaner/stain remover	20 gallons
5.	Automatic diffuser sprayer scent for communal CR's	12 pieces
6.	Carpet shampoo extraction rinse (wool-safe)	120 liters 5 liters per container
7.	Ceiling Duster with launderable head, 8 1/2"- Flexible head conforms to virtually any shape. Launderable dust mitt can be worn on the hand or use with a flexible head dusting tool. Flexible head with 60" L polypropylene handle extendable to 14'.	20 pieces
8.	Cotton Mop Head – super stitch cotton loop end; (large) in white colors	200 pieces
	Cotton Mop Head – super stitch cotton loop end; (large) in blue, green and red colors	150 pieces
9.	Cotton Hand Gloves – made in flexible cotton with rubber grip on the palm side in free size (XL)	80 pairs
10.	Counter Brushes/ Dusters – plastic block counter brush, flagged polypropylene fill with 8" bristle coverage. Size: 12 1/4"L silver color	60 pieces
11.	Deodorizer Aerosol Can– deodorizes by killing many germs that causes odors, eliminates odor and their sources in aerosol container 330ml	200 cans in 330ml/ can
12.	Dirt and stain remover, General purpose spotter – wool-safe approved chemical for general spotter /stain remover	50 liters/ (1 liter / cont.)
13.	Dirt, stain and adhesives remover - used for office equipment, modern electronic devices, leatherette goods plastics, glass, metal and nickel brass, furniture and shellac surfaces.(wipe-out)	90 cans 250 Grams
14.	Dirt Picker (Tong)- in aluminum/ light weight metal, clamps dirt with teeth 2" width x 6"length	60 pieces

15.	Disinfectant for Cleaning Waste Storage Room/Area -Concentrated heavy duty neutral disinfectant cleaner, quart based bactericidal, virucidal hospital grade disinfectant. (Concentrate Solution) (should be certified environmental friendly product)BFAD approved	100 gallons
16.	Dust Cloth Flannel, for dusting wiping surfaces 24"x24"- Soft cotton cloth for dusting furniture and other items in five (5) colors <i>light blue, light green, pink, yellow and white.</i>	1,000 pieces
17.	Dust Mop Head (loop end) - No sagging, fraying, or unraveling, slide on slip through backing for easy set-up, durable polyester backing designed for printing that will not launder out, with antimicrobial agent with opening on side to fit dust mop handle in blue color 24" width Dust Mop Head (loose end) - No sagging, fraying, or unraveling, slide on slip through backing for easy set-up, durable polyester backing designed for printing that will not launder out, with antimicrobial agent with opening on side to fit dust mop handle in blue color 36" width	60 pieces 30 pieces
18.	Duster (cloth) (microfiber)	60 pcs.
19.	Fabric Softener in 30ml sachet - fabric softener with mild scent for shampooing of carpets and upholstered chairs	70 sachets 30ml/sachet
20.	Fish Net - for fabric upholstered cleaning made from nylon net used for laundry	50 pieces
21.	Floor Cleaner (Neutral floor cleaner) Use I all type of floors and surfaces. It should effectively remove surface dirt without hurting the shine, Can be mopped or used in automatic scrubber. for follow up cleaning of marble, wood parquets, and vinyl tiles	100 liters (5 liters per container)
22.	Floor Disinfectant (Forward) , An effective germicide and disinfectant. Contains 762 ppm of a potent quaternary germicide which is effective against a wide spectrum of microorganism when used at a 1:20 dilution.	40 liters (5 liters per container)

Handwritten initials/signature

23.	Furniture Polish in aerosol can – with anti-dust formula with allergen trappers removes dust and common allergens from pet dander and pollen	180 cans (330 ml/ can)
24.	Glass Cleaner/Solutions – Water based effective cleaner for windows, mirrors, Glass counters, table tops displays and other similar surface with pleasant smell. Basic ingredient: Organic, solvent, elating agent, dye and aqueous vehicle. (Concentrate Solution)	110 gallons (1 gallon per container)
25.	Glass Squeegee for comfort room mirror and counter top – 10" L x 3" W x 4.5" H Glass squeegee cleaner with hard plastic handle replaceable blades leaves the glass virtually dry to the touch and removes water marks on counter virtually dry to the touch. Use to clean counters tops and mirror inside comfort rooms (Durable)	50 pieces
26.	Gum Remover Agent – removes gums easily with no harsh chemical that will stain the floor/ paint, oil, grease and gum remover (cement, tiles, granite, marble or carpets) (Concentrate Solution)	30 gallons (1 gallon / container)
27.	Hand Brush for Pebbles with handle – Iron like handle scrubber in 5" x 2" length designed to make scrubbing tile and grout lines and cleaning floor baseboards, walls and countertops	60 pieces
28.	Liquid All Purpose Detergent – all purpose washing detergent. (should be certified environmental friendly) (Concentrate solution) BFAD approved	40 gallons (1 gallon per container)
29.	Liquid Soap All Purpose cleaning (Plantex Ultimate), concentrated organic and environment friendly solution, superior, deodorizing, cleaning and disinfecting power. BFAD approved, 100% biodegradable, safe for human and animals	128 gallons (1 gallon/container)
30.	Metal Polish – that instantly cleans and shines brass, copper, chrome, gold and silver with metal oxides, emulsifiers and solvent	125 cans (150 ml/ can)
31.	Molds and Mildew Remover – Specialize in easily removing stain remover attacks molds, mildew, hard water deposits and rust stain with Hypochlorite surfactant fragrance and aqueous vehicle (Concentrate Solution)	185 bottles (500 ml/ bottle)

32.	Mop Handle (plastic mop head holder) – steady mop handle for cleaning all floor surfaces with long handle (Durable) 60" long	140 pieces
33.	Mop chemical applicator dust mop with 14" extension handle	20 pieces
34.	Open dust pan in black color	100 pieces
35.	4100 White Super Polish Pad /spray buffing pad– (for polishing) with estimated life : 250,000 sq .ft. in 16" dia. x 20mm thick	50 pieces
36.	5100 Red buffing pad / polishing pad (for buffing) with estimated pad life: 225,000 sq. ft. in 16" dia. x 20mm thick	35 pieces
37.	4100 White Super Polish Pad /spray buffing pad– (for polishing) with estimated life : 250,000 sq .ft. in 20" dia. x 20mm thick	50 pieces
38.	5100 Red buffing pad / polishing pad (for enhancing floor appearance) with estimated pad life: 225,000 sq. ft. in 20" dia.x 20mm thick	35 pieces
39.	Brown pad, for floor preparation (brown), 16" x 20mm thick	80 pieces
40.	Raincoat (for garbage collector)	2 pieces
41.	Garbage Rubber boots size 10	2 pairs
42.	Stripsol	10 gallons
43.	Scents for spray olive scent and seasonal scent	6 gallons
44.	Paint Brush Soft Bristle 2" in 50.8mm – paint brush with soft bristle and wooden brush handle for detailed cleaning of dust	50 pieces
45.	Plastic garbage bags for refuse – clear color for bio-degradable and for non-biodegradable in extra-large size (50" L x 30"w) expandable. (Does not break easily (as per sample	12,000 pieces
46.	Black scrubbing pad in 16" diameter	30 pieces
47.	Polishing brush – nylon brush of 16" dia. For intensive cleaning of rough floor surface	20 pieces
48.	Powder Soap – all purpose washing soap. (can be used for upholstery and does not fade fabric)	500 kilograms

49.	Rugs (stupa rugs) – white cotton in wide pieces rugs in bundles. (in large cotton retasos)	282 bundles (1 Kilo/ bundle)
50..	Rubber Hand Gloves – durable rubber material in extra-large size	200 pairs
51.	Rubbing Alcohol – Isopropyl Alcohol 70% Solution (scent should be approved)	80 bottles (500 ml/ bottle)
52.	Safety goggles for cleaning in plastic transparent material	10 pieces
53.	Sand paper #000 not too rough for vinyl stains (as per sample)	50 sheets (8" x 13"size per sheet)
54.	Spatula or Dirt Scrapers/Scrubbers – 7.5"L x 3"w with wooden handle and stainless metal.	150 pieces
55.	Sponges Absorbent – 6" x 4"sponge in 4 different colors (Durable should last at least 1 month)	154 pieces
56.	Spray Gun Cleaning Dispenser for chemicals with spray gun – w/ adjustable pressure sprayer spring covered with plastic so as not to breakout easily (Durable) in 500ml	200 bottles (500 ml/ bottle)
57.	Spray Gun (small)	160 pieces
58.	Sprayer 7 liters container with shoulder strap	3 containers
59.	Squeegee blade rubber refill (durable) in 18" long – thick and durable	20 pieces
60.	Stainless Steel Polish – Odorless white liquid polish, which cleans polishes and protect metals. Removes water spots as well as greasy stains leaving a unique, greaseless coating which resist further soiling	40 container (5 liters/ container)
61.	Stair Brush (Push)	30 pieces
62.	Steel Brush – steel brush for metal surface for polishing with handle in 11" length	30 pieces
63.	Steel Wool – 16 Giant Pads, 200 grams average net weight for floor polisher.	20 boxes (25pcs./ box)
64.	Stick Broom – 40"L made out of coconut palm.(aka: walis tingting)	35 pieces
65.	Soft Broom / Abaca Broom– 31" L made out of coconut palm/ abaca palm (aka: walis tambo)	120 pieces
66.	Toilet Bowl Brush – Stain and odor resistant, flexible plastic fill 17 ¾"L blue color (Flexible material)	160 pieces

67.	Upright glass scrapper (cotton) 14" width with detachable long handle	5 sets
68.	Upright glass scrapper (cotton) 14" width	12 pieces
69.	Vinegar 4 liters	8 gallons (4 liters per gallon)
70.	Water heater (heavy duty)	10 pieces
71.	Wax Complete - A non buffable finish containing polymers, resin and metal interlocks to provide maximum durability and resistance to detergent scrubbing	80 containers (5 liters/ container)
72.	Wax Maintainer / Snapback for vinyl and wood parquet floors (spraybuff maintainer) - a balance blend of unique diverse polymer, hard wax, solvent and surfactants. It is a balance formulation that ensures excellent performance surfactants. An innovative and unique spraybuff formulation used as a spray buff agent on resilient floors. It delivers the "just-finished" shine without causing finish build-up <i>Ingredients : Resin, Wax, Solvents, Surfactants, Alkali and Preservative</i>	30 container / (5 liters/ container)
73.	Wax for Marble Flooring (Crystallizer) - liquid floor crystallizer Major Ingredients: Magnesium Silicofluoride	30 containers (5 liters per container)
74.	Wax for Marble Flooring in powder crystallizer form - for soft to moderately-hard marbles floors. The crystallizer contains special acids, oxides and abrasives which chemically react with marble to form a hard crystalline surface that can be polished to a very high shine. The crystallizer provide extra tough durability against heavy foot traffic. It imparts a superior floor hardness that protects against scuffs, scratches and dirt embedment over a longer time. <i>Ingredients : Oxalic Acid, Metallic Oxides and polishing abrasives</i>	15 kilograms (1 kg per container)
75.	Wax Liquid Sealer (over and under) A water emulsion sealer -undercoater containing polymers and metal interlocks. It fills the pores of the floor, levels off the hills and valleys, and binds tightly to the floor providing a highly detergent resistant base coat for all floor finishes, buffable of non - buffable <i>Ingredients: Resin, Wax, Solvents, Surfactants, Plasticizers, Amonia and metal oxide</i>	70 container / (5 liters/ container)

Handwritten signature

76.	Wax Stripping Solution for Vinyl – An amine type concentrated liquid stripper formulated to penetrate and re-emulsify metal interlock finishes and sealers and suspend the broken film to permit easy removal. It can readily strip old waxes and most other water emulsion finishes. Ingredients : Amine, Surfactants, Alkali and chelating Agents	70 container / (5 liters/ container)
-----	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------

NOTE: (1) The above enumerated supplies and materials shall be provided for the first year requirements of PICC and on the second year the CONTRACTOR shall supply anew the same quantity of the above enumerated equipment and supplies.

It is understood that the CONTRACTOR shall ensure and stock abovementioned supplies and materials at all times, otherwise, PICC shall procure the same, the cost of which shall be chargeable to the CONTRACTOR.

All deliveries of above items shall be properly acknowledged by an authorized representative of the PICC Facilities and Property Division (FPD) and covered by a pass-in form.

The PICC shall provide, for its own account, the following supplies:

- 1) Toilet papers
- 2) Interfolded Tissue Paper
- 3) Liquid Hand Soap/Bar Hand Soap

E. LAUNDRY SERVICES

The CONTRACTOR shall provide outside laundry services scheduled upon request and approval of Facilities and Property Division.

Quantity	PARTICULARS
	1) BATH/HAND TOWELS
3.6 kgs.	a) White (big) = 2 8" x 48" inches(6 pcs.) (Semestral)
2.6 kgs.	b) White (small) = 18" x 29" inches (13 pcs.) (Semestral)
40 kgs.	c) White and Beige (extra small) = 11" x 11" inches (13 pcs.) (Semestral)
0.9 kg.	d) Green (small) = 16" x 24" inches (9 pcs.) (Semestral)
0.5 kg.	e) Light Blue (small) = 16" x 24" (5 pcs.) (Semestral)
0.2 kg.	f) Yellow (small) = 16" x 24" inches (2 pcs.) (Semestral)
0.1 kg.	g) Pink (small) = 16" x 24" inches (1 pc.) (Semestral)
0.5 kg.	h) Light Green (small) = 16" x 24" (5 pcs.) (Semestral)
5.5 kgs.	2) PIANO COVERS (5 PCS.) (Semestral)
	3) "White" SKIRTINGS OF THE STAGE PLATFORMS

5.4 kgs.	a) one foot (1') high x four feet (4') long (18 pcs.) (Quarterly)
7.5 kgs.	b) one foot (1') high x eight feet (8') long (19 pcs.) (Quarterly)
10.2 kgs.	c) two feet (2') high x four feet (4') long (18 pcs.) (Quarterly)
4.0 kgs.	d) two feet (2') high x eight feet (8') long (5pcs.) (Quarterly)
4.8 kgs.	e) three feet (3') high x four feet (4') long (13 pcs.) (Quarterly)
19.20 kgs.	f) three feet (3') high x eight feet (8') long (16 pcs.) (Quarterly)
	4) "Maroon/Red" SKIRTINGS FOR THE STAGE PLATFORMS
1.4 kgs.	a) one foot (1') high x four feet (4') long (7 pcs.) (Quarterly)
1.2 kgs.	b) one foot (1') high x eight feet (8') long (4 pcs.) (Quarterly)
2.8 kgs.	c) two feet (2') high x four feet (4') long (12 pcs.) (Quarterly)
10.5 kgs.	d) two feet (2') high x eight feet (8') long (12 pcs.) (Quarterly)
4.8 kgs.	e) three feet (3') high x four feet (4') long (7 pcs.) (Quarterly)
14.4 kgs.	f) three feet (3') high x eight feet (8') long (4 pcs.) (Quarterly)
	5) "Blue Green" SKIRTINGS FOR THE STAGE PLATFORMS
4 kgs.	a) two feet (2') high x four feet (4') long (10 pcs.) (Semestral)
8.4 kgs.	b) two feet (2') high x eight feet (8') long (12 pcs.) (Semestral)
4.8 kgs.	c) three feet (3') high x four feet (4') long (12 pcs.) (Semestral)
10.80 kgs.	f) three feet (3') high x eight feet (8') long (12 pcs.) (Semestral)
	6) "Black" SKIRTINGS FOR THE STAGE PLATFORMS
4 kgs.	a) three feet (3') high x eight feet (8') long (5 pcs.) (Semestral)
9.6 kgs.	b) (16 inches) high x eight feet (8') long (24 pcs.) (Semestral)
15 kgs.	c) (1.5') feet high x eight feet (8') long (40 pcs.) (Semestral)
9.6 kgs.	d) one foot (1') high x eight feet (8') long (30 pcs.) (Semestral)
20 kgs.	e) two feet (2') high x eight feet (8') long (20 pcs.) (Quarterly)
34.5 kgs.	f) three feet (16') high x eight feet (8') long (24 pcs.) (Quarterly)
34.5 kgs.	g) tri-height (16 pcs.) (Quarterly)
	7) "Bronze" SKIRTINGS FOR THE STAGE PLATFORMS
3.6 kgs.	a) one foot six inches (1'6") high x four feet (4') long (18 pcs.) (Semestral)
6.8 kgs.	b) one foot six inches (1'6") high x eight feet (8') long

H

	(23 pcs.) (Semestral)
2.0 kgs.	c) two feet six inches (2'6") high x four feet (4') long
	(6 pcs.) (Semestral)
5.6 kgs.	d) two feet six inches (2'6") high x eight feet (8') long
	(9 pcs.) (Quarterly)
	8) OTHER ITEMS FOR LAUNDRY
200 kgs.	Table Cloth for Conference 106 pcs. (Quarterly)
16 kgs.	Fitted Sheets for Ladies Quarter 40 pcs. (Quarterly)
18 kgs.	Mattress Covers Ladies & Men's Quarters 15 pcs. (Quarterly)
8.0 kgs.	Pillow Case Ladies' and Mens' Quarter 80 pcs. (Quarterly)
2.8 kgs.	Pillow Case PICC Clinic 28 pcs. (Monthly)
4 kgs.	Fitted Sheets for the clinic (8 pcs.) (Monthly)
4.5 kgs.	Flat Sheet for the Clinic (9 pcs.) (Monthly)
11 kgs.	Blankets for PICC clinic 11 pcs. (Monthly)
18 kgs.	Flat Sheets Ladies and Mens Quarter & Clinic 36 pcs. (Quarterly)
8.8 kgs.	Seat Covers of Toyota Altis , Toyota Revo and Toyota Innova (2 units) 72 pcs. (Quarterly)
4.4 kgs.	Mass Table Cover 2 pcs. (2.2/kg/pc.) Quarterly
1 kg.	Side Table covers 2 pcs. (1kg./2 pcs.) (Quarterly)

CONDITIONS:

1. Services should include pick-up from PICC and delivery to PICC of all items laundered.
2. Delivery and Pick-up of laundry shall be duly acknowledged by the FPD's authorized personnel and covered by a pass-in and pass-out form.
3. Materials must be in good condition, complete, packed and sealed upon delivery.

III. SPECIFIC PROVISIONS

1. The CONTRACTOR shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria.

The performance criteria to be applied shall include, among others, the following: (i) Compliance with the conditions of the contract; (ii) Quality of work; (iii) Personnel behavior/attitude.

Before the end of each year, the PICC shall conduct an assessment or evaluation of the performance of the CONTRACTOR based on the above set performance criteria.

Based on the assessment, the PICC may pre-terminate the contract for failure by the CONTRACTOR to perform its obligations thereon following the procedure prescribed under the Guidelines on

Termination of the Contracts issued by the Government Procurement Policy Board (GPPB) under Resolution No. 018-2004 dated December 2004.

2. The CONTRACTOR shall provide:

4 UNITS- Cellular Phone with unlimited call, text and data plan for each unit with 10 to 15 hour battery time, handy, clear frequency/ connection, capable of Viber or Messenger application, camera with at least 8 megapixels and with individual charger per unit. (Disconnection should not be more than 24 hours. Excess of the said hours will be charged a penalty)

The signal of the said provider should be dependable/reliable especially in connectivity (Note: units provided should be capable for receiving emails). (2) two units to be provided with the 2 janitorial supervisors and the other (2) two units will be provided to 2 PICC personnel to be used strictly for work related activities only. Should the Cellular phones be disconnected a penalty of THREE HUNDRED PESOS (P300.00) per day per unit shall be deducted from the CONTRACTOR's billing for the month.

3. Contract Amendment

~~3.1~~ Contract price shall be fixed and shall not be adjusted during the two (2)-year contract implementation, except for the following;

3.1.1 Increase in minimum daily wage pursuant to law or new wage order issued after date of bidding;

3.2.2 Increase in Taxes; and

3.3.3 If during the term of the contract, PICC sees the need for an increase or decrease in the number of janitors.

4. REGULAR HOLIDAYS AND NATIONWIDE SPECIAL DAYS

Unless otherwise modified by law, order or proclamation, the following regular holidays and special days shall be observed by PICC with the CONTRACTOR:

a) Regular Holidays:

- | | | |
|------------------------------------------------------|---|-----------------------|
| 1) New Year's Day | - | January 1 |
| 2) Maundy Thursday | - | Movable Date |
| 3) Good Friday | - | Movable Date |
| 4) Eidul Adha | - | Movable Date |
| 5) Eid'l Fitr | - | Movable Date |
| 6) Araw ng Kagitingan
(Bataan and Corregidor Day) | - | April 9 |
| 7) Labor Day | - | May 1 |
| 8) Independence Day | - | June 12 |
| 9) National Heroes' Day | - | Last Monday of August |

- | | | |
|-------------------|---|-------------|
| 10) Bonifacio Day | - | November 30 |
| 11) Christmas Day | - | December 25 |
| 12) Rizal Day | - | December 30 |

b) Nationwide Special Holidays:

- | | | |
|-------------------------|---|--------------|
| 1) Chinese New Year | - | Movable Date |
| 2) Black Saturday | - | Movable Date |
| 3) Ninoy Aquino Day | - | August 21 |
| 4) All Saints Day | - | November 1 |
| 5) Last Day of the year | - | December 31 |

Except during the abovementioned regular and special holidays, the PICC will not pay the CONTRACTOR for any cancellation of work due to special announcements from any government agencies such as suspension of work due to typhoons, national emergencies, or any other calamities that may transpire. The PICC policy on "No work, no pay" shall be strictly complied with by the CONTRACTOR.

Should PICC, however, require the CONTRACTOR's personnel to render duties on any regular and/or special holidays as enumerated above, PICC shall pay the corresponding overtime based on the computation as authorized by the Department of Labor and Employment.

5. WITHHOLDING TAXES

PICC as a withholding agent shall deduct and withhold the prescribed and creditable Value Added Tax before making any payment to seller of goods and services as required by the Bureau of Internal Revenue.

6. ACKNOWLEDGEMENT AND WARRANTY

The CONTRACTOR shall save and hold PICC free and harmless of any and all liabilities or obligations arising from, or in connection with this Contract.

7. NO EMPLOYER-EMPLOYEE RELATIONSHIP

1. There shall be no employer-employee relationship between the PICC and the CONTRACTOR's personnel to be assigned to PICC. The CONTRACTOR shall be the employer of the personnel or janitors/ carpet cleaners assigned to PICC and shall be responsible for all the liabilities and obligations of their employees under existing laws, rules and regulations and those that may be promulgated thereafter.

2. It is, therefore, understood that each person employed or utilized by the CONTRACTOR in carrying out the contracted services shall be paid by, and considered an exclusive employee of the CONTRACTOR. As such, the PICC shall not be responsible whatsoever for any claim or claims for personnel injury, compensation, damages, including death suffered by the CONTRACTOR's personnel or third persons, due to, or occasioned by, the acts or omission by the CONTRACTOR's janitors/ carpet cleaners in the course of the performance of their functions. The CONTRACTOR holds PICC

Handwritten mark

Handwritten mark

free and harmless from any claim whatsoever from its janitors and personnel.

8. DURATION OF THE AGREEMENT

This Contract for Janitorial Services and Maintenance shall be effective for a period of two (2) years to commence on the date which will be indicated in the Notice to Proceed, subject, however, to performance evaluation towards the end of the first year. The Contractor shall maintain a satisfactorily level of performance throughout the term of contract. Failure by the Contractor to perform at least satisfactory is a ground for pre-termination of the contract.

9. CONTRACTORS' RESPONSIBILITIES

The CONTRACTOR shall be responsible for, and shall indemnify PICC for any and all damages, injuries or losses suffered or sustained by any person due to the misconduct, negligence, inefficiency, breach of trust or dishonesty of the CONTRACTOR's employees committed in the performance of their duties.

10. OBSERVANCE OF LABOR AND LIABILITY FOR DAMAGES

The CONTRACTOR shall obtain all licenses and permits required by laws, rules and regulations and shall comply with the provisions of the Labor Code, Workmen's Compensation Act, and other laws rules and regulations governing employment of labor and workmen, and in cases of death or accident, the CONTRACTOR shall relieve PICC from any and all claims and responsibilities whatsoever in this regard.

The CONTRACTOR shall be liable for any and all acts or omission committed or allowed to be committed by its personnel under its employ by virtue of this Contract resulting in the loss of, or damage to, any of the properties of PICC or to the person or property or any third party.

11. Termination for Default

In case the CONTRACTOR fails or refuses, willfully or by negligence, to furnish the services as herein called for and agreed upon within the specified time stated in the contract, or willfully violates any of the conditions, covenants and stipulation thereof, the PICC shall have the right and power to terminate the Contract by sending a thirty (30) day written notice of such termination to the CONTRACTOR. Upon such termination, the Performance Security shall be made answerable for whatever damages the PICC shall suffer by reason of termination of the Contract.

In addition, the CONTRACTOR acknowledges that the PICC shall undertake a monthly evaluation of the performance of its Contractor and if such evaluation results in a "Poor" or "Unsatisfactory" rating, the said rating shall also constitute a valid ground for termination of this Contract.

12. Disqualification

Should the CONTRACTOR be retained/awarded the next two (2) year contract, it is understood that in line with the PICC' policy not to maintain the same Janitorial agency for more than four (4) consecutive years, the

CONTRACTOR hereby acknowledges and agrees that the latter and/or any of its affiliate janitorial agencies, shall no longer qualify to participate in the public bidding for janitorial and carpet maintenance contract to be conducted by PICC at the expiration of the fourth (4th) year Contract. It may, however, if it so desires and subject to the condition that it has not obtained a Performance Rating of below "SATISFACTORY" during the term of its contract/s with PICC, participate anew after the one (1) year reprieve period.

13. PICC shall enforce the "no work - no pay policy" for personnel who failed to report for duty, unless the CONTRACTOR provides for a replacement in lieu of the absent personnel. Duration of contract

Statement of Compliance

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.



Section VIII. Bidding Forms

Section VIII. Bidding Forms

Bid Form

Date: _____

To: [name and address of Procuring Entity]

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **TWO (2) - YEAR CONTRACT FOR JANITORIAL MANPOWER SERVICES AND MAINTENANCE**, in conformity with the said Bidding Documents for the sum/s as follows:

DESCRIPTION	AMOUNT (VAT Inclusive)
A. JANITORIAL MANPOWER COST (refer to "Exhibit A")	P
B. JANITORIAL EQUIPMENT COST (refer to "Exhibit B")	P
C. CARPET CLEANING AND UPHOLSTERED FURNITURE EQUIPMENT (refer to "Exhibit C")	P
D. JANITORIAL SUPPLIES AND MATERIALS COST (refer to "Exhibit D")	P
E. LAUNDRY SERVICES (refer to "Exhibit E")	P
TOTAL	P

AMOUNT IN WORDS _____

_____, VAT Inclusive.

Note: Attach Janitorial Manpower Cost ("Exhibit A"), Janitorial Equipment Cost ("Exhibit B"), Carpet Cleaning and Upholstered Furniture Equipment ("Exhibit C"), Janitorial Cleaning Supplies Cost ("Exhibit D") and Laundry Services ("Exhibit E").

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 17.1 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

A. JANITORIAL MANPOWER COST

DESCRIPTION	SUPERVISOR (2)	CLEANERS (61)
Daily Wage per Day per Wage Order NCR 21		
COLA per day per Wage Order NCR 21		
1. Amount to Cleaners and Supervisors		
1.1 Monthly Basic Wage per person (Daily wage at 8 hrs 26.16 days per month)		
1.2 COLA		
1.3 13th Month Pay (Monthly pay/12)		
1.4 Service Incentive Leave (Daily wage x 5/12)		
Sub-total (1)		
2. Amount Payable to the Government		
2.1 SSS Premium		
2.2 Philhealth Contribution		
2.3 ECC Share		
2.4 Pag-ibig Fund share		
Sub-total (2)		
Total (Sub total 1 + Sub total 2)		
3. Add: Admin cost		
Profit		
Sub-total (3)		
4. VAT (12% of Admin Cost and Profit)		
MONTHLY RATE PER WORKER		
	X 2	X 61
	-	-
	X 12	X 12
TOTAL		

Prepared by: _____
 (Name and Signature)

B. JANITORIAL EQUIPMENT COST

	DESCRIPTION	QUANTITY	Unit Price	Total Amount VAT Inclusive
1.1	<p><i>Floor Polisher, low speed heavy duty 16" Diameter with round bumper rubber, Bumper 1 meter stainless tube chassis made in aluminum with metal bracket wooden frame and pad holder each</i></p> <p>Pad size: 16" Speed : 175 rpm Motor: ¾ hp Power supply: 220V Mains cable : 12 mts. Net : 30kg</p>	10 units		
1.2.	<p><i>Floor Polisher, low speed 17" heavy duty 90 lbs., 175rpm, 1 hp, UL listed, DC rectified, double planetary, all steel gears, 50 power cord, base housing 2 piece metal, convenient switch housing mounted steel tube 1.5" dia., 5" non marking, self lubricating</i></p>	1 unit		
1.3.	<p><i>Floor Polisher, high speed, heavy duty 20" Diameter High sleek and simple in design yet delivers power-packed cleaning. Efficiently cleans 1,600 sq. ft. per hour – coverage almost twice as fast compared to burnishing with 300 rpm. For significant savings in manpower time with bracket and pad holder</i></p> <p>Pad size: 20" Speed : 1500 rpm Motor: 2hp Power supply: 220V Size: 57 inches x 20 inches Cleaning path 20 inches</p>	3 units		
1.4.	<p><i>Wall Polisher plate of 160mm or 7" dia.: Power input :1,400W: Weight 3.5kg with disc diamond cutter grinder (or its equivalent) 220V</i></p>	2 units		
1.5.	<p><i>Pressurized Water Pump with rubber Hose to fit for water out</i></p> <p>Maximum permissible pressure: 140 bar Water Flow : at not lower than 800 r.p.m. Maximum suction height : 2,5 m Dimensions : 350 x 330mm x 9000mm or depending on the model Weight : 32kg Power supply : 220V</p> <p>Basic Feature: Integrated trolley, 5 m power cable, cable reel, 10m steel fabric hose, switch-off spray gun with handgrip, spray lance (high and low pressure), fully adjusted pressure control, brass pump head, receptacle for trigger gun assembly and lance, dry run safety, ceramic coated pump plunger, overflow return, place for dirt killer (accessory), detergent injector with filter, 0.8m, detergent probe and with 30 meter hose for water refill on sprayer</p>	3 units		
1.6.	<p><i>Aluminum Ladder 6 feet (foldable)</i></p> <p><i>12 feet (foldable)</i></p>	8 pieces 1 piece		

	DESCRIPTION	QUANTITY	Unit Price	Total Amount VAT Inclusive
1.7.	A –3 Step Ladders (foldable, metal powder coated fin.)	17 pieces		
1.8.	Multi-folding ladder	1 piece		
1.9.	Scaffolding (metal) for outside surface glass cleaning maximum for 5 levels w/ detachable wheel with stopper and 2 pieces harness	1 set		
1.10.	Water Hose with 50 meter long in ½ inch diameter	2 rolls		
1.11.	Cleaning Janitorial Cart w/ Zippered Yellow vinyl bag, 34 Liters storage compartment, 9.5 Liters Sanitizing, Patent-pending 2 way rubbish door, slim jim hooks, brutehooks, bucket retainer hooks, ergonomic comfort grip handle, safety sign holder, 3 rubber tool grips and 4 marking swivel caster polyliner 56.5 cm w x 96.7 cm L x 105.2 cm. h	13 units		
1.12.	Cleaning Janitorial Cart w/ Zippered Yellow vinyl bag, 34 Liters storage compartment, 9.5 Liters Sanitizing, Patent-pending 2 way rubbish door, slim jim hooks, brutehooks, bucket retainer hooks, ergonomic comfort grip handle, safety sign holder, 3 rubber tool grips and 4 marking swivel caster polyliner 56.5 cm w x 96.7 cm L x 105.2 cm. h NOTE: WITH TISSUE AND PAPER TOWEL KEEPER	12 units		
1.13..	Floor Signs: "CLOSED" – Multilingual "CLOSED" Imprint, 2 sided, yellow color, size 25"h or 63.5cm (Open foldable) Dimension 66cm x 27.9cm x 30.5cm "CAUTION" – Multilingual "CAUTION" Imprint, 2 sided, yellow color, size 25"h or 63.5cm (Open foldable) Dimension 66cm x 27.9cm x 30.5cm	16 pieces 16 pieces		
1.14.	Barrier Chain; Yellow Color; 20 feet length 1/16. 1m – polypropylene fill with hook on both ends of the chain	32 pieces		
1.15.	Square Brute; Big Wheel Container with lid 57.5cm x 72cm x 104cm., metric capacity of 120L in Gray color Polypropylene fill.	3 units		
1.16.	All Purpose Carry Caddy in Gray Color, size 16" x 11" x 6 ¾"h Polypropylene fill	30 pieces		
1.17.	Bucket/ Wringer Combination, yellow with multilingual "CAUTION" Imprint (bucket features sediment screen to trap dirty residue) non marking and non-rusting casters for reduce touch up cleaning.	33 pieces		
1.18.	Steel Roller Sponge Mop – 12" L in Bronze Finish. Front pull lever on mop handle allows for squeeze-action wringing. Cellulose sponge mop head absorbs liquids fast. Gripper for foam in up and down direction.	55 pieces		
1.19.	Double pail bucket color 18"L x 14.5"W x 10" H 19 qt	5 pcs.		

	DESCRIPTION	QUANTITY	Unit Price	Total Amount VAT Inclusive
1.20.	<p><i>Rechargeable Flash Lights (220 Watts) – Halogen search light with pin light lamp (Replaceable Lamp) with nylon strap</i></p> <p><i>Illuminate time : strong light -1.5Hs.</i></p> <p><i>Input Voltage: 220V 60Hz</i></p> <p><i>Lamps: 6V 15 Watts Halogen Bulb (torch Light)</i></p> <p><i>7 Watts Pin Light Lamp</i></p> <p><i>Battery Type: 6V 4.5Ah Lead Acid Battery</i></p> <p><i>Rechargeable flash light with recharging time that last at least 5 to 8 hours</i></p>	3 units		
1.21.	<p><i>Utility Bucket Pail - Round 12" diameter x 11 ¼ "h. 13.2L with water dipper Polypropylene fill in blue or black color</i></p>	30 pieces		
1.22.	<p><i>Upright Lobby Dust Pan w/ Cover and Nylon Broom Polypropylene fill 12 ¾ "l x 11 ¼"w x 5"h 13lb Black Color. Self-opening and closing lid, Adjustable handle grip enhance user comfort.</i></p> <p><i>Made in USA or Germany (or its equivalent)</i></p>	30 pieces		
1.23.	<p><i>Chemical Applicator with 18" quick connect wet/dry frame and 58" connect handle and mop 18" room dust pad</i></p>	5 sets		
1.24.	<p><i>Changing bucket for Chemical applicator 23.88L x 9.5"W x 13.63"H for applicator pad</i></p>	4 units		
1.25.	<p><i>Rectangular Wring bucket for mop applicator 14.5"L x 26.2"w x 16.1"H</i></p>	6 units		
1.26.	<p><i>Swinger Loop Mops w/ Handle (for wet mopping) with handle, Super stitch cotton looped end wet mop, large</i></p>	18 pieces		
1.27.	<p><i>Super Stitch Cotton Mops (for stripping floors), with handle, Super stitch cotton looped end wet mop, large</i></p>	18 pieces		
1.28.	<p><i>Finish System Mop with Handle (for finishing) with handle, Super stitch cotton looped end wet mop, large</i></p>	18 pieces		
1.29.	<p><i>Tufted Dust Mop, with handle, loop ends, tufted dust mop 24"</i></p> <p><i>Tufted Dust Mop, with handle, loop ends, tufted dust mop 36"</i></p>	13 pieces 5 pieces		
1.30.	<p><i>Glass Squeegee, straight blade Soft, natural 16 ½"l x 1 7/8" w extended handle of 50"h double moss blade conforms to uneven surfaces in Black and Aluminum finish with extendable handle. (Durable) rubber refill included</i></p>	4 pieces		
1.31.	<p><i>Fabric Glass Scrapper with long handle, straight foam like durable rubber 16"L with 60" long wooden handle</i></p>	4 pieces		
1.32.	<p><i>Flat Form push CART 300 kgs.</i></p>	2 units		

	DESCRIPTION	QUANTITY	Unit Price	Total Amount (VAT Inclusive)
1.33.	<p><i>Spotlight Fixture with Stand – with Built-in electronic ballast, 15,000 burning hours, IP44 protection, with 40 watts HC0104i CFL bulb, High defined and advanced reflector to provide the best lighting effect. Highly energy output at low cost. Low temperature of the fixture. Easy fixing. Adjustable because of its light weight and with stand and caster.</i></p> <p>Power output : 220-240V Frequency : 50/60Hz Max power : 60w Dimension : 272 x 222 x 330 Weight : 1750g Lamp Holder : E27 Equivalence : Halogen Flood light or 40 to 60watts Use : Outdoor - Indoor</p>	5 units		
1.34..	<i>Floor squeegee curved 24" with PVC detachable long handle</i>	6 pieces		
TOTAL AMOUNT ----- P				

Prepared by: _____
(Name and Signature)

C. CARPET CLEANING AND UPHOLSTERED FURNITURE EQUIPMENT

	DESCRIPTION	QUANTITY	Unit Price	Total Amount (VAT Inclusive)
2.1)	<p><i>Vacuum Cleaner for Carpet, Wet & Dry pick-up</i>, heavy duty, made of shock resistant materials, sound proof, with high efficiency polyester, automatic cut-off valve (on wet pick-up), ventilation circulation and washable cotton filter/ changeable, with Float / Cage, Filter replacement, Accessory caddy/ caster, with suction pressure, detachable blower, drum latch safety clip, mbar: 2400, cooling: by pass, consumption (electric) watts: 1080 watts/ 1.3hp, airflow, 1 min.: 3000, container capacity 60liters/ 15 gals, power 220V w/ caster for easy moving while cleaning.</p> <p>Standard Accessories: for each vacuum unit</p> <p>16 Gallon Wet/ Dry Vac., Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, blower nozzle, wet nozzle, Male-male adaptor, Diffuser blowing, Extension wands, Owners manual, accessory caddy, Caster wheel, Caster foot for storage.</p> <p>Made in USA, Germany or Italy</p>	2 units		
2.2)	<p><i>Vacuum Cleaner for Carpet, Wet & Dry pick-up</i>, heavy duty, made of shock resistant materials, sound proof, with high efficiency polyester, automatic cut-off valve (on wet pick-up), ventilation circulation and cleanable cotton filter/ changeable, with Float / Cage, Filter replacement, Accessory caddy/ caster, with suction pressure.</p> <p>Standard Accessories: for each vacuum unit</p> <p>12 Liters Gallon Wet/ Dry Vac., 220V Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, blower nozzle, wet nozzle, Male-male adaptor, Diffuser blowing, Extension wands, Owners manual, accessory caddy, Caster wheel, Caster foot for storage.</p> <p>Made in USA, Germany or Italy</p>	12 units		
2.3	<p><i>Backpack Vacuum Cleaner, 220v</i></p> <p>Standard Accessories: for each vacuum unit</p> <p>220V Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, blower nozzle, wet nozzle, Male-male adaptor, Diffuser blowing, Extension wands, Owners manual, accessory caddy, Caster wheel, Caster foot for storage.</p> <p>Made in USA, Germany or Italy</p>	2 units		

	DESCRIPTION	QUANTITY	Unit Price	Total Amount (VAT Inclusive)														
2.4	<p><i>Shampooing/ Extractor Machine Cleaner with power brush professional power brush boosts performance spraying with warm water and detergent penetrate the pile and dissolve the dirt, roller brush rotates at 2,800rpm to wash out the dirt spray rate with standard accessories such as :</i></p> <p><i>2.5M flexible spray extraction hose w/ integrated water supply, floor tool w/ bend, suction tube and with power brush PW10</i></p> <table border="1"> <tr> <td>PERFORMANCE : 15-20 m2/h</td> <td>Floor tools : 330MM</td> </tr> <tr> <td>Hand tools : 110 MM</td> <td>Air Flow rate : 54 l/ Sec.</td> </tr> <tr> <td>Vacuum : 220M Bar</td> <td>Spray rate : 2L/Min.</td> </tr> <tr> <td>Spray pressure/ ram press: 2.0/ 2.5 Bar</td> <td>Fresh water/ dirty tank water : 10/9 L</td> </tr> <tr> <td>Max. cleaning solution temp.: 50 c</td> <td>Motor rating : 230 Volts 1 phase</td> </tr> <tr> <td>Fan : 1250 W</td> <td>Pump : 2 x 40 W</td> </tr> <tr> <td>Weight : 12.1 kg.</td> <td>Dimension : 665 x 320 x 435</td> </tr> </table> <p>Made in Germany</p>	PERFORMANCE : 15-20 m2/h	Floor tools : 330MM	Hand tools : 110 MM	Air Flow rate : 54 l/ Sec.	Vacuum : 220M Bar	Spray rate : 2L/Min.	Spray pressure/ ram press: 2.0/ 2.5 Bar	Fresh water/ dirty tank water : 10/9 L	Max. cleaning solution temp.: 50 c	Motor rating : 230 Volts 1 phase	Fan : 1250 W	Pump : 2 x 40 W	Weight : 12.1 kg.	Dimension : 665 x 320 x 435	1 unit		
PERFORMANCE : 15-20 m2/h	Floor tools : 330MM																	
Hand tools : 110 MM	Air Flow rate : 54 l/ Sec.																	
Vacuum : 220M Bar	Spray rate : 2L/Min.																	
Spray pressure/ ram press: 2.0/ 2.5 Bar	Fresh water/ dirty tank water : 10/9 L																	
Max. cleaning solution temp.: 50 c	Motor rating : 230 Volts 1 phase																	
Fan : 1250 W	Pump : 2 x 40 W																	
Weight : 12.1 kg.	Dimension : 665 x 320 x 435																	
2.5	<p><i>Vacuum cleaner with water filter – Water filter 2 litter capacity, power supply 1400 watt, operating radius 7.5M, air flow rate (L/S) 55, length of cord access 5.5 meter, weight without access 8.5 kg., dimension 480mmL x 305mmW x 520mmh with complete accessories</i></p> <p><i>Equipment: Switchable floor nozzle, crevice tool, upholstery tool, heap 12 filter, soft grip surface on handle, parking and stowing aid, foamstop deformer, 2 motor suction filters, suction hose 2m, accessory holder</i></p>	1 unit																
2.6	<p><i>Steamer powerful model designed for commercial purposes, durable die cast aluminum outer housing unit, built-in, easy-to-read water level sight gauge also indicates sediment build-up, color coded high temperature wiring, convenient pre-heat and steam settings, corrosion-proof internal 304 stainless steel boiler tank, 1500 watt in color heating element, 50/60 hertz electrical system</i></p>	1 unit																
2.7	<p><i>Brushless Carpet Sweeper/ Groomer Wt 13.84 lb in Gray Color, 6.5" sweep path with natural boar bristle brushes in each corner, easy to open debris pan for effortless cleaning, constructed with durable galvanized steel and tough high impact resistant plastic.</i></p>	6 pieces																

	DESCRIPTION	QUANTITY	Unit Price	Total Amount (VAT Inclusive)
2.8	<i>Upright Lobby Dust Pan w/ Cover and Nylon Broom</i> Polypropylene fill 12 ¾" l x 11 ¼" w x 5" h 13lb Black Color. Self opening and closing lid, Adjustable handle grip enhance user comfort. Made in USA or Germany (or its equivalent)	20 pieces		
2.9	<i>Hand Brush Pilator</i> 15" l w/ soft bristle in plastic or wood handle for carpet	10 pieces		
2.10	<i>Furniture Brush/ duster</i> 15" L w/ soft bristle in plastic or wood handle for upholstered furniture with small dustpan.	40 pieces		
2.11	<i>Floor Signs, (CLOSED)</i> , Yellow Color size: 37"H; 38" x 12" x 1 ½" Imprint, 4 sided, MULTI –LINGUAL (Open foldable) <i>Floor Signs, (CAUTION)</i> , Yellow Color size: 37"H; 38" x 12" x 1 ½" Imprint, 4 sided, MULTI –LINGUAL (Open foldable)	15 pieces 15 pieces		
2.12	<i>Barrier Chain</i> ; Yellow Color; 20 feet length 1/16. 1m – polypropylene fill with hook on both ends of the chain	35 pieces		
2.13	<i>Extension Cords at least 15mts. long</i> , 2.0mm flat cord surface mounted outlet in 15 amps., 250volts with 2 prong plug. <i>Extension Cords at least 10mts. long</i> , 2.0mm flat cord surface mounted outlet in 15 amps., 250volts with 2 prong plug.	25 pieces 25 pieces		
2.14	<i>Pail/ Buckets w/ water dipper-</i> Plastic 12" diameter with metal handle can contain 2.5 gallons	20 pieces		
2.15	<i>All Purpose Carry Caddy</i> in Gray Color, size 16" x 11" x 6 ¾" h Polypropylene fill.	6 pieces		
2.16	<i>Carpet Dryer/ Blower</i> (220V), 60hz adjustable in all directions with small rubber wheels and extendable handle and can dry out carpet easily especially in high speed control	3 units		
TOTAL AMOUNT ----- P				

Prepared by: _____
(Name and Signature)

D. JANITORIAL SUPPLIES AND MATERIALS COST

	DESCRIPTION	QUANTITY	Unit Price	Total Amount (VAT Inclusive)
1.	Air Freshener in Gel – decorative air freshener that provides up to 30 days of Non-fade freshening. The Gel comes in adjustable container to control the amount of fragrance in each room.	120 cans in 180-200 Grams / container		
2.	Baking Soda 30 grams	100 packs		
3.	Broom (in abaca material)	150 pcs.		
4.	All Purpose Cleaner/stain remover	20 gallons		
5.	Automatic diffuser sprayer scent for communal CR's	12 pieces		
6.	Carpet shampoo extraction rinse (wool-safe)	120 liters 5 liters/container		
7.	Ceiling Duster with launderable head, 8 ½"- Flexible head conforms to virtually any shape. Launderable dust mitt can be worn on the hand or use with a flexible head dusting tool. Flexible head with 60" L polypropylene handle extendable to 14'.	20 pieces		
8.	Cotton Mop Head – super stitch cotton loop end; (large) in white colors Cotton Mop Head – super stitch cotton loop end; (large) in blue, green and red colors	200 pieces 150 pieces		
9.	Cotton Hand Gloves – made in flexible cotton with rubber grip on the palm side in free size (XL)	80 pairs		
10.	Counter Brushes/ Dusters – plastic block counter brush, flagged polypropylene fill with 8" bristle coverage. Size: 12 ¼"L silver color	60 pieces		
11	Deodorizer Aerosol Can– deodorizes by killing many germs that causes odors, eliminates odor and their sources in aerosol container 330ml	200 cans in 330ml/ can		
12	Dirt and stain remover, General purpose spotter – wool-safe approved chemical for general spotter /stain remover	50 liters/ (1 liter / cont.)		
13	Dirt, stain and adhesives remover - used for office equipment, modern electronic devices, leatherette goods plastics, glass, metal and nickel brass, furniture and shellac surfaces.(wipe-out)	90 cans 250 Grams		
14	Dirt Picker (Tong)– in aluminum/ light weight metal, clamps dirt with teeth 2" width x 6" length	60 pieces		

	DESCRIPTION	QUANTITY	Unit Price	Total Amount (VAT Inclusive)
15.	Disinfectant for Cleaning Waste Storage Room/Area –Concentrated heavy duty neutral disinfectant cleaner, quart based bactericidal, virucidal hospital grade disinfectant. (Concentrate Solution) (should be certified environmental friendly product)BFAD approved	100 gallons		
16.	Dust Cloth Flannel, for dusting wiping surfaces 24"x24"- Soft cotton cloth for dusting furniture and other items in five (5) colors <i>light blue, light green, pink, yellow and white.</i>	1,000 pieces		
17	Dust Mop Head (loop end) – No sagging, fraying, or unraveling, slide on slip through backing for easy set-up, durable polyester backing designed for printing that will not launder out, with antimicrobial agent with opening on side to fit dust mop handle in blue color 24" width Dust Mop Head (loose end) – No sagging, fraying, or unraveling, slide on slip through backing for easy set-up, durable polyester backing designed for printing that will not launder out, with antimicrobial agent with opening on side to fit dust mop handle in blue color 36" width	60 pieces 30 pieces		
18	Duster (cloth) (microfiber)	60 pcs.		
19.	Fabric Softener in 30ml sachet – fabric softener with mild scent for shampooing of carpets and upholstered chairs	70 sachets 30ml/sachet		
20	Fish Net - for fabric upholstered cleaning made from nylon net used for laundry	50 pieces		
21	Floor Cleaner (Neutral floor cleaner) Use I all type of floors and surfaces. It should effectively remove surface dirt without hurting the shine, Can be mopped or used in automatic scrubber. for follow up cleaning of marble, wood parquets, and vinyl tiles	100 liters 5 liters per container		
22	Floor Disinfectant (Forward) , An effective germicide and disinfectant. Contains 762 ppm of a potent quaternary germicide which is effective against a wide spectrum of microorganism when used at a 1:20 dilution.	40 liters 5 liters /container		
23	Furniture Polish in aerosol can – with anti-dust formula with allergen trappers removes dust and common allergens from pet dander and pollen	180 cans 330 ml/ can		

	DESCRIPTION	QUANTITY	Unit Price	Total Amount (VAT Inclusive)
24.	Glass Cleaner/Solutions – Water based effective cleaner for windows, mirrors, Glass counters, table tops displays and other similar surface with pleasant smell. Basic ingredient: Organic, solvent, elating agent, dye and aqueous vehicle. (Concentrate Solution)	110 gallons (1 gallon per container)		
25	Glass Squeegee for comfort room mirror and counter top – 10" L x 3" W x 4.5" H Glass squeegee cleaner with hard plastic handle replaceable blades leaves the glass virtually dry to the touch and removes water marks on counter virtually dry to the touch. Use to clean counters tops and mirror inside comfort rooms (Durable)	50 pieces		
26	Gum Remover Agent – removes gums easily with no harsh chemical that will stain the floor/paint, oil, grease and gum remover (cement, tiles, granite, marble or carpets) (Concentrate Solution)	30 gallons (1 gallon / container)		
27.	Hand Brush for Pebbles with handle – Iron like handle scrubber in 5" x 2" length designed to make scrubbing tile and grout lines and cleaning floor baseboards, walls and countertops	60 pieces		
28.	Liquid All Purpose Detergent – all purpose washing detergent. (should be certified environmental friendly) (Concentrate solution) BFAD approved	40 gallons (1 gallon per container)		
29.	Liquid Soap All Purpose cleaning (Plantex Ultimate), concentrated organic and environment friendly solution, superior, deodorizing, cleaning and disinfecting power. BFAD approved, 100% biodegradable, safe for human and animals	160 gallons (1 gallon/container)		
30	Metal Polish – that instantly cleans and shines brass, copper, chrome, gold and silver with metal oxides, emulsifiers and solvent	170 cans (150 ml/ can)		
31.	Molds and Mildew Remover – Specialize in easily removing stain remover attacks molds, mildew, hard water deposits and rust stain with Hypochlorite surfactant fragrance and aqueous vehicle (Concentrate Solution)	185 bottles (500 ml/ bottle)		
32	Mop Handle (plastic mop head holder) – steady mop handle for cleaning all floor surfaces with long handle (Durable) 60" long	140 pieces		
33	Mop chemical applicator dust mop with 14" extension handle	20 pieces		

	DESCRIPTION	QUANTITY	Unit Price	Total Amount (VAT Inclusive)
34	Open dust pan in black color	110 pieces		
35	4100 White Super Polish Pad /spray buffing pad– (for polishing) with estimated life : 250,000 sq .ft. in 16" dia. x 20mm thick	50 pieces		
36	5100 Red buffing pad / polishing pad (for buffing) with estimated pad life: 225,000 sq. ft. in 16" dia. x 20mm thick	35 pieces		
37	4100 White Super Polish Pad /spray buffing pad– (for polishing) with estimated life : 250,000 sq .ft. in 20" dia. x 20mm thick	50 pieces		
38	5100 Red buffing pad / polishing pad (for enhancing floor appearance) with estimated pad life: 225,000 sq. ft. in 20" dia.x 20mm thick	35 pieces		
39.	Brown pad, for floor preparation (brown), 16" x 20mm thick	80 pieces		
40.	Raincoat (for garbage collector)	2 pieces		
41	Garbage Rubber boots size 10	2 pairs		
42	Stripsol	15 gallons		
43	Scents for spray olive scent and seasonal scent	6 gallons		
44.	Paint Brush Soft Bristle 2" in 50.8mm – paint brush with soft bristle and wooden brush handle for detailed cleaning of dust	50 pieces		
45.	Plastic garbage bags for refuse – clear color for bio-degradable and for non-biodegradable in extra-large size (50" L x 30"w) expandable. (Does not break easily(see sample)	12,000 pieces		
46	Black scrubbing pad in 16" diameter	30 pieces		
47	Polishing brush – nylon brush of 16" dia. For intensive cleaning of rough floor surface	20 pieces		
48	Powder Soap – all purpose washing soap. (can be used for upholstery and does not fade fabric)	500 kilograms		
49	Rugs (stupa rugs) – white cotton in wide pieces rugs in bundles. (in large cotton retasos)	300 bundles (1 Kilo/ bundle)		
50	Rubber Hand Gloves – durable rubber material in extra-large size	200 pairs		
51	Rubbing Alcohol – Isopropyl Alcohol 70% Solution (scent should be approved)	90 bottles (500 ml/ bottle)		

	DESCRIPTION	QUANTITY	Unit Price	Total Amount (VAT Inclusive)
52	Safety goggles for cleaning in plastic transparent material	10 pieces		
53	Sand paper #000 not too rough for vinyl stains (see sample)	50 sheets (8" x 13" size per sheet)		
54	Spatula or Dirt Scrapers/Scrubbers – 7.5"L x 3"w with wooden handle and stainless metal.	150 pieces		
55	Sponges Absorbent – 6" x 4" sponge in 4 different colors (Durable should last at least 1 month)	160 pieces		
56	Spray Gun Cleaning Dispenser for chemicals with spray gun – w/ adjustable pressure sprayer spring covered with plastic so as not to breakout easily (Durable) in 500ml	200 bottles (500 ml/ bottle)		
57	Spray Gun (small)	160 pieces		
58	Sprayer 7 liters container with shoulder strap	3 containers		
59	Squeegee blade rubber refill (durable) in 18" long – thick and durable	20 pieces		
60	Stainless Steel Polish – Odorless white liquid polish, which cleans polishes and protect metals. Removes water spots as well as greasy stains leaving a unique, greaseless coating which resist further soiling	40 container (5 liters/ container)		
61	Stair Brush (Push)	30 pieces		
62	Steel Brush – steel brush for metal surface for polishing with handle in 11" length	30 pieces		
63	Steel Wool – 16 Giant Pads, 200 grams average net weight for floor polisher.	20 boxes (25pcs./ box)		
64	Stick Broom – 40"L made out of coconut palm.(aka: walis tingting)	35 pieces		
65	Soft Broom / Abaca Broom– 31" L made out of coconut palm/ abaca palm (aka: walis tambo)	120 pieces		
66.	Toilet Bowl Brush – Stain and odor resistant, flexible plastic fill 17 ¾"L blue color (Flexible material)	160 pieces		
67	Upright glass scrapper (cotton) 14" width with detachable long handle	5 sets		
68.	Upright glass scrapper (cotton) 14" width	12 pieces		
69.	Vinegar 4 liters	20 gallons (4 liters/gallon)		
70.	Water heater (heavy duty)	10 pieces		

	DESCRIPTION	QUANTITY	Unit Price	Total Amount (VAT Inclusive)
71.	Wax Complete – A non buffable finish containing polymers, resin and metal interlocks to provide maximum durability and resistance to detergent scrubbing	80 containers (5 liters/ container)		
72.	Wax Maintainer / Snapback for vinyl and wood parquet floors (spraybuff maintainer) – a balance blend of unique diversey polymer, hard wax, solvent and surfactants. It is a balance formulation that ensures excellent performance surfactants. An innovative and unique spraybuff formulation used as a spray buff agent on resilient floors. It delivers the “just-finished” shine without causing finish build-up <i>Ingredients : Resin, Wax, Solvents, Surfactants, Alkali and Preservative</i>	30 container / (5 liters/ container)		
73.	Wax for Marble Flooring (Crystallizer) – liquid floor crystallizer Major Ingredients: Magnesium Silicofluoride	30 containers (5 liters/ container)		
74	Wax for Marble Flooring in powder crystallizer form – for soft to moderately- hard marbles floors. The crystallizer contains special acids, oxides and abrasives which chemically react with marble to form a hard crystalline surface that can be polished to a very high shine. The crystallizer provide extra tough durability against heavy foot traffic. It imparts a superior floor hardness that protects against scuffs, scratches and dirt embedment over a longer time. Ingredients : Oxalic Acid, Metallic Oxides and polishing abrasives	15 kilograms 1 kg./container		
75.	Wax Liquid Sealer (over and under) A water emulsion sealer –undercoater containing polymers and metal interlocks. It fills the pores of the floor, levels off the hills and valleys, and binds tightly to the floor providing a highly detergent resistant base coat for all floor finishes, buffable of non -buffable Ingredients: Resin, Wax, Solvents, Surfactants, Plasticizers, Amonia and metal oxide	80 container / (5 liters/ container)		
76.	Wax Stripping Solution for Vinyl – An amine type concentrated liquid stripper formulated to penetrate and re-emulsify metal interlock finishes and sealers and suspend the broken film to permit easy removal. It can readily strip old waxes and most other water emulsion finishes.Ingredients: Amine, Surfactants, Alkali and chelating Agents	76 container / (5 liters/ container)		
TOTAL AMOUNT ----- P				

Prepared by: _____

(Name and Signature)

E. LAUNDRY SERVICES

(1) Quantity	(2) PARTICULARS	(3) FREQUENCY OF LAUNDRY SERVICES PER YEAR	(4) Unit Price	(5) Total Amount (VAT Inclusive) (1) X (3) X (4)
	1) BATH/HAND TOWELS			
3.6 kgs.	a) White (big) =2 8" x 48" inches (6 pcs.) (Semestral)	2		
2.6 kgs.	b) White (small) = 18" x 29" inches (13 pcs.) (Semestral)	2		
40 kgs.	c) White and Beige (extra small) = 11" x 11" inches (13 pcs.) (Semestral)	2		
0.9 kg.	d) Green (small) = 16" x 24" inches (9 pcs.) (Semestral)	2		
0.5 kg.	e) Light Blue (small) = 16" x 24" (5 pcs.) (Semestral)	2		
0.2 kg.	f) Yellow (small) = 16" x 24" inches (2 pcs.) (Semestral)	2		
0.1 kg.	g) Pink (small) = 16" x 24" inches (1 pc.) (Semestral)	2		
0.5 kg.	h) Light Green (small) = 16" x 24" (5 pcs.) (Semestral)	2		
5.5 kgs.	2) PIANO COVERS (5 pcs.) (Semestral)	2		
	3) "White" SKIRTINGS OF THE STAGE PLATFORMS			
5.4 kgs.	a) one foot (1') high x four feet (4') long (18 pcs.) (Quarterly)	4		
7.5 kgs.	b) one foot (1') high x eight feet (8') long (19 pcs.) (Quarterly)	4		
10.2 kgs.	c) two feet (2') high x four feet (4') long (18 pcs.) (Quarterly)	4		
4.0 kgs.	d) two feet (2') high x eight feet (8') long (5pcs.) (Quarterly)	4		
4.8 kgs.	e) three feet (3') high x four feet (4') long (13 pcs.) (Quarterly)	4		
19.20 kgs.	f) three feet (3') high x eight feet (8') long (16 pcs.) (Quarterly)	4		
	4) "Maroon/Red" SKIRTINGS FOR THE STAGE PLATFORMS			
1.4 kgs.	a) one foot (1') high x four feet (4') long (7 pcs.) (Quarterly)	4		
1.2 kgs.	b) one foot (1') high x eight feet (8') long (4 pcs.) (Quarterly)	4		
2.8 kgs.	c) two feet (2') high x four feet (4') long (12 pcs.) (Quarterly)	4		
10.5 kgs.	d) two feet (2') high x eight feet (8') long (12 pcs.) (Quarterly)	4		
4.8 kgs.	e) three feet (3') high x four feet (4') long (7 pcs.) (Quarterly)	4		
14.4 kgs.	f) three feet (3') high x eight feet (8') long (4 pcs.) (Quarterly)	4		

(1) Quantity	(2) PARTICULARS	(3) FREQUENCY OF LAUNDRY SERVICES PER YEAR	(4) Unit Price	(5) Total Amount (VAT Inclusive) (1) X (3) X (4)
	5) "Blue Green" SKIRTINGS FOR THE STAGE PLATFORMS			
4 kgs.	a) two feet (2') high x four feet (4') long (10 pcs.) (Semestral)	2		
8.4 kgs.	b) two feet (2') high x eight feet (8') long (12 pcs.) (Semestral)	2		
4.8 kgs.	c) three feet (3') high x four feet (4') long (12 pcs.) (Semestral)	2		
10.80 kgs.	f) three feet (3') high x eight feet (8') long (12 pcs.) (Semestral)	2		
	6) "Black" SKIRTINGS FOR THE STAGE PLATFORMS			
4 kgs.	a) three feet (3') high x eight feet (8') long (5 pcs.) (Semestral)	2		
9.6 kgs.	b) (16 inches) high x eight feet (8') long (24 pcs.) (Semestral)	2		
15 kgs.	c) (1.5') feet high x eight feet (8') long (40 pcs.) (Semestral)	2		
9.6 kgs.	d) one feet (1') high x eight feet (8') long (30 pcs.) (Semestral)	2		
20 kgs.	e) two feet (2') high x eight feet (8') long (20 pcs.) (Quarterly)	4		
34.5 kgs.	f) three feet (16') high x eight feet (8') long (24 pcs.) (Quarterly)	4		
34.5 kgs.	g) tri-height (16 pcs.) (Quarterly)	4		
	7) "Bronze" SKIRTINGS FOR THE STAGE PLATFORMS			
3.6 kgs.	a) one foot six inches (1'6) high x four feet (4') long (18 pcs.) (Semestral)	2		
6.8 kgs.	b) one foot six inches (1'6) high x eight feet (8') long (23 pcs.) (Semestral)	2		
2.0 kgs.	c) two feet six inches (2'6") high x four feet (4') long (6 pcs.) (Semestral)	2		
5.6 kgs.	d) two feet six inches (2'6") high x eight feet (8') long (9 pcs.) (Quarterly)	4		
	8) OTHER ITEMS FOR LAUNDRY			
200 kgs.	Table Cloth for Conference 106 pcs. (Quarterly)	4		
16 kgs.	Fitted Sheets for Ladies Quarter 40 pcs. (Quarterly)	4		
18 kgs.	Mattress Covers Ladies & Men's Quarters 15 pcs. (Quarterly)	4		
8.0 kgs.	Pillow Case Ladies' and Mens' Quarter 80 pcs. (Quarterly)	4		
2.8 kgs.	Pillow Case PICC Clinic 28 pcs. (Monthly)	12		
4 kgs.	Fitted Sheets for the clinic (8 pcs.) (Monthly)	12		
4.5 kgs.	Flat Sheet for the Clinic (9 pcs.) (Monthly)	12		
11 kgs.	Blankets for PICC clinic 11 pcs. (Monthly)	12		

(1) Quantity	(2) PARTICULARS	(3) FREQUENCY OF LAUNDRY SERVICES PER YEAR	(4) Unit Price	(5) Total Amount (VAT Inclusive) (1) X (3) X (4)
18 kgs.	Flat Sheets Ladiesand Mens Quarter & Clinic 36 pcs. (Quarterly)	4		
8.8 kgs.	Seat Covers of Toyota Altis , Toyota Revo and Toyota Innova (2 units) 72 pcs. (Quarterly)	4		
4.4 kgs.	Mass Table Cover 2 pcs. (2.2/kg/pc.) Quarterly	4		
1 kg.	Side Table covers 2 pcs. (1kg./2 pcs.) (Quarterly)	4		
TOTAL				

Prepared by: _____
(Name and Signature)

**PHILIPPINE INTERNATIONAL CONVENTION CENTER
BIDS AND AWARDS COMMITTEE**

CHECKLIST OF REQUIREMENTS

Bidders shall submit their bids through their duly authorized representative using the forms specified in the Bidding Documents in **two (2) separate sealed bid envelopes**, and which shall be submitted simultaneously. The first envelope shall contain the technical component of the bid including the eligibility requirements and the second shall contain the financial component of the bid.

I. FIRST ENVELOPE: ELIGIBILITY AND TECHNICAL COMPONENTS:

A. ELIGIBILITY DOCUMENTS:

1. Certified photocopy of the valid and current PhilGEPS Certificate of Registration – Platinum Membership. The certificate shall be submitted together with Annex "A".

If any of the documents mentioned in Annex "A" is not current, the new document should be submitted.

2. Statement of all on-going 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 **(ANNEX "A")**;
3. Statement of the Single Largest Completed Contract (SLCC) similar to the contract to be bid, entered into within the last five (5) years from the date of submission and opening of bids, and whose value is at least fifty percent (50%) of the ABC. **(ANNEX "B")** Attach to such statement the following:
 - a. Certified photocopy of the SLCC; and
 - b. Certificate of Acceptance or Official Receipt or Sales Invoice

4. Net Financial Contracting Capacity (NFCC): **(ANNEX "C")**

Computation of NFCC must be at least equal to the ABC to be bid, calculated as follows;

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

or a committed Line of Credit from Universal or Commercial Bank, in lieu of its NFCC Computation. The committed Line of Credit must be at least equal to ten percent (10%) of the ABC to be bid.

B. TECHNICAL COMPONENT:

1. Bid Security:
 - Notarized Bid Securing Declaration (**ANNEX "D"**); or
 - Cash or Manager's Check / Cashier's check issued by a Universal or Commercial Bank in the amount of not less than 2% of the ABC; or
 - Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank in the amount of not less than 2% of the ABC; or
 - Surety Bond, callable upon demand, issued by a private insurance company with attached Certification issued by the Office of the Insurance Commission that said insurance company is authorized to issue such surety, in the amount of not less than 5% of the ABC.
2. Sections VI – Schedule of requirements and VII- Technical Specifications of the Bidding Documents, fully accomplished;
3. Notarized Omnibus Sworn Statement (**ANNEX "E"**) with attached;
 - a. For Corporations, the duly notarized Secretary's Certificate; or
 - b. For Sole Proprietorship, the notarized Special Power of Attorney.

II. SECOND ENVELOPE: FINANCIAL COMPONENT OF THE BID (BID PROPOSAL FORMS)

1. Financial Bid Form (Section VIII of the Bidding Documents) with the required attachments

Note:

1. *Unsealed or unmarked bid envelopes shall be rejected.*

SINGLE LARGEST COMPLETED CONTRACT

WHICH IS SIMILAR TO THE CONTRACT TO BE BID

Business Name:
Business Address:

Name of Contract	a. Owner' Name	Nature of Item/Service	a. Amount of Award	a. Date Awarded
	b. Address		b. Amount at Completion	b. Contract Effectivity
	c. Telephone Nos.		c. Duration	c. Date Completed

Note: This statement shall be supported with:

1. Contract
2. Certificate of Completion & Acceptance or Official Receipt/s or Sales Invoice issued for the contract

Note: The Single Largest Completed Contract shall be completed within the last FIVE (5) years from the date of submission and receipt of bids, that is similar to the contract to be bid, the amount of which shall be at least fifty percent (50%) of the ABC.

Submitted by:

(Printed Name & Signature)

Designation:

Date:

PHILIPPINE INTERNATIONAL CONVENTION CENTER

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached Income Tax Return and Audited Financial Statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

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

NFCC = [(Current assets minus current liabilities) (15)] minus value of all outstanding or uncompleted portions of the project under ongoing contracts, including awarded contracts yet to be started coinciding with contract to be bid.

The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR.

or

A committed Line of Credit, in an amount to at least ten percent (10%) of the ABC, issued by a Universal of Commercial Bank.

Submitted by:

Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative

Date: _____

Note:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

BID SECURING DECLARATION FORM

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

X-----X

BID SECURING DECLARATION
Invitation to Bid: *[Insert Reference number]*

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

I/We¹, the undersigned, declare that:

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

¹ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

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

[Insert NAME OF BIDDER'S AUTHORIZED
REPRESENTATIVE]
[Insert Signatory's Legal Capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Omnibus Sworn Statement

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

AFFIDAVIT

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

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

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

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

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

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

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

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____