

SUPPLEMENTAL BID BULLETIN

**Republic of the Philippines
PHILIPPINE INTERNATIONAL CONVENTION CENTER
PICC Complex, 1307 Pasay City
BIDS AND AWARDS COMMITTEE (BAC)**

March 7, 2025

**ONE (1) YEAR CONTRACT FOR THE REGULAR JANITORIAL, SANITATION,
CARPET/FABRIC UPHOLSTERED FURNITURE MAINTENANCE SERVICES**

ADDENDUM NO. 01

This Addendum is issued to amend/revise certain provisions of the Bid Documents for the above-captioned procurement. Said amendments are as follows:

I. Section I- has been revised to read as:

- 5. A complete set of Bidding Documents may be acquired by prospective bidders starting February 21, 2025, from the given address and website(s) below and upon payment of a non-refundable fee in the amount of **Thirteen Thousand Seven Hundred Fifty Pesos (P13,750.00)**. A bidder shall present its proof of payment for the fee by furnishing the PICC-BAC a copy of the Official Receipt.
- 7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **10:30 am at March 17, 2025**. Late bids shall not be accepted.
- 9. Bid opening shall be on **March 17, 2025, at 11:00 a.m.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity via video conferencing.

II. Section III- Bid Data Sheet have been revised to read as:

- ITB Clause 5
 - **5. Must have been engaged in the business of providing janitorial and maintenance services commercial buildings, high-end malls, 3-5 star hotels, hospitals, shopping centers or the like within NCR, for not less than four (4) years from the date of bidding.**

- ITB Clause 5.3

- For this purpose, a similar contract shall refer to provision of Janitorial Manpower Services and Maintenance in **commercial buildings, high-end malls, 3-5 star hotels, hospitals, shopping centers or the like.**

The Bidder must have completed within the last four (4) years a single contract that is similar to this requirement, the amount of which shall be at least fifty percent (50%) of the ABC.

The abovementioned revisions shall likewise be reflected in ITB Clauses 16.1 and 17.1.

- ITB Clause 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 LCB, the Bidder shall submit the following documentary requirements:
 - a. Certified Photocopy of the CY 2023 Income and Business Tax Returns with proof of payment;
 - b. **Valid Tax Clearance**
 - c. Sections III and V of the bid documents, signed on each and every page by the bidder's authorized representative;
 - d. Company Profile with statements that they have an established office/shop equipment and personnel (with sketch of office location) and that they have highly skilled technical personnel on **janitorial** equipment;
 - e. Certification that the participating bidder has conducted ocular inspection of the subject requirement;
 - f. List of janitorial equipment indicating the kind of equipment and year of acquisition;
 - g. List of at least **thirty-one (31)** Janitors and Supervisors who may be assigned to PICC, if awarded the contract;
 - h. Proposed housekeeping plan for PICC;
 - i. List of other completed Janitorial contracts for the last three (3) years; and
 - j. Certificate of Satisfactory Completion & Acceptance of previous PICC projects undertaken within the last four (4) years, if any.

III. Section V- Special Conditions of the Contract have been revised to read as:

- GCC Clause 2.2- Payment

- The following are the documents which are required to be submitted for the subsequent bi-monthly billings:

- **b)** Invoice supported by signed payrolls for regular services personnel and the corresponding deposit slip with the designated depository bank for ATM accounts. ATM must be for payroll and without maintaining balance. For relievers, cash vouchers duly signed by such reliever janitor/s evidencing receipt of payment maybe submitted in lieu of payroll. **Submit validated bank credit memo and list of credited accounts.**
- **f)** Certification of Balance of Bank Deposit of the CONTRACTOR's depository bank with **ATM access facility.**

In addition to the above documents, the following shall be submitted at the end of each **month**:

- Certified true copies of SSS Official Receipts or special bank receipts for payment of **monthly** remittances together with SSS R5 Forms, of the CONTRACTOR's personnel assigned at PICC;
- Certified true copies of Official Receipts for payment of Pag-ibig **monthly** remittances of the contributions of CONTRACTOR's personnel assigned at PICC;
- Certified true copies of Official Receipts issued by Employee's Compensation Commission (ECC) and Philhealth for **monthly** remittances of contributions of the CONTRACTOR's personnel assigned at PICC;
- The CONTRACTOR shall deposit with its depository bank or any Commercial Banks with **ATM 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 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.

IV. Section VII- Technical Specifications have been revised to read as:

- **II. SPECIFICATIONS**
- **1.** Janitorial Contractor with a minimum of four (4) year experience in janitorial sanitation and carpet cleaning service maintenance in any commercial buildings, high-end malls, 3-5 star hotels, hospitals, shopping centers **or the like within NCR.**
- **3.** The Contractor's Operations Manager shall **visit onsite at least once a month**, 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.
- **4.** The three (3) dedicated Working Supervisors shall have the following qualifications:
 - At least 2nd year college or **Senior High School Graduate;**

- At least Five (5) years of experience as janitorial housekeeping supervisor for commercial buildings or malls, 5 star hotels
 - Has undergone basic housekeeping janitorial training/seminar/s either with TESDA **(NC-II)** or Johnson Diversey or other accredited housekeeping training center;
 - With good moral character, disciplined, dedicated, respectful; honest, reliable and computer literate.
- **10. COMPENSATION AND MANNER OF PAYMENT**
 - For the first billing, processing of payments will be supported with the following documents:
 - **e) Certificate of Deposit issued by a Commercial Bank with ATM access facility.**
 - **f) Valid Tax Clearance**

V. Section VIII- Checklist of Technical and Financial Documents have been revised to read as:

- Bid Form
 - Revisions have been made to the following documents that should be submitted/attached to the Bid Form (**see attached corrected form**):
 - **Attachment 1 (Janitorial Manpower Cost)**
 - **Attachment 5 (E. Laundry Services)**

The corrected copies are attached. Bidders are advised to replace their original copies with the corrected copies.

For guidance and information of all concerned.


ELIZABETH B. AGUILA
Vice-Chairperson

Received by:

(Signature over printed name)
Telephone/Fax No. _____
Date: _____
Name of Company: _____

Attachment 1

A. JANITORIAL MANPOWER COST			
DESCRIPTION	SUPERVISOR (3)		CLEANERS (65)
Daily Wage per Day per Wage Order NCR 25			
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 (2024 rate)			
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%)			
MONTHLY RATE PER WORKER			
	X	3	X 65
		-	-
	X	12	X 12
TOTAL			

Prepared by: _____
(Name and Signature)

Attachment 5

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.)	2		
2.6 kgs.	b) White (small) = 18" x 29" inches (13 pcs.)	2		
40 kgs.	c) White and Beige (extra small) = 11" x 11" inches (13 pcs.)	2		
0.9 kg.	d) Green (small) = 16" x 24" inches (9 pcs.)	2		
0.5 kg.	e) Light Blue (small) = 16" x 24" (5 pcs.)	2		
0.2 kg.	f) Yellow (small) = 16" x 24" inches (2 pcs.)	2		
0.1 kg.	g) Pink (small) = 16" x 24" inches (1 pc.)	2		
0.5 kg.	h) Light Green (small) = 16" x 24" (5 pcs.)	2		
5.5 kgs.	2) PIANO COVERS (5 PCS.)	2		
	3) "White" SKIRTINGS OF THE STAGE PLATFORMS			
5.4 kgs.	a) one foot (1') high x four feet (4') long (18 pcs.)	3		
7.5 kgs.	b) one foot (1') high x eight feet (8') long (19 pcs.)	3		
10.2 kgs.	c) two feet (2') high x four feet (4') long (18 pcs.)	3		
4.0 kgs.	d) two feet (2') high x eight feet (8') long (5pcs.)	3		
4.8 kgs.	e) three feet (3') high x four feet (4') long (13 pcs.)	3		
19.20 kgs.	f) three feet (3') high x eight feet (8') long (16 pcs.)	3		
	4) "Maroon/Red" SKIRTINGS FOR THE STAGE PLATFORMS			
1.4 kgs.	a) one foot (1') high x four feet (4') long (7 pcs.)	3		
1.2 kgs.	b) one foot (1') high x eight feet (8') long (4 pcs.)	3		
2.8 kgs.	c) two feet (2') high x four feet (4') long (12 pcs.)	3		
10.5 kgs.	d) two feet (2') high x eight feet (8') long (12 pcs)	3		

4.8 kgs.	e) three feet (3') high x four feet (4') long (7 pcs.)	3		
14.4 kgs.	f) three feet (3') high x eight feet (8') long (4 pcs.)	3		

(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.)	2		
8.4 kgs.	b) two feet (2') high x eight feet (8') long (12 pcs.)	2		
4.8 kgs.	c) three feet (3') high x four feet (4') long (12 pcs.)	2		
10.80 kgs.	f) three feet (3') high x eight feet (8') long (12 pcs.)	2		
	6) "Black" SKIRTINGS FOR THE STAGE PLATFORMS			
4 kgs.	a) three feet (3') high x eight feet (8') long (5 pcs.)	2		
9.6 kgs.	b) (16 inches) high x eight feet (8') long (24 pcs.)	2		
15 kgs.	c) (1.5') feet high x eight feet (8') long (40 pcs.)	2		
9.6 kgs.	d) one foot (1') high x eight feet (8') long (30 pcs.)	2		
20 kgs.	e) two feet (2') high x eight feet (8') long (20 pcs.)	3		
34.5 kgs.	f) three feet (16') high x eight feet (8') long (24 pcs.)	3		
34.5 kgs.	g) tri-height (16 pcs.)	3		
	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.)	2		

6.8 kgs.	b) one foot six inches (1'6) high x eight feet (8') long (23 pcs.)	2		
2.0 kgs.	c) two feet six inches (2'6") high x four feet (4') long (6 pcs.)	2		
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.	3		
16 kgs.	Fitted Sheets for Ladies Quarter 40 pcs.	3		
18 kgs.	Mattress Covers Ladies & Men's Quarters 15 pcs.	3		
8.0 kgs.	Pillow Case Ladies' and Mens' Quarter 80 pcs.	3		
2.8 kgs.	Pillow Case PICC Clinic 28 pcs.	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)
4 kgs.	Fitted Sheets for the clinic (8 pcs.)	12		
4.5 kgs.	Flat Sheet for the Clinic (9 pcs.)	12		
11 kgs.	Blankets for PICC clinic 11 pc	12		
18 kgs.	Flat Sheets Ladies and Mens Quarter & Clinic 36 pcs.	3		
8.8 kgs.	Seat Covers of Toyota Altis , Toyota Revo and Toyota Innova (2 units) 72 pcs.	3		
4.4 kgs.	Mass Table Cover 2 pcs. (2.2/kg/pc.)	3		
1 kg.	Side Table covers 2 pcs. (1kg./2 pcs.)	3		
SUB - TOTAL - - - - - P				



BIDS AND AWARDS COMMITTEE

Invitation to Bid for the One (1) Year Contract for Regular Janitorial Sanitation, Carpet/Fabric Upholstered Furniture Maintenance Services

1. The *Philippine International Convention Center (PICC)*, through the *Approved Budget for CY 2025*, intends to apply the sum of **TWENTY-TWO MILLION FIVE HUNDRED TWENTY-THREE THOUSAND SIX HUNDRED TWENTY-FIVE PESOS AND EIGHT-EIGHT CENTAVOS (₱22,523,625.88)**, VAT Inclusive, being the Approved Budget for the Contract (ABC) to payments under the contract for the **One (1) Year Contract for Regular Janitorial Sanitation, Carpet/Fabric Upholstered Furniture Maintenance Services (PICC APP2025-MC-17)**. Bids received in excess of ABC shall be automatically rejected at bid opening.
2. The *PICC* now invites bids for the abovementioned requirement. Bidders should have completed, within four (4) years from the date of submission and receipt of bids, a contract similar to the abovementioned requirement. 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.
4. Prospective Bidders may obtain further information from the *PICC-BAC* and inspect the Bidding Documents at the address given below during office hours.
5. A complete set of Bidding Documents may be acquired by prospective bidders starting February 21, 2025 from the given address and website(s) below *and upon payment of a non-refundable fee in the amount of **Thirteen Thousand Seven Hundred Fifty Pesos (₱13,750.00)***. A bidder shall present its proof of payment for the fee *by furnishing the PICC-BAC a copy of the Official Receipt*.
6. The *PICC-BAC* will hold a Pre-Bid Conference on *March 3, 2025 at 1:30 p.m. at Function Room B (FR-B), 2nd Floor Secretariat Building, PICC* and/or through videoconferencing/webcasting *via Zoom/Google Meet*, which shall be open to prospective bidders (see interim guidelines for conduct of video conferencing).
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **10:30 am at March 17, 2025**. 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 *March 17, 2025, at 11:00 a.m.* at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity via video conferencing.
10. The *PICC* 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:

*BIDS AND AWARDS COMMITTEE
PHILIPPINE INTERNATIONAL CONVENTION CENTER
PICC Complex, Pasay City 1307
87894759 and 87894760
Telefax No. 87894761
Email: procurement@picc.gov.ph*

12. You may visit the following websites:

For downloading of Bidding Documents: *www.picc.gov.ph*

February 20, 2025

WILSON B. DELOS REYES
Chairman

Bid Data Sheet

ITB Clause	
5	<p>The following persons 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 commercial buildings, high-end malls, 3-5 star hotels, hospitals, shopping centers or the like within NCR, for not less than four (4) years from the date of bidding.
5.3	<p>For this purpose, a similar contract shall refer to provision of Janitorial Manpower Services and Maintenance in commercial buildings, high-end malls, 3-5 star hotels, hospitals, shopping centers or the like.</p> <p>The Bidder must have completed within the last four (4) years a single contract that is similar to this requirement, the amount of which shall be at least fifty percent (50%) of the ABC.</p>
7.1	Sub-contracting is not allowed
12	Not applicable
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> a. In the amount of not less than ₱450,472.52, or Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; b. Surety Bond in the amount of not less than ₱1,126,181.29.
15	<p>Sealing and Marking of Bids</p> <p>Each Bidder shall submit the original and one (1) copy of the first and second components of its Bid.</p>

16.1	<p>The address for submission of bids is:</p> <p style="text-align: center;">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 <i>March 17, 2025 at 10:30 a.m.</i></p>
17.1	<p>The place of bid</p> <p style="text-align: center;">BAC CONFERENCE ROOM MR10, 3rd Floor, Delegation Building PICC Complex, 1307 Pasay City</p> <p>The date and time of bid opening is <i>March 17, 2025 at 11:00 a.m.</i></p> <p>In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and the opening of Bids shall be at 10:00 a.m. of the next working day.</p>
19.3	<p>Total ABC is TWENTY-TWO MILLION FIVE HUNDRED TWENTY-THREE THOUSAND SIX HUNDRED TWENTY-FIVE PESOS AND EIGHT-EIGHT CENTAVOS (₱22,523,625.88), VAT Inclusive.</p>
20.2	<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> <ol style="list-style-type: none"> a. Certified Photocopy of the CY 2023 Income and Business Tax Returns with proof of payment; b. Valid Tax Clearance; c. Sections III and V of the bid documents, signed on each and every page by the bidder's authorized representative; d. Company Profile with statements that they have an established office/shop equipment and personnel (with sketch of office location) and that they have highly skilled technical personnel on <i>janitorial</i> equipment; e. Certification that the participating bidder has conducted ocular inspection of the subject requirement; f. List of janitorial equipment indicating the kind of equipment and year of acquisition; g. List of at least thirty-one (31) Janitors and Supervisors who may be assigned to PICC, if awarded the contract; h. Proposed housekeeping plan for PICC; i. List of other completed Janitorial contracts for the last three (3) years; and j. Certificate of Satisfactory Completion & Acceptance of previous PICC projects undertaken within the last four (4) years, if any.
21.2	<p>No additional requirement</p>

The following are the documents which are required to be submitted for the subsequent bi-monthly billings:

- a) Monthly billing invoice duly certified as true and correct by the PICC officials concerned;
- b) Invoice supported by signed payrolls for regular services personnel and the corresponding deposit slip with the designated depository bank for ATM accounts. ATM must be for payroll and without maintaining balance. For relievers, cash vouchers duly signed by such reliever janitor/s evidencing receipt of payment maybe submitted in lieu of payroll. **Submit validated bank credit memo and list of credited accounts;**
- 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 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) Proof of delivery 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.

In addition to the above documents the following shall be submitted at the end of each **month**:

- Certified true copies of SSS Official Receipts or special bank receipts for payment of **monthly** remittances together with SSS R5 Forms, of the CONTRACTOR's personnel assigned at PICC;
- Certified true copies of Official Receipts for payment of Pag-ibig **monthly** remittances of the contributions of CONTRACTOR's personnel assigned at PICC;
- Certified true copies of Official Receipts issued by Employee's Compensation Commission (ECC) and Philhealth for **monthly** remittances of contributions of the CONTRACTOR's personnel assigned at PICC;
- 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

- 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).

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; any repetitive and unjustified delays in the payment of the janitorial staff; salaries attributed mainly to the CONTRACTOR and/or 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.

The PICC shall have access to records of payment of salaries and/or auditorial right over the payroll of the CONTRACTOR.

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.

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.

The absence of janitors or supervisors which results in the presence of less than SIXTY EIGHT (68) 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.

The PICC shall pay the CONTRACTOR, upon presentation of the bill for any overtime services rendered on Sundays, legal holidays, or on any ordinary days as may be required by PICC.

The CONTRACTOR shall deposit with its depository bank or any Commercial Banks with **ATM 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 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.

All payments under this Contract shall be subject to the usual accounting and auditing requirements of PICC.

Technical Specifications

ONE (1) YEAR CONTRACT FOR THE REGULAR JANITORIAL, SANITATION, CARPET/FABRIC UPHOLSTERED FURNITURE MAINTENANCE SERVICES

Item No.	Scope of Works and Specifications	COMPLIANCE
	<p><i>SCOPE OF WORKS AND SPECIFICATIONS</i></p> <p><i>I. SCOPE OF WORKS</i></p> <p>A. Provision of seventy six (76) personnel:</p> <p style="padding-left: 40px;">a.) sixty five (65) janitors, b.) three (3) working supervisors and; c.) eight (8) relievers/replacements.</p> <p>B. Supply and delivery of janitorial equipment</p> <p>C. Supply and delivery of carpet cleaning equipment and supplies</p> <p style="padding-left: 40px;">D. Supply and delivery of janitorial and cleaning supplies</p> <p style="padding-left: 40px;">E. Laundry services</p> <p><i>II. SPECIFICATIONS</i></p> <p>A. Provision of seventy six (76) personnel which consist of sixty five (65) regularly assigned janitors, three (3) working supervisors and eight (8) relievers/ replacements workers, as janitors and carpet cleaners.</p> <ol style="list-style-type: none"> 1. Janitorial Contractor with a minimum of four (4) year experience in janitorial sanitation and carpet cleaning service maintenance in any commercial buildings, high-end malls, 3-5 star hotels, hospitals, shopping centers or the like within NCR. 2. The CONTRACTOR shall provide seventy six (76) personnel which consist of sixty five (65) assigned janitors, three (3) working supervisors and eight (8) relievers/ replacements workers, as janitors and carpet cleaners, for the approval of the PICC to be assigned to the different areas in the PICC during the contract period. 3. The Contractor's Operations Manager shall visit onsite at least one a month, 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. 4. The three (3) dedicated Working Supervisors shall have the following qualifications: 	

- At least 2nd year college **or Senior High School Graduate**;
- At least Five (5) years of experience as janitorial housekeeping supervisor for commercial buildings or malls, 5 star hotels
- Has undergone basic housekeeping janitorial training/ seminar/s either with TESDA **(NC II)** or Johnson Diversey or other accredited housekeeping training center;
- With good moral character, disciplined, dedicated, respectful; honest, reliable and computer literate.

➤ Note: Salary of Supervisor must be higher than the janitors/cleaners.

5. The sixty five (65) 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.
 - Capable of hauling as part of job description.
6. (The replacement workers/ relievers must also possess the above qualifications of janitors.) Relievers are entitled as the same as the regular janitors with existing wage order, sss, philhealth, pag-ibig fund, 5 days leave incentive and 13th month pay.
7. CONTRACTOR must submit its guidelines on Employee Code of Discipline and Conduct together with penalties;
8. 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 2 sets of uniforms (top and pants with belt bags as part of the uniforms). Uniforms will not be shouldered by the supervisors/cleaners/janitors/relievers. The CONTRACTOR shall present to PICC a prototype of the male and female uniform for prior approval.
9. CONTRACTOR shall submit a list of equipment, supplies and materials to be used in PICC with the complete specifications as part of Post Qualification to demonstrate how these comply with PICC's specifications;
10. 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

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 every 15th and end of each month, billings shall include proof of delivery with pass-in forms signed by FPD personnel.

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.

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.

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.

For the first billing, processing of payments will 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
- d) Performance Security issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and
- e) Certificate of Deposit issued by a Commercial Bank with **ATM access facility.**
- f) **Valid Tax Clearance.**

The following are the documents which are required to be submitted for the subsequent bi-monthly billings:

- a) Monthly billing invoice duly certified as true and correct by the PICC officials concerned;
- b) Invoice supported by signed payrolls for regular services personnel and the corresponding deposit slip with the designated depository bank for ATM accounts. ATM must be for payroll and without maintaining balance. 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.

A. JANITORIAL MANPOWER COST

DESCRIPTION	SUPERVISOR (3)	CLEANERS (65)
Daily Wage per Day per Wage Order NCR 25		
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 (2024 rate)		
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 3	X 65
	-	-
	X 12	X 12
TOTAL		

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) = 28" x 48" inches (6 pcs.)	2		
2.6 kgs.	b) White (small) = 18" x 29" inches (13 pcs.)	2		
40 kgs.	c) White and Beige (extra small) = 11" x 11" inches (13 pcs.)	2		
0.9 kg.	d) Green (small) = 16" x 24" inches (9 pcs.)	2		
0.5 kg.	e) Light Blue (small) = 16" x 24" (5 pcs.)	2		
0.2 kg.	f) Yellow (small) = 16" x 24" inches (2 pcs.)	2		
0.1 kg.	g) Pink (small) = 16" x 24" inches (1 pc.)	2		
0.5 kg.	h) Light Green (small) = 16" x 24" (5 pcs.)	2		
5.5 kgs.	2) PIANO COVERS (5 PCS.)	2		
	3) "White" SKIRTINGS OF THE STAGE PLATFORMS			
5.4 kgs.	a) one foot (1') high x four feet (4') long (18 pcs.)	3		
7.5 kgs.	b) one foot (1') high x eight feet (8') long (19 pcs.)	3		
10.2 kgs.	c) two feet (2') high x four feet (4') long (18 pcs.)	3		
4.0 kgs.	d) two feet (2') high x eight feet (8') long (5 pcs.)	3		
4.8 kgs.	e) three feet (3') high x four feet (4') long (13 pcs.)	3		
19.20 kgs.	f) three feet (3') high x eight feet (8') long (16 pcs.)	3		
	4) "Maroon/Red" SKIRTINGS FOR THE STAGE PLATFORMS	3		
1.4 kgs.	a) one foot (1') high x four feet (4') long (7 pcs.)	3		
1.2 kgs.	b) one foot (1') high x eight feet (8') long (4 pcs.)	3		
2.8 kgs.	c) two feet (2') high x four feet (4') long (12 pcs.)	3		
10.5 kgs.	d) two feet (2') high x eight feet (8') long (12 pcs.)	3		
4.8 kgs.	e) three feet (3') high x four feet (4') long (7 pcs.)	3		
14.4 kgs.	f) three feet (3') high x eight feet (8') long (4 pcs.)	3		

(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.)	2		
8.4 kgs.	b) two feet (2') high x eight feet (8') long (12 pcs.)	2		
4.8 kgs.	c) three feet (3') high x four feet (4') long (12 pcs.)	2		
10.80 kgs.	f) three feet (3') high x eight feet (8') long (12 pcs.)	2		
	6) "Black" SKIRTINGS FOR THE STAGE PLATFORMS			
4 kgs.	a) three feet (3') high x eight feet (8') long (5 pcs.)	2		
9.6 kgs.	b) (16 inches) high x eight feet (8') long (24 pcs.)	2		
15 kgs.	c) (1.5') feet high x eight feet (8') long (40 pcs.)	2		
9.6 kgs.	d) one foot (1') high x eight feet (8') long (30 pcs.)	2		
20 kgs.	e) two feet (2') high x eight feet (8') long (20 pcs.)	3		
34.5 kgs.	f) three feet (16') high x eight feet (8') long (24 pcs.)	3		
34.5 kgs.	g) tri-height (16 pcs.)	3		
	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.)	2		
6.8 kgs.	b) one foot six inches (1'6) high x eight feet (8') long (23 pcs.)	2		
2.0 kgs.	c) two feet six inches (2'6") high x four feet (4') long (6 pcs.)	2		
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.	3		
16 kgs.	Fitted Sheets for Ladies Quarter 40 pcs.	3		
18 kgs.	Mattress Covers Ladies & Men's Quarters 15 pcs.	3		
8.0 kgs.	Pillow Case Ladies' and Mens' Quarter 80 pcs.	3		
2.8 kgs.	Pillow Case PICC Clinic 28 pcs.	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)
4 kgs.	Fitted Sheets for the clinic (8 pcs.)	12		
4.5 kgs.	Flat Sheet for the Clinic (9 pcs.)	12		
11 kgs.	Blankets for PICC clinic 11 pcs.	12		
18 kgs.	Flat Sheets Ladies and Mens Quarter & Clinic 36 pcs.	3		
8.8 kgs.	Seat Covers of Toyota Altis , Toyota Revo and Toyota Innova (2 units) 72 pcs.	3		
4.4 kgs.	Mass Table Cover 2 pcs. (2.2/kg/pc.)	3		
1 kg.	Side Table covers 2 pcs. (1kg./2 pcs.)	3		
SUB - TOTAL ----- P				

Prepared by: _____
(Name and Signature)