

**PHILIPPINE BIDDING DOCUMENTS**

# Procurement of GOODS

Government of the Republic of the Philippines

**“Procurement of Janitorial Services for UP Tacloban College for  
FY 2025-2026”**

**UPTC IB NO. 2025-01**

**Sixth Edition  
July 2020**

# Preface

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

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

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

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

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.

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

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

## *Section I. Invitation to Bid*





**UNIVERSITY OF THE PHILIPPINES  
TACLOBAN COLLEGE**

Magsaysay Boulevard cor. Sto. Niño Ext., Tacloban City 6500, Philippines

**INVITATION TO BID FOR**

**“Procurement of Janitorial Services for UP Tacloban College for FY  
2025-2026”**

(UPTC IB NO. 2025-01)

1. The *University of the Philippines Tacloban College*, through the *TOSF 29M, TOSF 23M and RF 164* intends to apply the sum of *Four Million Two Hundred Sixty-Five Thousand Nine Hundred Eleven Pesos and Seventy-Four Centavos (₱4,265,911.74)* being the ABC to payments under the contract for *Procurement of Janitorial Services for UP Tacloban College for FY 2025-2026*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *University of the Philippines Tacloban College* now invites bids for the above Procurement Project. Delivery of the Goods is required by *25 March 2025 to 24 March 2026*. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from *University of the Philippines Tacloban College* and inspect the Bidding Documents at the address given below during *Monday to Friday from 8:00 AM to 5:00 PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *10 February to 03 March 2025* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (₱5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person, or through electronic means by sending the deposit slip or confirmation slip to [bacsecretariat.uptacloban@up.edu.ph](mailto:bacsecretariat.uptacloban@up.edu.ph)*
6. The *University of the Philippines Tacloban College* will hold a Pre-Bid Conference<sup>1</sup> on *18 February 2025, 10:00 AM* at *UP Tacloban College*, which shall be open to prospective bidders.

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before *03 March 2025 at 10:00 AM*. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *03 March 2025 at 10:00 AM* at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *University of the Philippines Tacloban College* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

BAC Secretariat  
UP Tacloban College  
Magsaysay Boulevard, Tacloban City 6500  
bacsecretariat.uptacloban@up.edu.ph  
Telephone Nos. (053) 832-2897

12. You may visit the following websites:

For downloading of Bidding Documents:

<https://notices.philgeps.gov.ph/>  
<https://www.uptacloban.edu.ph/bids-and-awards/>

*10 February 2025*

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**ARVIN L. DE VEYRA**  
BAC Chairperson

## *Section II. Instructions to Bidders*

## 1. Scope of Bid

The Procuring Entity, *University of the Philippines Tacloban College* wishes to receive Bids for the *Procurement of Janitorial Services for UP Tacloban College for FY 2025-2026*, with identification number *UPTC IB No. 2025-01*.

*[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPs reference number, which is generated after the posting of the bid opportunity on the PhilGEPs website.]*

The Procurement Project (referred to herein as “Project”) is composed of *[indicate number of lots or items]*, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for *FY 2025* in the amount of **₱4,265,911.74**

2.2. The source of funding is:

NGA, the National Expenditure Program.

## 3. Bidding Requirements

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

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

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

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

## 5. Eligible Bidders

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

5.2. *[Select one, delete other/s]*

- a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- b. Foreign ownership limited to those allowed under the rules may participate in this Project.

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. **Origin of Goods**

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

## 7. **Subcontracts**

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

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

## 12. Bid Prices

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

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

### 13. Bid and Payment Currencies

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

Philippine Pesos.

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *120 days from opening of bids*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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<sup>2</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

## 15. Sealing and Marking of Bids

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

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

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

## 16. Deadline for Submission of Bids

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

## 17. Opening and Preliminary Examination of Bids

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

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

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

## 18. Domestic Preference

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

## 19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.



- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:
- Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

- 20.2. 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**.

## **21. Signing of the Contract**

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

## *Section III. Bid Data Sheet*

## Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. <i>Janitorial services</i></li> <li>b. completed within three (3) prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<i>Subcontracting is not allowed</i>
12	The price of the Goods shall be quoted DDP <i>UP Tacloban College</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount of not less than ₱85,318.23 if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than ₱213,295.59 if bid security is in Surety Bond.</li> </ul>
19.3	<i>Not applicable</i>
20.2	<i>No further instructions</i>
21.2	<i>Not applicable</i>

*Section IV. General Conditions of Contract*

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. Performance Security

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

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

## **5. Warranty**

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

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

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

## *Section V. Special Conditions of Contract*

## Special Conditions of Contract

GCC Clause	
1	<i>Refer to the attached Terms of Reference</i>
2.2	The terms of payment shall be as follows: Payment by UP Tacloban College to the Service Provider shall be on a monthly basis upon submission of billing statement and acceptance of output of the Service Provider in compliance with the provision of labor laws, rules and regulations.
4	No further instructions.



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

(AS PER ATTACHED TERMS OF REFERENCE)

*Section VII. Technical Specifications*

# Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[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. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

Specification	Statement of Compliance	Required Documentary Evidence
Fifteen (15) janitorial personnel (10 male and 5 female) on a 44-hour (5.5 days) shift per personnel per week		None
Contract period: one (1) year		None
<i>Please refer to the Terms of Reference for the following:</i>		
I. Schedule of Work		None
II. Guide on Daily Schedule of Activities from Monday thru Saturday		None
III. Minimum Requirements of Supplies and Materials (consumables)		None
IV. Minimum List of Equipment Needed (service provider's property)		<ul style="list-style-type: none"> <li>• Pictures of equipment</li> <li>• Proof of ownership of equipment</li> </ul>
V. Janitorial Services Assignment		None
VI. Specific Provisions		None
<i>Based on the TOR, the following are specifically required and the bidder shall need to submit appropriate documentary evidence:</i>		
Must be a duly licensed and registered Service Contractor per DOLE Department Order No. 174 series of 2017		Certificate of Registration from DOLE
Must present a Client Satisfaction Rating of at least Very Satisfactory (VS) from at least three (3) government agencies or private entities, with whom the contractor has past or ongoing contract		Certification from at least 3 government agencies or private entities
Qualifications of janitors and supervisor		<ul style="list-style-type: none"> <li>• Biodata of supervisor (1)</li> <li>• Biodata of janitors/janitress assigned in buildings (with janitorial experience)</li> <li>• Biodata of janitor assigned in grounds (with janitorial experience)</li> </ul>

*Section VIII. Checklist of Technical and  
Financial Documents*

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

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

#### Technical Documents

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

#### Financial Documents

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

### *Class "B" Documents*

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

## II. FINANCIAL COMPONENT ENVELOPE

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

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

- (k) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

- (1) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

## *Terms of Reference*





University of the Philippines  
**TACLOBAN COLLEGE**  
 Tacloban City

**CAMPUS DEVELOPMENT AND MAINTENANCE OFFICE**

**TERMS OF REFERENCE**

**Project** : Procurement of Janitorial Services  
**Duration** : 12 Months  
**ABC** : **Php4,265,911.74**

**INTRODUCTION**

The maintenance and upkeep of the buildings and facilities at UP Tacloban College are vital to the institution’s operations. However, the University currently lacks the regular manpower required to effectively handle these tasks. To address this, we propose engaging the services of a professional janitorial provider.

The Campus Development and Maintenance Office (CDMO) will be responsible for overseeing and evaluating the performance of the selected service provider. The CDMO will ensure that the approved Maintenance Plan is adhered to consistently and rigorously. By engaging the services of a professional agency, the University guarantees that sufficient janitorial support will be provided for five days a week, plus a half-day on Saturdays, totaling 44 hours per week.

**I. SCHEDULE OF WORK**

WORK ACTIVITIES	DAILY	WEEKLY	MONTHLY	QUARTERLY
1. Cleaning of rooms and offices	X			
a. Sweeping of floors	X			
b. Dusting and disinfection of tables, chairs, shelves, cabinets, printers, desktop computers, electric fan, water dispenser, switches, outlet casing, and doorknobs		X		
c. Dusting of jalousies and glass windows from mist, dust, and other dirt without using pressure sprayer	X	X		
d. Mopping of floor and wall stains				

e. Removal of cobwebs at ceilings and walls				
2. Cleaning of Comfort Rooms using adequate and effective cleaning agent except muriatic acid to include: a. Brushing of tiles b. Cleaning of toilet bowls and lavatory c. Checking of defective plumbing fixtures and leakage in water closets and faucets and record on log book provided d. Disinfection of faucet, door knobs, and door handles e. Disinfection of toilet using zonrox or equivalent f. Cleaning of water closets using effective cleaning agents	X X  X  X		X       X	
3. Reporting defective doorknobs, door locks, electrical switches, electrical outlets, glass windows, whiteboards, blackboards, glass boards, aircons, lights. Ceiling fans, platform, chairs, & table.	X			
4. Cleaning of hallways, lobbies and stairs a. Mopping and sweeping of floors b. Dusting of railings and balusters c. Removal of cobwebs at ceilings and walls	X  X		X	
5. Collection of solid wastes a. Collection of segregated solid wastes in every room and hallway b. Proper disposal of solid waste into segregated collection	X  X			

container assigned to every area				
6. Cleaning of one (1) meter easement area from the perimeter wall of each building from plastics, papers, bottles, grass and weeds, and other organic wastes	X			
7. Watering of plants	X			
8. Application of floor wax		X		
9. Floor polishing every after application of floor wax		X		
10. Trimming of grasses and plants within the one (1) meter easement		X		
11. Cleaning of carpets and rugs with vacuum cleaner		X		
12. Cleaning of venetian blinds			X	
13. Washing & shampooing of carpets and rugs				X
14. Washing of curtains			x	
15. Planting of ornamental plants within the one (1) meter easement area as prescribed by CDMO.				X
16. Application of grease/oil on door and window hinges			X	
17. Cleaning of building roofs and gutters				X
18. Augment CDMO personnel in special clearing activities that may be called for from time to time				X

The schedule outlined above is only the minimum requirement and should serve as a guide for the agency in assigning tasks to the janitors. In general, the University expects the janitorial service provider to ensure that all buildings are consistently clean and well-maintained. There should be no cobwebs on ceilings or walls, no rust or mold on surfaces, and all rooms, lavatories, and other facilities must be well-kept. Toilets should be free from foul odors, windows and jalousies should be dust-free, and floors should remain shiny and clean at all times.

## II. GUIDE ON DAILY SCHEDULE OF ACTIVITIES FROM MONDAY THRU SATURDAY

<b>JANITORIAL WORK SCHEDULE:</b>	
<b>Monday - Friday</b>	
<b>Time</b>	<b>Activities</b>
<b>7:00 AM – 10:00AM</b>	Sweeping of floors, dusting of tables, chairs, shelves, cabinets, disposal of trash, watering of indoor plants, cleaning of comfort rooms, hallways and stairs.
<b>10:00AM – 11:00AM</b>	– Messengerial works
<b>11:00AM – 11:30AM</b>	– Cleaning and mopping of floors of comfort rooms as necessary
<b>11:30AM – 12:30 AM</b>	Lunch Break
<b>12:30 PM – 2:00 PM</b>	Cleaning of building easement, trimming of ornamental plants and weeding.
<b>2:00PM – 3:00PM</b>	Messengerial works
<b>3:00PM – 4:00PM</b>	Cleaning and mopping of floors of comfort rooms and collection and proper disposal
<b>Saturday</b>	
<b>8:00AM – 12:00NN</b>	*Schedule laundry of curtains per office assigned and application of floor wax

<b>GROUND MAINTENANCE WORK SCHEDULE:</b>	
<b>Monday - Friday (AS and DM Grounds, UP Botanical Garden)</b>	
<b>Time</b>	<b>Activities</b>
<b>7:00AM – 11:30AM</b>	Sweeping at the assigned areas, collecting and proper disposal of garbage
<b>11:30AM – 12:30PM</b>	Lunch Break
<b>12:30PM – 4:00PM</b>	Grass cutting, trimming and weeding of alien plants
<b>Saturday</b>	
<b>8:00AM -12:00NN</b>	*Grass cutting on sidewalks such as Sto. Niño Ext., and Magsaysay Boulevard
	*Cleaning of roof and gutters of buildings

For purposes of maintaining the upkeep of the Sta. Elena Road Network and Apitong Property, the Ground Maintenance Team composed of six (6) personnel has scheduled every Friday to clean the area.

### **III. MINIMUM REQUIREMENTS OF SUPPLIES AND MATERIALS (consumables)**

The Agency shall ensure the delivery of supplies and materials in amounts or number sufficient for scheduled cleaning activities. In the event that there is insufficient cleaning materials delivered, UPTC may buy the same, subject to deduction from the total amount due to the Agency.

The Agency shall equip its personnel with the necessary materials and supplies such as but not limited to the following:

**Table 1: Supplied Monthly**

<i>Quantity</i>	<i>Unit</i>	<i>Particular</i>	<i>Amount</i>	<i>Total</i>
12	packs	Pride antibac powder soap,(1000 grams)		
6	Packs	Zim cleanser powder		
1	Kilo	Chlorine		
12	Gal.	Dutch traffic liquid grade wax (white)		
2	Liters	Muriatic Acid		
80	Pcs.	Toilet deodorant (Albatross)		
16	liters	Power clean downy antibac		
40	liter	Zonrox		
1	bottle	Liquid sosa (500ml)		
2	Gals.	Glass cleaner		
10	can	Splenda furniture cleaner, aerosol,300ml		
50	rolls	Tissue paper, 2 ply sheets, 150 pulls, 100mm		
10	cans	Baygon insecticide, aerosol type,600ml		
2	bottles	WD40 all-purpose oil, big		
84	pcs.	Garbage black bag, jumbo size		
11	packs	Garbage black bag, medium		
4	can	WD40, rust remover		
20	pairs	Rubberize gloves		
1	box	Surgical face mask		
15	pieces	Coconut stick broom, jumbo (bahol)		
15	pieces	Salay soft broom, jumbo (makapal)		
<b>Total estimated cost per month</b>				

**Table 2: Supplied Quarterly**

<i>Quantity</i>	<i>Unit</i>	<i>Particular</i>	<i>Amount</i>	<i>Total</i>
6	pieces	Mop handle		
15	pieces	Dust pan		
6	Pc.	Hand brush		
6	Pcs.	Scrubbing pad		
6	Pcs.	Plastic brush with wooden handle		

8	Pcs.	Mop head		
6	Pcs.	Heavy duty toilet brush		
6	Pcs.	Heavy duty toilet rubber pump		
1	box	Rubber gloves		
<b>Total per quarter</b>				

**Table 3: Supplied upon commencement of work**

<i>Quantity</i>	<i>Unit</i>	<i>Particular</i>	<i>Amount</i>	<i>Total</i>
15	Pieces	Glass squeegee		
12	pieces	Bottle sprayer		
9	pcs.	Bolo		
9	Pcs.	Heavy duty garden scissor cutter, long)		
11	pieces	Poncho rain coat		
9	pairs	Rain boots		
9	units	Jungle bolo (Sundang)		
9	units	Rake (big) heavy duty		
9	units	Shovel (pointed, big)		

Delivery of supplies/equipment shall be every 5<sup>th</sup> day of the month prior to the intended month of use of the same (i.e. supplies for May, 2024 must be delivered on or before April 5, 2024). In case the delivery day falls on a Saturday, Sunday or a Holiday, the delivery must be done in advance (i.e. April 5, 2024 is a Sunday, then the delivery shall be done on April 1, 2024), except during unexpected calamities or when there is fortuitous event.

In case, of off-setting of materials, equipment or supplies as may be requested by the UPTC, the list of the monthly supplies for delivery shall be provided to the AGENCY by the UPTC at least 15 days prior to the scheduled delivery as stated on the first paragraph of this item, otherwise, the list as provided in the table of this TOR will automatically be the prevailing list of supplies for delivery.

In case of non-delivery by the AGENCY on the agreed schedule, a penalty of 1/10 of 1% of the total cost of the undelivered items will be charged for every day of delay or will be charged as a reduction of the billing for the period, whichever is more beneficial to UPTC.

In case of incomplete delivery of materials/supplies on set schedule as provided under Table 1 & 2 of this TOR, the Agency will incur a penalty of 1/10 of 1% of the total contract price for every day of delay. The total cost of the materials not delivered until the last working day of the applicable delivery month plus the incurred penalties shall be deducted from the applicable billing period.

**IV. MINIMUM LIST OF EQUIPMENT NEEDED (service provider's property)**

<i>Quantity</i>	<i>Unit</i>	<i>Particular</i>	<i>Specification</i>
2	units	Floor Polisher	Heavy Duty, 20" dia.
3	units	Vacuum cleaner	Heavy duty, wet and dry vacuum cleaner
6	units	Mop squeezer	Heavy duty
1	units	Ladder	Heavy duty
4	units	Buggy/ Garbage cart	Two-wheel; heavy duty
5	units	Grass cutter	Heavy duty

**V. JANITORIAL SERVICES ASSIGNMENT**

**CLUSTER I**

ASSIGNMENT	AREA (sq.m.)	Toilet Bowls	Urinals	Lavatories	No. of Janitors	No. of Janitress
<b>Arts and Sciences Academic Complex</b> - Ground floor and 2 <sup>nd</sup> floor classroom, hallways and comfort rooms - 2 <sup>nd</sup> floor DH/DSS Faculty room and hallways - College Conference hall hallways/stairs and comfort rooms	1,633.00	17	3	19	0	1
<b>Multipurpose Building and Student Lounge</b>	836.82	6	2	5	1	0
<b>Division of Natural Sciences and Mathematics (DNSM) Complex</b> - Laboratory rooms, Faculty rooms, Division chairs' office, Herbarium room, Wet Lab., Dry Lab, hallways and comfort rooms	940.00	10	4	31	1	0
<b>Sub-Total Cluster 1</b>	<b>3,409.82</b>	<b>33</b>	<b>9</b>	<b>55</b>	<b>2</b>	<b>1</b>

## CLUSTER 2

ASSIGNMENT	AREA (sq.m.)	Toilet Bowls	Urinals	Lavatories	No. of Janitors	No. of Janitress
Division of Management Complex - Ground and 2 <sup>nd</sup> floor classrooms, conference rooms, Faculty rooms, computer laboratory rooms, hallways, and comfort rooms	1,678.00	15	4	11	0	1
Two (2) BL Building, LSHC and TLRC - REIS, TLRC Ground and 2 <sup>nd</sup> floor classrooms, computer laboratory rooms, lecture rooms, hallways, faculty room and comfort rooms	1,365.32	7	2	9	0	2
OSA, Clinic, Library ground floor - Computer laboratory rooms, Humanities lab, Psychological testing room, GDP / OASH office, HSU,SPMO Office in Guesthouse, 3 <sup>rd</sup> floor multi-purpose hall, stairs, hallways and comfort rooms	1,863.29	15	6	15	0	1
Dormitory Complex - Dormitory Buildings and the surrounding area	3,000.00	0	0	0	1	
<b>Sub-Total Cluster 2</b>	<b>7,906.61</b>	<b>37</b>	<b>12</b>	<b>35</b>	<b>1</b>	<b>4</b>



### CLUSTER 3

ASSIGNMENT	AREA (sq.m.)	Toilet Bowls	Urinals	Lavatories	No. of Janitors	No. of Janitress
AS Grounds - Corner side of MPB, nipa huts, back of admin building and DNSM, basketball court area and student lounge and fence along Army road.	15,587.00	0	0	0	1	0
DM Grounds - Mini forest, dormitories, library, canteen, guesthouse and fence area along Sto. Niño extension and Magsaysay boulevard	13,329.00	0	0	0	1	0
DM Grounds -Area 4 - Soccer field area including DM and TLRC grounds, Area at the back of DM, DMX and SHS building, tikling garden, fence corner of MH del Pilar and Magsaysay boulevard	13,989.60	0	0	0	2	0
Parking Area and Student Tambayan	1,374.00	0	0	0	1	0
UP Botanical Park - Along Magsaysay Boulevard sidewalk area and the entire UP Botanical Garden.	16,681.00	0	0	0	2	0
<b>Sub-Total Cluster 3</b>	<b>60,960.60</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>

#### VI. SPECIFIC PROVISIONS

1. Qualification of the Contractor
  - a. Must be a duly licensed and registered Service Contractor per DOLE Department Order No. 174 series of 2017;
  - b. Must be duly registered with the SEC, DTI, or CDA; and
  - c. Must present a Client Satisfaction rating of at least Very Satisfactory (VS) from at least 3 government agencies or private entities, with whom the contractor has past or ongoing contract.

In addition to the foregoing, the janitors and supervisor employed by the Agency shall possess the following general qualifications:

- a. Must be of good moral character, without criminal and/ or police records;
- b. Each janitor shall be provided by the Agency with at least 2 sets complete uniform and identification (ID) cards.
- c. Must be physically and mentally fit, as evidenced by a medical certificate issued by a DOH accredited Medical Service Provider.

Any misrepresentation by the Agency with respect to such qualifications shall be ground for the termination/cancellation of the Contract.

## 2. Specific Qualifications

- Janitors (Buildings)
    - a. Physically fit and of legal age
    - b. With at least (6) months janitorial experience in housekeeping and has acquired skills in the operation of various janitorial equipment as certified
    - c. Police clearance
  - Janitors (Grounds)
    - a. Physically fit and of legal age
    - b. With at least (6) months gardening experience (such as; sweeping, weeding, trimming, pruning, plant propagation, planting, landscaping, and grass cutting using brush cutter) as certified
    - c. Police clearance
  - Supervisor Janitor to be assigned by the Agency should be:
    - a. Experienced, skilled, qualified and possessing valid favorable health, NBI and police clearance
    - b. Mentally and physically fit
    - c. Of good moral character and reputation, honest, courteous, helpful, cooperative and with pleasant disposition; and
    - d. Provided with uniform and identification patches.
3. The Agency shall maintain effective supervision over janitors assigned in the campus and do the following:
    - a. Conduct spot checking of janitors at least twice a week
    - b. Check proper wearing of ID's
    - c. Check proper wearing of uniforms and PPE
    - d. Monitor adequacy of supplies and materials
    - e. Discuss with end user issues and concern for immediate resolution
  4. It is understood that the Agency's personnel shall be provided with ID cards for their identification and that they shall be subject at all times to on-the spot search upon entering, leaving or during their stay inside the UPTC premises. The Agency shall, therefore provide UPTC an updated list of each personnel assigned thereat whenever there is a change in staffing, including temporary personnel.
- The Agency shall pay the wages, salaries or compensation of the janitors in accordance with the provisions of the Minimum Wage Law as follows:
- a. Not later than the 15<sup>th</sup> and 30<sup>th</sup> day of the month
  - b. Through ATM payroll account
  - c. Pay slips should be provided per payroll period

The payment shall be made, even if, for some reason or the other, the agency fails to collect on time from UPTC.

5. The Agency hereby acknowledges that no authority has been conferred upon it by UPTC to hire any person or persons in behalf of UPTC, and it is understood that each person or persons employed or utilized by the Agency in carrying out the janitorial service shall be paid by and considered exclusive employee or Agent of the Agency and as such UPTC shall not be responsible whatsoever for any claim or claims for personal injury, wages, damages, including death, caused to the Agency and/ or its personnel themselves or third persons, where such injury or death arises out of, or in the course of the performance of the duties of the janitors.
6. The Agency holds UPTC free and harmless from any claim whatsoever from its janitor and personnel.
7. Any janitor found ineffective based on signed reports shall be immediately replaced by the Agency upon written request by the Head of Procuring Entity or his duly authorized representative.
8. UPTC, in case of disagreement or controversy regarding the restitution of any UPTC property lost, damaged or destroyed during the term of Contract, shall create an Investigation Board composed of two (2) officials from UPTC and one (1) from the Agency whose decision shall be final unless otherwise reversed by Head of the Procuring Entity. Immediately after it has been determined that the Agency is at fault, the Agency shall immediately pay the UPTC the cost of the lost items, otherwise, UPTC shall withhold such amount from the Agency's billing.
9. The Agency shall submit the required documents for monthly billing on or before the 5<sup>th</sup> day of the following month, to wit:
  - a. Accomplishment Report
  - b. Request for Payment
  - c. Statement of Account of Contractor's Bill
  - d. Certificate of Acceptance/Contract of Agreement
  - e. Record of Attendance/Service (DTR)
  - f. Proof of remittance to SSS/PHIC/HDMF
  - g. Proof of delivery of supplies and materials
10. The 12% VAT for the purpose of computing the contract price shall be based on the total amount due to janitors and government plus the agency fee.
11. The first six (6) months billings of the Agency is subject to a ten percent (10%) retention fee to be retained by the College during the effectivity of this agreement or contract to cover any loss, damage, deficiencies and money claim against the College arising from cases, administrative or judicial, which is a result of its Contract with the Agency and could only be released upon final termination of said cases without prejudice to its application in labor cases, provided, further that clearance from the Dean, UP Tacloban College has been sought by the Agency. In all instances, the

University of the Philippines System free and harmless from any and all claims and liabilities.

## **A. SCOPE OF WORK**

The following is the Scope of Work for the Contract for Janitorial Service. UPTC may provide specific work assignments to the assigned janitors with details of the work, such as the number of janitors/janitress to be assigned (or areas of responsibility), and other details that UPTC may deem necessary as called for any situation, or janitorial requirements as advised by the Agency with UPTC's approval. Majority of personnel are male due to the nature of work and work assignment particularly ground personnel assigned to the Campus Grounds, Botanical Park or Garden and Sta. Elena Campus. Janitorial Personnel assigned on building mostly are female since most of our Faculty and Staff are female.

1. The Agency shall provide for the Janitorial Service needs of UPTC as follows:
  - a. Provide janitors/janitress, their uniform, cleaning tools and work equipment, and other necessary paraphernalia used in carrying out the required janitorial services.
  - b. Provide an initial janitorial force of Fifteen (15) individuals, consisting of ten (10) men & five (5) women. However, additional personnel maybe requested from time to time for special occasions.
  - c. Provide janitor personnel who will report for an eight (8) hour daily work schedule from 7:00 a.m. – 4:00 p.m. during weekdays, and four (4) hour Saturday schedule from 8:00 a.m. to 12:00 noon to perform other janitorial works.
2. The Agency shall ensure the immediate availability of relievers for continuous and uninterrupted service in case of inability of regular personnel to report for work.
3. Work Activities

The activities of the Agency covering areas as stated in the Scope of Work items above shall be as enumerated hereunder but not limited to this list. These must be observed and complied with as required daily, weekly and monthly.

### **I. Buildings**

#### **A. Daily routine operations**

1. Sweeping, mopping, cleaning and polishing of all floors, including public thoroughfares such as; lobbies, stairways, landing, corridors and hallways shall be serviced continuously during hours of public use to guarantee cleanliness;
2. Cleaning, waxing and polishing of all office equipment and furniture, fixtures, telephones, artworks, counters/ glass tops;
3. Washing of cups and saucers and other washable kitchen utensils for official activities of the college or office where the personnel is assigned;
4. Proper trash segregation and disposal including emptying of waste baskets and other receptacles in accordance with the city ordinance;
5. Cleaning and sanitizing of toilets and washrooms, from time to time to maintain cleanliness with adequate personal protective equipment;

6. Plant pruning/trimming and weeding of 1-meter easement surrounding the building perimeter;
7. Watering of indoor and outdoor plants (3 times a week);
8. Messengerial works as maybe required by the office and/or its duly authorized representative;
9. Reporting of defective plumbing, lighting fixtures, emergency situations, and other items needing immediate attention to the appropriate personnel within 5 minutes upon discovery.

B. Weekly operation (Wednesday)

1. General cleaning, waxing and floor polishing;
2. Cleaning of walls and ceiling;
3. General vacuuming and shampooing of carpeted areas and curtain, (if any);
4. General cleaning of all interior and exterior glass walls, doors and windows;
5. Taking out of indoor plants for sunlight exposure on Friday afternoon and returned on Monday morning.

C. Monthly operation

1. General cleaning of ceiling fans, desk fans, stand fans, wall fans and circulator fans twice a month;
2. Spot scrubbing of dirt outside the walls of rooms;
3. Pressurized washing of exterior walls

II. Grounds

A. Daily routine operation

1. Sweeping of driveway, road shoulder, gutter, sidewalks; and ground areas;
2. Disposal of segregated trash to designated areas;
3. Grass cutting along sidewalks, perimeter fence, and grounds;
4. Weeding;
5. Trimming;
6. Pruning;
7. Watering of plants

B. Weekly operation

1. Plant propagation as prescribed in the Tree Planting Plan;
2. Planting in accordance with the site development plan of both the city and Sta. Elena campuses;
3. Landscaping

III. Sanitation and disinfection (Every Saturday morning from 8:00 a.m. – 12:00 noon) with the prescribed personal protective equipment in the following areas:

A. Offices and comfort rooms (Janitor 1,2,3,4 &5)

1. Door set (Handle and lockset);
2. Window set (Handle and lockset);

3. Furniture: tables, chairs, cabinets;
4. Computer set: desktop, mouse, keyboard, printer & scanner including telephone set;
5. Interior walls/ glass walls;
6. Water closet and urinals;
7. Sink and lavatory;
8. Flooring and walls

B. Exterior part of AS and DM buildings (Janitor 6,7 &8)

1. Entrance gates;
2. Guardhouse exteriors walls;
3. Covered walks (post and walkways);
4. Corridors;
5. Lobbies;
6. Stairways (including handrails);
7. Exterior part of offices and buildings

4. Special activities

In case there will be special activities (other than routine) such as Anniversary Celebration, fairs, exhibits, etc., in certain areas of the UPTC building or areas, where additional hands are required, UPTC may request for additional janitorial personnel for the occasion not to exceed eight (8) hours of service subject to appropriate charges.

5. Cleaning materials & equipment

The janitorial agency shall ensure delivery in amounts or number sufficient to provide the necessary logistics and other consumables to carry out its function per schedule.

All cleaning supplies, materials and equipment necessary for the maintenance and upkeep of building, rooms and landscaped grounds shall be done by the AGENCY

6. Breakdown of Cost

The AGENCY shall submit to UPTC a breakdown of cost for Janitor's Salaries and Benefits (to be indicated in the Schedule of Prices).

7. Duties and responsibilities of the Agency's Personnel

UPTC shall have absolute right to give instructions for proper safeguarding and protection of the persons, places and things from time to time. The college may promulgate the specific janitorial functions of the Agency during the life of the Contract.

8. Trainings

The Agency shall be responsible for skills development of its employees such as skills training, product/equipment knowledge and values formation.

## 9. Performance evaluation

UPTC shall conduct continuing monthly evaluation of the performance of the Agency Janitors, and for this purpose shall be further governed by the following guidelines.

- a. The DEAN of UPTC shall be consulted on Janitorial matters and the Associate Dean for Administration shall recommend measures to improve the janitorial service in coordination with the Agency supervisor;
- b. There shall be a mandatory rotation of assignment every 15 days for janitorial personnel to maintain an excellent service delivery and ensure check and balance;
- c. Janitors requested by UPTC for replacement shall not be assigned to any post within the University premises.

## 10. Contract duration

The contract shall be for a period of one (1) year commencing upon receipt of the Notice to Proceed. Should the Janitorial Service Agency fail to maintain a **Satisfactory Performance** based on the set of performance criteria stated below, the UPTC may pre-terminate the Contract for failure by the agency to perform its obligation following the procedure prescribed under the guidelines on termination of contract issued by the Government Procurement Policy Board (GPPB) under resolution No. 018-2004, dated 22 December 2004.

The Performance criteria to be applied shall include, among others, the following:

- Quality of Service delivered;
- Efficiency
- Timeliness

### RATING:

4.51 – 5.00	= Outstanding
3.51 – 4.50	= Very Satisfactory
2.51 – 3.50	= Satisfactory
1.51 – 2.50	= Unsatisfactory
0.51 – 1.50	= Poor

## 11. Extension of contract

If there is a necessity for contract extension, the provisions under paragraph 4.0 of Appendix 24 of the updated 2016 Revised IRR of RA 9184 shall be followed.

## *Schedule of Prices*



# *Schedule of Prices*

**Table 1: Supplied Monthly**

<i>Quantity</i>	<i>Unit</i>	<i>Particular</i>	<i>Amount</i>	<i>Total</i>
12	packs	Pride antibac powder soap,(1000 grams)		
6	Packs	Zim cleanser powder		
1	Kilo	Chlorine		
12	Gal.	Dutch traffic liquid grade wax (white)		
2	Liters	Muriatic Acid		
80	Pcs.	Toilet deodorant (Albatross)		
16	liters	Power clean downy antibac		
40	liter	Zonrox		
1	bottle	Liquid sosa (500ml)		
2	Gals.	Glass cleaner		
10	can	Splenda furniture cleaner, aerosol,300ml		
50	rolls	Tissue paper, 2 ply sheets, 150 pulls, 100mm		
10	cans	Baygon insecticide, aerosol type,600ml		
2	bottles	WD40 all-purpose oil, big		
84	pcs.	Garbage black bag, jumbo size		
11	packs	Garbage black bag, medium		
4	can	WD40, rust remover		
20	pairs	Rubberize gloves		
1	box	Surgical face mask		
15	pieces	Coconut stick broom, jumbo (bahol)		
15	pieces	Salay soft broom, jumbo (makapal)		
<b>Total cost per month</b>				
<b>Total cost for 12 months</b>				

**Table 2: Supplied Quarterly**

<i>Quantity</i>	<i>Unit</i>	<i>Particular</i>	<i>Amount</i>	<i>Total</i>
6	pieces	Mop handle		
15	pieces	Dust pan		
6	Pc.	Hand brush		
6	Pcs.	Scrubbing pad		
6	Pcs.	Plastic brush with wooden handle		
8	Pcs.	Mop head		
6	Pcs.	Heavy duty toilet brush		
6	Pcs.	Heavy duty toilet rubber pump		
1	box	Rubber gloves		
<b>Total per quarter</b>				
<b>Total cost for 4 quarters</b>				

**Table 3: Supplied upon commencement of work**

<i>Quantity</i>	<i>Unit</i>	<i>Particular</i>	<i>Amount</i>	<i>Total</i>
15	Pieces	Glass squeegee		
12	pieces	Bottle sprayer		
9	pcs.	Bolo		
9	Pcs.	Heavy duty garden scissor cutter, long)		
11	pieces	Poncho rain coat		
9	pairs	Rain boots		
9	units	Jungle bolo (Sundang)		
9	units	Rake (big) heavy duty		
9	units	Shovel (pointed, big)		
<b>Total cost per year</b>				

**Table 4: Total amount for supplies and materials for 12 months**

Total cost of supplies and materials for 1 year:
Amount of Table 1: _____
Amount of Table 2: _____
Amount of Table 3: _____
Total: _____

**Table 5: Price Schedule A (March 25, 2025 to May 31, 2025)**

<b>COMPUTATION FOR JANITORIAL SERVICES</b>	
<i>15 JANITORIAL PERSONNEL</i>	
Days worked per week	5.5
No. of Days /Year	<b>54</b>
No. of worked hours per day (Mon-Fri)	8 hours work/day
Saturday (8:00am-12:00 noon)	4 hours
<b>A. AMOUNT TO JANITOR</b>	
a.1 Daily Wage (DW)	<b>P 420.00</b>
a.2 Average Pay/Month (54 x DW (P420.00)/2.25)	10,080.00
a.3 13th Month Pay (DW x 54 /12 /2.25)	840.00
a.4 5 days Incentive Pay (DW x 5 / 2.25)	933.33
a.5 Uniform Allowance (RA No. 5487)	100.00
	<b>TOTAL AMOUNT DUE DIRECTLY TO JANITORS</b>
	<b>11,953.33</b>
<b>B. AMOUNT TO GOVERNMENT IN FAVOR TO JANITORS</b>	
b.1 Retirement Benefits ( <i>22.5 days' x DW (P420.00) / 12 – RA No. 7461</i> )	787.50
b.2 SSS Premium (Pursuant to SSS Contribution Schedule effective January 2023)	1,150.00
b.3 Phil health Contribution ( <i>Pursuant to Phil health Cir. No. 2020-0005 dated 19 Feb 2020</i> )	298.84
b.4 State Insurance ( <i>SSS Circular No. 2013-10</i> )	10.00
b.5 Pag-ibig Fund ( <i>RA No. 7742</i> )	200.00
	<b>Total Amount to Government in favor of Janitors</b>
	<b>2,446.34</b>
<b>C.</b>	<b>TOTAL AMOUNT DUE TO JANITORS AND GOVERNMENT</b>
	<b>14,399.67</b>
<b>D.</b>	<b>AGENCY FEE (administrative Cost)</b>
<b>E.</b>	Sub-total (agency fee + amount due to janitors & gov't)
<b>F.</b>	Vat (12%)
<b>G.</b>	<b>Total contract price per Janitor</b>
<b>H.</b>	<b>Total contract price for 15 Janitors for 2.25 months</b>
<b>I.</b>	<b>Additional Cost for Supplies and Materials (12 months)</b>
<b>J.</b>	Vat on Supplies and Materials (12%)
<b>K.</b>	<b>Total Cost ( 15 Janitors for 2.25 Months, supplies and materials for 12 months)</b>

**Table 6: Price Schedule B (June 1, 2025 to March 24, 2026)**

<b>COMPUTATION FOR JANITORIAL SERVICES</b>	
<i>15 JANITORIAL PERSONNEL</i>	
Days worked per week	5.5
No. of Days /Year	<b>233</b>
No. of worked hours per day (Mon-Fri)	8 hours work/day
Saturday (8:00am-12:00 noon)	4 hours
<b>A.</b>	<b>AMOUNT TO JANITOR</b>
	Daily Wage (DW) <b>P 435.00</b>
	Average Pay/Month (233 x DW (P435.00)/9.75) 10,395.38
	13th Month Pay (DW x 233 /12 /9.75) 866.28
	5 days Incentive Pay (DW x 5 / 9.75) 223.08
	Uniform Allowance (RA No. 5487) 100.00
	<b>TOTAL AMOUNT DUE DIRECTLY TO JANITORS 11,584.74</b>
<b>B.</b>	<b>AMOUNT TO GOVERNMENT IN FAVOR TO JANITORS</b>
	Retirement Benefits ( <i>22.5 days' x DW (P435.00)/12 – RA No. 7461</i> ) 815.63
	SSS Premium (Pursuant to SSS Contribution Schedule effective January 2023) 1,150.00
	Phil health Contribution ( <i>Pursuant to Phil health Cir. No. 2020-0005 dated 19 Feb 2020</i> ) 289.62
	State Insurance ( <i>SSS Circular No. 2013-10</i> ) 10.00
	Pag-ibig Fund ( <i>RA No. 7742</i> ) 200.00
	<b>Total Amount to Government in favor of Janitors 2,465.25</b>
<b>C.</b>	<b>TOTAL AMOUNT DUE TO JANITORS AND GOVERNMENT 14,049.99</b>
<b>D.</b>	<b>AGENCY FEE (administrative Cost)</b>
<b>E.</b>	Sub-total (agency fee + amount due to janitors & gov't)
<b>F.</b>	Vat (12%)
<b>G.</b>	<b>Total contract price per Janitor</b>
<b>H.</b>	<b>Total contract price for 15 Janitors for 9.75 months</b>
<b>I.</b>	<b>Total bid amount (sum of Letter K of Price Schedule A and Letter H of Price Schedule B)</b>

# *Annex 1*

For the purchase of the bidding documents for the said project, please see details below:

Bank Name: **Land Bank of the Philippines**  
**Sagkahan, Tacloban City Branch**  
Bank Account Name: **UP Tacloban College**  
Bank Account Number: **0182-1056-19**

Please take note of the following:

1. LBP to LBP fund transfer and Over-the-Counter Cash Deposit - **amount is credited on the next banking day**
2. Other banks to LBP - **amount is credited within 3-5 banking days** (except when the transfer is done via *Instapay*)

Bidders may email the scanned copy of deposit slip or confirmation slip as proof of payment together with the list of items they are intending to bid to [bacsecretariat.uptacloban@up.edu.ph](mailto:bacsecretariat.uptacloban@up.edu.ph)

**Bids will be declared officially received by the BAC Secretariat only upon validation of the proof of payment by the UPTC Cash Office.** If payment is credited beyond the validation period and the deadline of submission, bids will automatically be declared late and therefore will not be accepted.

For guidance and information of all concerned.

