

PHILIPPINE INTERNATIONAL CONVENTION CENTER



BIDDING DOCUMENTS

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

ABC : P22,523,625.88

Reference/s : PICC APP2025-MC-17

**ITB-2025
January 24, 2025**

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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



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 Twenty-Five Thousand Pesos (₱25,000.00)*. 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 **9:30 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 10:00 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

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Philippine International Convention Center* wishes to receive Bids for the One (1) *Year Contract for Regular Janitorial Sanitation, Carpet/Fabric Upholstered Furniture Maintenance Services* with identification number *PICC APP2025-MC-17*.

2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2025 in the total amount of **₱22,523,625.88** per year.

2.2. The source of funding is:

a. GOCC and GFIs, the Corporate Operating Budget.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

5.2. Foreign ownership 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:

- a. 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:

- a. Subcontracting is not allowed.

7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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 at and/or through videoconferencing/webcasting 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 the last 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 e.

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 **Section VII (Technical Specifications)**.

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:

- a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ 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 one hundred twenty (120) calendar days from the date of opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

¹ 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.

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 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. 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	<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 and the like in Makati, BGC, Pasay City, Quezon City, Manila, Mandaluyong City areas and 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.</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 9:30 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 10:00 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 (P22,523,625.88), 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. Sections III and V of the bid documents, signed on each and every page by the bidder's authorized representative; c. 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; d. Certification that the participating bidder has conducted ocular inspection of the subject requirement; e. List of janitorial equipment indicating the kind of equipment and year of acquisition; f. List of at least seventy-six (76) Janitors and Supervisors who may be assigned to PICC, if awarded the contract; g. Proposed housekeeping plan for PICC; h. List of other completed Janitorial contracts for the last three (3) years; and i. 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>

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 prior to 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 *{[Include if Framework Agreement will be used:]* or Framework Agreement} specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (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	The Procuring Entity is <i>The Philippine International Convention Center (PICC)</i>
2.2	<p>Payment</p> <p>COMPENSATION AND MANNER OF PAYMENT</p> <p>For the services rendered by the CONTRACTOR, the PICC shall pay the former the amount of compensation of the personnel to be deployed as reflected in its bid offer and accepted by PICC payable in equal semi-monthly payments or every 15th and end of each month.</p> <p>Payment of salaries to Janitorial personnel assigned to PICC by the CONTRACTOR shall be made through a Commercial Bank's ATM/Megalink access facility.</p> <p>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.</p> <p>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.✓</p> <p>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.</p> <p>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.</p> <p>For the first billing, processing of payments will be supported with the following documents:</p> <ol style="list-style-type: none"> 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/Megalink access facility.

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.
- 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 quarter:

- Certified true copies of SSS Official Receipts or special bank receipts for payment of quarterly remittances together with SSS R5 Forms, of the CONTRACTOR's personnel assigned at PICC;
- Certified true copies of Official Receipts for payment of Pag-ibig quarterly 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 quarterly 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/Megalink access facility, an amount equivalent to one (1) month's salary of all its personnel assigned to PICC withdrawable only for payment of the salaries of the staff in case of delay on the part of the PICC to release the check representing payment 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.

3	<p>Performance Security</p> <p>Within ten (10) calendar days from receipt of the Notice of Award, but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the following forms:</p> <table border="1" data-bbox="368 421 1374 1077"> <tr> <th data-bbox="368 421 903 533">Form of Performance Security</th><th data-bbox="903 421 1374 533">Amount of Performance Security (Equal to Percentage of the Total Contract Price)</th></tr> <tr> <td data-bbox="368 533 903 674">Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.</td><td data-bbox="903 533 1374 674">Five percent (5%)</td></tr> <tr> <td data-bbox="368 674 903 792">Bank draft/guarantee issued by a Universal or Commercial Bank</td><td data-bbox="903 674 1374 792">Five percent (5%)</td></tr> <tr> <td data-bbox="368 792 903 1010">Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td><td data-bbox="903 792 1374 1010">Thirty percent (30%)</td></tr> <tr> <td data-bbox="368 1010 903 1077">Notarized Bid Securing Declaration</td><td data-bbox="903 1010 1374 1077"></td></tr> </table> <p>At the end of the first year contract, the Performance Security shall be renewed for another one-year period (if extended) provided the contract is not pre-terminated.</p> <p>The Performance Security and its associated costs shall be for the account of the CONTRACTOR.</p> <p>The Performance Security shall serve as a guarantee against any claim of the PICC for loss, injury or damage to life and property/personnel of the PICC and shall remain valid, enforceable and in full force and effect during the life of this Contract.</p> <p>A Performance Security which does not reflect the correct amount and purpose as required by the PICC (i.e., the Performance Security shall answer for all loss/damage/s due to theft, pilferage, robbery, and/or unlawful acts suffered by the PICC by reason of the negligence of the janitors/cleaners) shall be considered a defective performance security and thus, would constitute a valid ground to terminate and cancel the Contract awarded to CONTRACTOR.</p>	Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)	Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.	Five percent (5%)	Bank draft/guarantee issued by a Universal or Commercial Bank	Five percent (5%)	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)	Notarized Bid Securing Declaration	
Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)										
Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.	Five percent (5%)										
Bank draft/guarantee issued by a Universal or Commercial Bank	Five percent (5%)										
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)										
Notarized Bid Securing Declaration											
4	<p>Inspection and Tests</p> <p>PICC may reject any works and materials that do not conform to the scope of works. The Contractor shall rectify such rejected work/s to meet the standard set in the scope of works Section VII – Technical Specifications at no cost to PICC.</p>										
6	<p>The period for correction of defects is seven (7) calendar days upon receipt of notice from PICC project-in-charge.</p>										

Section VI. Schedule of Requirements

Section VI. Schedule of Requirements

Item Number	Description	Contract Duration/Delivery Period
1	One (1)-Year contract for Janitorial Contract Services and Maintenance	The contract shall be for 1 year
2	Supply and delivery of Janitorial Equipment	Within 15 calendar days from receipt of NTP
3	Supply and delivery of carpet cleaning equipment and supplies	Within 15 calendar days from receipt of NTP
4	Supply and delivery of Janitorial and cleaning supplies	<ul style="list-style-type: none">• Within 15 calendar days from receipt of NTP• Divided equally in 12 months of the year of the contract
5	Laundry Service	Service to commence at the start of Contract (as required)

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

Name of Company / Bidder

Signature over printed Name of Authorized Representative

Position

Date

Section VII. Technical Specifications

**(REFER TO THE PICC TECHNICAL
SPECIFICATIONS)**

Section VIII. Checklist of Technical and Financial Documents

A

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; If any of the documents in Annex “A” has expired, the updated document shall be submitted during post-qualification;*

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 **(Annex “A”); 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 **(Section “B”); 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 **(Annex C”); and**
- ☐ (e) Conformity with the Technical Specifications **(Section VII-signed on each and every page)**, which includes production/delivery schedule, manpower requirements, and/or after-sales/parts **(Section VI)**, if applicable; **and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder **(Annex “D”).**

Financial Documents

- ☐ (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) **(Annex “E”)** 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;

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

- ☐ (j) *[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.
- ☐ (k) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Revised on: July 28, 2004

Business Name _____
Business Address _____

Note: This statement shall be supported with:

- 1 Notice of Award and/or Contract
2 Notice to Proceed issued by the owner
3 Certificate of Accomplishments signed by the owner or authorized representative

Submitted by _____
Designation _____
Date _____

(Printed Name & Signature)

One of the technical documents required to be in the Eligibility Envelope of a prospective bidder is a list of all its on-going, completed, and awarded but not yet started contracts.

Business Name
Business Address

[illegible]

- 1 Contract
- 2 Certificate of Completion and Acceptance or Official Receipt/s or Sales Invoice Issued for the Contract

Submitted by _____
 Designation _____
 Date _____

(Printed Name & Signature)

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

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

BID SECURING DECLARATION
Project Identification No.: [Insert number]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

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

identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

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

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

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

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

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

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards

Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by

me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

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

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

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

PHILIPPINE INTERNATIONAL CONVENTION CENTER

Name of the Project: One (1) Year Contract for the Regular Janitorial, Sanitation, Carpet/Fabric Upholstered Furniture Maintenance Services

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

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

		Year 20
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	
7.	Value of all outstanding or uncompleted portions of the project under ongoing contracts, including awarded contracts yet to be started coinciding with contract to be bid.	

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

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

NFCC = P _____

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

or

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

Submitted by:

Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative

Date: _____

Note:

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

Bid Form

Date: _____

To:[name and address of Procuring Entity]

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **ONE (1) YEAR CONTRACT FOR REGULAR JANITORIAL SANITATION, CARPET/FABRIC UPHOLSTERED FURNITURE AND MAINTENANCE SERVICES**, in conformity with the said Bidding Documents for the sum/s as follows:

DESCRIPTION	AMOUNT (VAT Inclusive)
A. JANITORIAL MANPOWER COST (refer to "Attachment 1")	P
B. JANITORIAL EQUIPMENT COST (refer to Attachment 2)	P
C. CARPET CLEANING AND UPHOLSTERED FURNITURE EQUIPMENT (refer to "Attachment 3")	P
D. JANITORIAL SUPPLIES AND MATERIALS COST (refer to "Attachment 4")	P
E. LAUNDRY SERVICES (refer to "Attachment 5")	P
TOTAL	P

AMOUNT IN WORDS _____

_____, VAT Inclusive.

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

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

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

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

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

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

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

We likewise certify/confirm that the undersigned, [for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the ONE (1) YEAR CONTRACT FOR REGULAR JANITORIAL SANITATION, CARPET/FABRIC UPHOLSTERED FURNITURE AND MAINTENANCE SERVICES of the Philippine International Convention Center [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for ONE (1) YEAR CONTRACT FOR REGULAR JANITORIAL SANITATION, CARPET/FABRIC UPHOLSTERED FURNITURE AND MAINTENANCE SERVICES of the Philippine International Convention Center.

We acknowledge that failure to sign each and every page of this Bid Form shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 2025.

[signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

A. JANITORIAL MANPOWER COST

DESCRIPTION	SUPERVISOR (3)	CLEANERS (65)
Daily Wage per Day per Wage Order <i>NCR 25</i>		
1. Amount to Cleaners and Supervisors		
1.1 Monthly Basic Wage per person (Daily wage at 8 hrs. 26.16 days per month)		
1.2 COLA		
1.3 13th Month Pay (Monthly pay/12)		
1.4 Service Incentive Leave (Daily wage x 5/12)		
Sub-total (1)		
2. Amount Payable to the Government		
2.1 SSS Premium		
2.2 Philhealth Contribution		
2.3 ECC Share		
2.4 Pag-ibig Fund share		
Sub-total (2)		
Total (Sub total 1 + Sub total 2)		
3. Add: Admin cost		
Profit		
Sub-total (3)		
4. VAT (12% of Admin Cost and Profit)		
MONTHLY RATE PER WORKER		
	X 3	X 65
	-	-
	X 12	X 12
TOTAL		

Prepared by: _____

(Name and Signature)

B. JANITORIAL EQUIPMENT COST

	DESCRIPTION	QUANTITY	Unit Price	Total Amount VAT Inclusive
1.1	<i>Floor Polisher</i> , low speed heavy duty 16" Diameter with round bumper rubber, Bumper 1 meter stainless tube chassis made in aluminum with metal bracket wooden frame and pad holder each Pad size: 16" Speed : 175 rpm Motor: ¾ hp Power supply: 220V Mains cable : 12 mts. Net : 30kg	9 units-		
1.2.	<i>Floor Polisher</i> , high speed, heavy duty 20" Diameter High sleek and simple in design yet delivers power-packed cleaning. Efficiently cleans 1,600 sq. ft. per hour – coverage almost twice as fast compared to burnishing with 300 rpm. For significant savings in manpower time with bracket and pad holder Pad size: 20" Speed : 1500 rpm Motor: 2hp Power supply: 220V Size: 57 inches x 20 inches Cleaning path 20 inches	3 units ✓		
1.3.	<i>Wall Polisher</i> plate of 160mm or 7" dia.: Power input :1,400W: Weight 3.5kg with disc diamond cutter grinder (or its equivalent) 220V	1 unit		
1.4.	<i>Pressurized Water Pump with rubber Hose to fit for water out</i> Maximum permissible pressure: 140 bar Water Flow : at not lower than 800 r.p.m. Maximum suction height : 2,5 m Dimensions : 350 x 330mm x 9000mm or depending on the model Weight : 32kg Power supply : 220V Basic Feature: Integrated trolley, 5 m power cable, cable reel, 10m steel fabric hose, switch-off spray gun with handgrip, spray lance (high and low pressure), fully adjusted pressure control, brass pump head, receptacle for trigger gun assembly and lance, dry run safety, ceramic coated pump plunger, overflow return, place for dirt killer (accessory), detergent injector with filter, 0.8m, detergent probe and with 30 meter hose for water refill on sprayer	2 units ✓		
1.5.	<i>Aluminum Ladder 6 feet</i> (foldable) <i>12 feet</i> (foldable)	8 pieces 1 piece		
1.6.	<i>A –3 Step Ladders</i> (foldable, metal powder coated fin.)	12 pieces		
1.7.	<i>Scaffolding (metal)</i> for outside surface glass cleaning maximum for 5 levels w/ detachable wheel with stopper and 2 pieces harness	1 set		
1.8.	<i>Water Hose</i> with 50 meter long in ½ inch diameter	2 rolls		

	DESCRIPTION	QUANTITY	Unit Price	Total Amount VAT Inclusive
1.9.	Cleaning Janitorial Cart w/ Zippered Yellow vinyl bag, 34 Liters storage compartment, 9.5 Liters Sanitizing, Patent-pending 2 way rubbish door, slim jim hooks, brutehooks, bucket retainer hooks, ergonomic comfort grip handle, safety sign holder, 3 rubber tool grips and 4 marking swivel caster polyliner 56.5 cm w x 96.7 cm L x 105.2 cm. h	10 units		
1.10.	Cleaning Janitorial Cart w/ Zippered Yellow vinyl bag, 34 Liters storage compartment, 9.5 Liters Sanitizing, Patent-pending 2 way rubbish door, slim jim hooks, brutehooks, bucket retainer hooks, ergonomic comfort grip handle, safety sign holder, 3 rubber tool grips and 4 marking swivel caster polyliner 56.5 cm w x 96.7 cm L x 105.2 cm. h NOTE: WITH TISSUE AND PAPER TOWEL KEEPER	12 units		
1.12.	Floor Signs: "CLOSED" – Multilingual "CLOSED" Imprint, 2 sided, yellow color, size 25"h or 63.5cm (Open foldable) Dimension 66cm x 27.9cm x 30.5cm "CAUTION WET FLOOR" – Multilingual "CAUTION WET FLOOR" Imprint, 2 sided, yellow color, size 25"h or 63.5cm (Open foldable) Dimension 66cm x 27.9cm x 30.5cm	16 pieces 16 pieces		
1.13.	Barrier Chain; Yellow Color; 20 feet length 1/16. 1m – polypropylene fill with hook on both ends of the chain	32 pieces.		
1.14.	Square Brute; Big Wheel Container with lid 57.5cm x 72cm x 104cm., metric capacity of 120L in Gray color Polypropylene fill.	3 units		
1.15.	All Purpose Carry Caddy in Gray Color, size 16" x 11" x 6 ¾"h Polypropylene fill	12 pieces		
1.16.	Bucket/ Wringer Combination, yellow with multilingual "CAUTION" Imprint (bucket features sediment screen to trap dirty residue) non marking and non rusting casters for reduce touch up cleaning.	33 pieces		
1.17.	Steel Roller Sponge Mop – 12" L in Bronze Finish. Front pull lever on mop handle allows for squeeze-action wringing. Cellulose sponge mop head absorbs liquids fast. Gripper for foam in up and down direction.	50 pieces		
1.18.	Double pail bucket color 18"L x 14.5"W x 10" H 19 qt	5 pcs.		
1.19.	Rechargeable Flash Lights (220 Watts) – Halogen search light with pin light lamp (Replaceable Lamp) with nylon strap Illuminate time: strong light -1.5Hs. Input Voltage : 220V 60Hz Lamps : 6V 15 Watts Halogen Bulb (torch Light) 7 Watts Pin Light Lamp Battery Type : 6V 4.5Ah Lead Acid Battery Rechargeable flash light with recharging time that last at least 5 to 8 hours	2 units		
1.20.	Utility Bucket Pail - Round 12" diameter x 11 ¼ "h. 13.2L with water dipper Polypropylene fill in blue or black color	30 pieces		
1.21.	Upright Lobby Dust Pan w/ Cover and Nylon Broom Polypropylene fill 12 ¾ "l x 11 ¼"w x 5"h 13lb Black Color. Self opening and closing lid, Adjustable handle grip enhance user comfort. Made in USA or Germany (or its equivalent)	20 pieces		

	DESCRIPTION	QUANTITY	Unit Price	Total Amount VAT Inclusive
1.22.	Chemical Applicator with 18" quick connect wet/dry frame and 58" connect handle and mop 18" room dust pad	5 sets		
1.23.	Changing bucket for Chemical applicator 23.88L x 9.5"W x 13.63"H for applicator pad	4 units		
1.24.	Rectangular Wring bucket for mop applicator 14.5"L x 26.2"W x 16.1"H	6 units		
1.25.	Swinger Loop Mops w/ Handle (for wet mopping) with handle, Super stitch cotton looped end wet mop, large	18 pieces		
1.26.	Super Stitch Cotton Mops (for stripping floors), with handle, Super stitch cotton looped end wet mop, large	18 pieces		
1.27.	Finish System Mop with Handle(for finishing) with handle, Super stitch cotton looped end wet mop, large	18 pieces		
1.28.	Tufted Dust Mop, with handle, loop ends, tufted dust mop 24" Tufted Dust Mop, with handle, loop ends, tufted dust mop 36"	13 pieces ✓ 5 pieces ✓		
1.29.	Glass Squeegee, straight blade Soft, natural 16 1/2"l x 1 7/8" w extended handle of 50"h double moss blade conforms to uneven surfaces in Black and Aluminum finish with extendable handle. (Durable) rubber refill included	4 pieces ✓		
1.30.	Fabric Glass Scraper with long handle, straight foam like durable rubber 16"L with 60" long wooden handle	4 pieces		
1.31.	Flat Form push CART 300 kgs.	2 units		
1.32.	Spotlight Fixture with Stand – with Built-in electronic ballast, 15,000 burning hours, IP44 protection, with 40 watts HC0104i CFL bulb, High defined and advanced reflector to provide the best lighting effect. Highly energy output at low cost. Low temperature of the fixture. Easy fixing. Adjustable because of its light weight and with stand and caster. Power output : 220-240V Frequency : 50/60Hz Max power : 60w Dimension : 272 x 222 x 330 Weight : 1750g Lamp Holder :E27 Equivalence : Halogen Flood light or 40 to 60watts Use : Outdoor – Indoor	5 units ✓		
1.33.	Floor squeegee curved 24" with pvc detachable long handle	6 pieces ✓		
1.34.	Iron Steamer - powerful model designed for commercial purposes, durable die cast aluminum outer housing unit, built-in, easy-to-read water level sight gauge also indicates sediment build-up, color coded high temperature wiring, convenient pre-heat and steam settings, corrosion-proof internal 304 stainless steel boiler tank, 1500 watt in color heating element, 50/60 hertz electrical system	1 unit		
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C. CARPET CLEANING EQUIPMENT AND SUPPLIES

	DESCRIPTION	QUANTITY	Unit Price	Total Amount (VAT Inclusive)
2.1)	<p><i>Vacuum Cleaner for Carpet, Wet & Dry pick-up</i>, heavy duty, made of shock resistant materials, stainless steel body container, sound proof, with high efficiency polyester, automatic cut-off valve (on wet pick-up), ventilation circulation and washable cotton filter/ changeable, with Float / Cage, Filter replacement, Accessory caddy/ caster, with suction pressure, detachable blower, drum latch safety clip, mbar: 2400, cooling: by pass, consumption (electric) watts: 1080 watts/ 1.3hp, airflow, 1 min.: 3000, container capacity 60liters/ 15 gals, power 220V w/ caster for easy moving while cleaning.</p> <p>Standard Accessories: for each vacuum unit</p> <p>16 Gallon Wet/ Dry Vac., Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, blower nozzle, wet nozzle, Male-male adaptor, Diffuser blowing, Extension wands, Owners manual, accessory caddy, Caster wheel, Caster foot for storage.</p> <p>Made in USA, Germany, Italy or Singapore assembled only in China</p>	2 units		
2.2	<p><i>Vacuum Cleaner for Carpet, Wet & Dry pick-up</i>, heavy duty, made of shock resistant materials, stainless steel body container, sound proof, with high efficiency polyester, automatic cut-off valve (on wet pick-up), ventilation circulation and cleanable cotton filter/ changeable, with Float / Cage, Filter replacement, Accessory caddy/ caster, with suction pressure.</p> <p>Standard Accessories: for each vacuum unit</p> <p>12 Liters Gallon Wet/ Dry Vac., 220V Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, blower nozzle, wet nozzle, Male-male adaptor, Diffuser blowing, Extension wands, Owners manual, accessory caddy, Caster wheel, Caster foot for storage.</p> <p>Made in USA, Germany, Italy or Singapore assembled only in China</p>	12 units		
2.3	<p><i>UPRIGHT VACUUM CLEANER: 7ltrs, 800w-220-240v 40cm work width, 40w motor brush</i> Standard Accessories: for each vacuum unit</p> <p>7 Liters Gallon Dry Vac., 220V Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, brush nozzle, Male-male adaptor, Diffuser blowing, Extension wands, Owners manual,</p> <p>Made in USA, Germany, Italy or Singapore assembled only in China</p>	2 units		
2.4	<p><i>Backpack Vacuum Cleaner, 220v</i></p> <p>Standard Accessories: for each vacuum unit</p> <p>220V Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, blower nozzle, wet nozzle, Male-male adaptor, Diffuser blowing, Extension wands, Owners manual, accessory caddy, Caster wheel, Caster foot for storage.</p> <p>Made in USA, Germany, Italy or Singapore assembled only in China</p>	2 units		

	DESCRIPTION	QUANTITY	Unit Price	Total Amount (VAT Inclusive)														
2.5	<p><i>Shampooing/ Extractor Machine Cleaner with power brush professional power brush boosts performance spraying with warm water and detergent penetrate the pile and dissolve the dirt, roller brush rotates at 2,800rpm to wash out the dirt spray rate with standard accessories such as :</i></p> <p><i>2.5M flexible spray extraction hose w/ integrated water supply, floor tool w/ bend, suction tube and with power brush PW10 – for approval of FPD personnel</i></p> <table><tr><td>PERFORMANCE : 15-20 m2/h</td><td>Floor tools : 330MM</td></tr><tr><td>Hand tools : 110 MM</td><td>Air Flow rate : 54 l/ Sec.</td></tr><tr><td>Vacuum : 220M Bar</td><td>Spray rate : 2L/Min.</td></tr><tr><td>Spray pressure/ ram press: 2.0/ 2.5 Bar</td><td>Fresh water/ dirty tank water L</td></tr><tr><td>Max. cleaning solution temp.: 50 c</td><td>Motor rating : 230 Volts 1 pha</td></tr><tr><td>Fan : 1250 W</td><td>Pump : 2 x 40 W</td></tr><tr><td>Weight : 12.1 kg.</td><td>Dimension : 665 x 320 x 435</td></tr></table> <p>Made in USA, Germany, Italy or Singapore assembled only in China</p>	PERFORMANCE : 15-20 m2/h	Floor tools : 330MM	Hand tools : 110 MM	Air Flow rate : 54 l/ Sec.	Vacuum : 220M Bar	Spray rate : 2L/Min.	Spray pressure/ ram press: 2.0/ 2.5 Bar	Fresh water/ dirty tank water L	Max. cleaning solution temp.: 50 c	Motor rating : 230 Volts 1 pha	Fan : 1250 W	Pump : 2 x 40 W	Weight : 12.1 kg.	Dimension : 665 x 320 x 435	1 unit		
PERFORMANCE : 15-20 m2/h	Floor tools : 330MM																	
Hand tools : 110 MM	Air Flow rate : 54 l/ Sec.																	
Vacuum : 220M Bar	Spray rate : 2L/Min.																	
Spray pressure/ ram press: 2.0/ 2.5 Bar	Fresh water/ dirty tank water L																	
Max. cleaning solution temp.: 50 c	Motor rating : 230 Volts 1 pha																	
Fan : 1250 W	Pump : 2 x 40 W																	
Weight : 12.1 kg.	Dimension : 665 x 320 x 435																	
2.6	<p><i>Brushless Carpet Sweeper/ Groomer Wt 13.84 lb in Gray Color, 6.5" sweep path with natural boar bristle brushes in each corner, easy to open debris pan for effortless cleaning, constructed with durable galvanized steel and tough high impact resistant plastic.</i></p>	6 pieces																
2.7	<p><i>Upright Lobby Dust Pan w/ Cover and Nylon Broom Polypropylene fill 12 ¾" l x 11 ¼" w x 5" h 13lb Black Color. Self opening and closing lid, Adjustable handle grip enhance user comfort.</i></p> <p>Made in USA, Germany, Italy or Singapore assembled only in China (or its equivalent)</p>	20 pieces																
2.8	<p><i>Hand Brush Pilator 15" l w/ soft bristle in plastic or wood handle for carpet</i></p>	10 pieces																
2.9	<p><i>Furniture Brush/ duster 15" L w/ soft bristle in plastic or wood handle for upholstered furniture with small dustpan.</i></p>	40 pieces																
2.10	<p><i>Floor Signs, (CLOSED), Yellow Color size: 37"H; 38" x 12" x 1 ½" Imprint, 4 sided, MULTI –LINGUAL (Open foldable)</i></p> <p><i>Floor Signs, "CAUTION WET FLOOR" – Multilingual "CAUTION WET FLOOR" Yellow Color size: 37"H; 38" x 12" x 1 ½" Imprint, 4 sided, MULTI –LINGUAL (Open foldable)</i></p>	15 pieces 15 pieces																
2.11	<p><i>Barrier Chain; Yellow Color; 20 feet length 1/16. 1m – polypropylene fill with hook on both ends of the chain</i></p>	35 pieces																
2.12	<p><i>Extension Cords at least 15mts. long, 2.0mm flat cord surface mounted outlet in 15 amps., 250volts with 2 prong plug.</i></p> <p><i>Extension Cords at least 10mts. long, 2.0mm flat cord surface mounted outlet in 15 amps., 250volts with 2 prong plug.</i></p>	21 pieces 21 pieces																
2.13	<p><i>Pail/ Buckets w/ water dipper- Plastic 12" diameter with metal handle can contain 2.5 gallons</i></p>	20 pieces																

	DESCRIPTION	QUANTITY	Unit Price	Total Amount (VAT Inclusive)
2.14	All Purpose Carry Caddy in Gray Color, size 16" x 11" x 6 ¾" h Polypropylene fill.	6 pieces		
2.15	Carpet Dryer/ Blower (220V), 60hz adjustable in all directions with small rubber wheels and extendable handle and can dry out carpet easily especially in high speed control. 900 watts, 220V, 60 Hz., 3 speed air delivery (low-110m2/min., med-120m2/min, high-160m2/min, 3 speed rotation, (1000rpm,1200rpm,1400rpm) 270mm fan wheel size, 7m powercord.	3 units		
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D. JANITORIAL SUPPLIES AND MATERIALS COST

	DESCRIPTION	QUANTITY	Unit Price	Total Amount (VAT Inclusive)
1.	Air Freshener in Gel – decorative air freshener that provides up to 30 days of Non-fade freshening. The Gel comes in adjustable container to control the amount of fragrance in each room.	20 cans in 180-200 Grams / container		
2.	Baking Soda 30 grams	20 packs		
3.	Broom (in abaca material)	50 pcs.		
4.	All Purpose Cleaner/stain remover	10 gallons		
5.	Automatic diffuser sprayer scent for communal CR's	12 pieces		
6.	Carpet shampoo extraction rinse (wool-safe)	25 gallons 5 liters/container		
7.	Ceiling Duster with launderable head, 8 ½"- Flexible head conforms to virtually any shape. Launderable dust mitt can be worn on the hand or use with a flexible head dusting tool. Flexible head with 60" L polypropylene handle extendable to 14'.	20 pieces		
8.	Cotton Mop Head – super stitch cotton loop end; (large) in white colors	100 pieces		
	Cotton Mop Head – super stitch cotton loop end; (large) in blue, green and red colors	100 pieces		
9.	Cotton Hand Gloves – made in flexible cotton with rubber grip on the palm side in free size (XL)	80 pairs		
10.	Counter Brushes/ Dusters – plastic block counter brush, flagged polypropylene fill with 8" bristle coverage. Size: 12 ¼"L silver color	60 pieces		
11.	Deodorizer Aerosol Can– deodorizes by killing many germs that causes odors, eliminates odor and their sources in aerosol container 330ml	130 cans in 330ml/ can		
12.	Dirt and stain remover, General purpose spotter – wool-safe approved chemical for general spotter /stain remover	30 liters/ (1 liter / cont.)		
13.	Dirt, stain and adhesives remover - used for office equipment, modern electronic devices, leatherette goods plastics, glass, metal and nickel brass, furniture and shellac surfaces (wipe-out)	50 cans 250 Grams		
14.	Dirt Picker (Tong)– in aluminum/ light weight metal, clamps dirt with teeth 2" width x 6" length	60 pieces		

	DESCRIPTION	QUANTITY	Unit Price	Total Amount (VAT Inclusive)
15.	Disinfectant for Cleaning Waste Storage Room/Area – Concentrated heavy duty neutral disinfectant cleaner, quart based bactericidal, virucidal hospital grade disinfectant. (Concentrate Solution) (should be certified environmental friendly product) BFAD approved	25 gallons		
16.	Dust Cloth Flannel, for dusting wiping surfaces 24"x24"- Soft cotton cloth for dusting furniture and other items in five (5) colors <i>light blue, light green, pink, yellow and white.</i>	600 pieces		
17.	Dust Mop Head (loop end) – No sagging, fraying, or unraveling, slide on slip through backing for easy set-up, durable polyester backing designed for printing that will not launder out, with antimicrobial agent with opening on side to fit dust mop handle in blue color 24" width Dust Mop Head (loose end) – No sagging, fraying, or unraveling, slide on slip through backing for easy set-up, durable polyester backing designed for printing that will not launder out, with antimicrobial agent with opening on side to fit dust mop handle in blue color 36" width	50 pieces 30 pieces		
18.	Duster (cloth) (microfiber)	60 pcs.		
19.	Fabric Softener in 30ml sachet – fabric softener with mild scent for shampooing of carpets and upholstered chairs	70 sachets 30ml/sachet		
20.	Fish Net - for fabric upholstered cleaning made from nylon net used for laundry	50 pieces		
21.	Floor Cleaner (Neutral floor cleaner) Use I all type of floors and surfaces. It should effectively remove surface dirt without hurting the shine, Can be mopped or used in automatic scrubber. for follow up cleaning of marble, wood parquets, and vinyl tiles	50 liters 5 liters per container		
22.	Floor Disinfectant (Forward) , An effective germicide and disinfectant. Contains 762 ppm of a potent quaternary germicide which is effective against a wide spectrum of microorganism when used at a 1:20 dilution.	15 liters 5 liters /container		
23.	Furniture Polish in aerosol can – with anti-dust formula with allergen trappers removes dust and common allergens from pet dander and pollen	100 cans 330 ml/ can		
24.	Glass Cleaner/Solutions – Water based effective cleaner for windows, mirrors, Glass counters, table tops displays and other similar surface with pleasant smell. Basic ingredient: Organic, solvent, elating agent, dye and aqueous vehicle. (Concentrate Solution)	40 gallons (1 gallon per container)		

	DESCRIPTION	QUANTITY	Unit Price	Total Amount (VAT Inclusive)
25.	Glass Squeegee for comfort room mirror and counter top – 10" L x 3" W x 4.5" H Glass squeegee cleaner with hard plastic handle replaceable blades leaves the glass virtually dry to the touch and removes water marks on counter virtually dry to the touch. Use to clean counters tops and mirror inside comfort rooms (Durable)	50 pieces		
26.	Gum Remover Agent – removes gums easily with no harsh chemical that will stain the floor/ paint, oil, grease and gum remover (cement, tiles, granite, marble or carpets) (Concentrate Solution)	15 gallons (1 gallon / container)		
27.	Hand Brush for Pebbles with handle – Iron like handle scrubber in 5" x 2" length designed to make scrubbing tile and grout lines and cleaning floor baseboards, walls and countertops	60 pieces		
28.	Liquid All Purpose Detergent – all purpose washing detergent. (should be certified environmental friendly) (Concentrate solution) BFAD approved	40 gallons (1 gallon per container)		
29.	Liquid Soap All Purpose cleaning, concentrated organic and environment friendly solution, superior, deodorizing, cleaning and disinfecting power. BFAD approved, 100% biodegradable, safe for human and animals	50 gallons (1 gallon/container)		
30.	Metal Polish – that instantly cleans and shines brass, copper, chrome, gold and silver with metal oxides, emulsifiers and solvent	50 cans (150 ml/ can)		
31.	Molds and Mildew Remover – Specialize in easily removing stain remover attacks molds, mildew, hard water deposits and rust stain with Hypochlorite surfactant fragrance and aqueous vehicle (Concentrate Solution)	150 bottles (500 ml/ bottle)		
32.	Mop Handle (plastic mop head holder) – steady mop handle for cleaning all floor surfaces with long handle (Durable) 60" long	65 pieces		
33.	Mop chemical applicator dust mop with 14" extension handle	20 pieces		
34.	Open dust pan in black color	100 pieces		
35.	4100 White Super Polish Pad /spray buffing pad– (for polishing) with estimated life : 250,000 sq .ft. in 16" dia. x 20mm thick	50 pieces		
36.	5100 Red buffing pad / polishing pad (for buffing) with estimated pad life: 225,000 sq. ft. in 16" dia. x 20mm thick	35 pieces		

	DESCRIPTION	QUANTITY	Unit Price	Total Amount (VAT Inclusive)
37.	4100 White Super Polish Pad /spray buffing pad– (for polishing) with estimated life : 250,000 sq .ft. in 20" dia. x 20mm thick	50 pieces		
38.	5100 Red buffing pad / polishing pad (for enhancing floor appearance) with estimated pad life: 225,000 sq. ft. in 20" dia.x 20mm thick	35 pieces		
39.	Brown pad, for floor preparation (brown), 16" x 20mm thick	50 pieces		
40.	face mask, gloves, hair net	100 set		
41.	Raincoat (for garbage collector)	2 pieces		
42.	Garbage Rubber boots size 10	2 pairs		
43.	Stripsol	5 gallons		
44.	Scents for spray olive scent and seasonal scent	2 gallons		
45.	Paint Brush Soft Bristle 2" in 50.8mm – paint brush with soft bristle and wooden brush handle for detailed cleaning of dust	30 pieces		
46.	Plastic garbage bags for refuse – clear color for bio-degradable and for non-biodegradable in extra-large size (50" L x 30"w) expandable. (Does not break easily(see sample)	15,000 pieces		
47.	Black scrubbing pad in 16" diameter	20 pieces		
48.	Polishing brush – nylon brush of 16" dia. For intensive cleaning of rough floor surface	20 pieces		
49.	Powder Soap – all purpose washing soap. (can be used for upholstery and does not fade fabric)	300 kilograms		
50.	Rugs (stupa rugs) – white cotton in wide pieces rugs in bundles. (in large cotton retasos)	282 bundles (1 Kilo/ bundle)		
51.	Rubber Hand Gloves – durable rubber material in extra-large size	200 pairs		
52.	Ethyl Alcohol – 70% Solution (scent should be approved)	5 bottles (gallon)		
53.	Safety goggles for cleaning in plastic transparent material	5 pieces		
54.	Sand paper #000 not too rough for vinyl stains (see sample)	50 sheets (8" x 13"size per sheet)		
55.	Spatula or Dirt Scrapers/Scrubbers – 7.5"L x 3"w with wooden handle and stainless metal.	100 pieces		
56.	Sponges Absorbent – 6" x 4" sponge in 4 different colors (Durable should last at least 1 month)	100 pieces		

	DESCRIPTION	QUANTITY	Unit Price	Total Amount (VAT Inclusive)
57.	Spray Gun Cleaning Dispenser for chemicals with spray gun – w/ adjustable pressure sprayer spring covered with plastic so as not to breakout easily (Durable) in 500ml	134 bottles (500 ml/ bottle)		
58.	Spray Gun (small)	120 pieces		
59.	Automatic Sprayer ULV 7 liters container with shoulder strap	2 pieces		
60.	Squeegee blade rubber refill (durable) in 18" long – thick and durable	20 pieces		
61.	Stainless Steel Polish – Odorless white liquid polish, which cleans polishes and protect metals. Removes water spots as well as greasy stains leaving a unique, greaseless coating which resist further soiling	20 container (5 liters/ container)		
62.	Stair Brush (Push)	30 pieces		
63.	Steel Brush – steel brush for metal surface for polishing with handle in 11" length	10 pieces		
64.	Steel Wool – 16 Giant Pads, 200 grams average net weight for floor polisher.	20 boxes (25pcs./ box)		
65.	Stick Broom – 40"L made out of coconut palm.(aka: walis tingting)	35 pieces		
66.	Soft Broom / Abaca Broom– 31" L made out of coconut palm/ abaca palm (aka: walis tambo)	100 pieces		
67.	Toilet Bowl Brush – Stain and odor resistant, flexible plastic fill 17 ¾"L blue color (Flexible material)	100 pieces		
68.	Upright glass scrapper (cotton) 14" width with detachable long handle	5 sets		
69.	Upright glass scrapper (cotton) 14" width	12 pieces		
70.	Vinegar 4 liters	4 gallons 4 liters/gallon		
71.	Wax Complete – A non buffable finish containing polymers, resin and metal interlocks to provide maximum durability and resistance to detergent scrubbing	15 containers (5 liters/ container)		
72.	Wax Maintainer / Snapback for vinyl and wood parquet floors (spraybuff maintainer) – a balance blend of unique diverse polymer, hard wax, solvent and surfactants. It is a balance formulation that ensures excellent performance surfactants. An innovative and unique spraybuff formulation used as a spray buff agent on resilient floors. It delivers the "just-finished" shine without causing finish build-up <i>Ingredients : Resin, Wax, Solvents, Surfactants, Alkali and Preservative</i>	15 container / (5 liters/ container)		
73.	Wax for Marble Flooring (Crystallizer) – liquid floor crystallizer Major Ingredients: Magnesium Silicofluoride	15 containers (5 liters/ container)		

	DESCRIPTION	QUANTITY	Unit Price	Total Amount (VAT Inclusive)
74.	<p>Wax Liquid Sealer (over and under) A water emulsion sealer –undercoater containing polymers and metal interlocks. It fills the pores of the floor, levels off the hills and valleys, and binds tightly to the floor providing a highly detergent resistant base coat for all floor finishes, buffable of non -buffable</p> <p>Ingredients: Resin, Wax, Solvents, Surfactants, Plasticizers, Amonia and metal oxide</p>	15 container / (5 liters/ container)		
75.	<p>Wax Stripping Solution for Vinyl – An amine type concentrated liquid stripper formulated to penetrate and re-emulsify metal interlock finishes and sealers and suspend the broken film to permit easy removal. It can readily strip old waxes and most other water emulsion finishes.</p> <p>Ingredients : Amine, Surfactants, Alkali and chelating Agents</p>	15 container / (5 liters/ container)		
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(Name and Signature)

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

(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.) (twice)			
8.4 kgs.	b) two feet (2') high x eight feet (8') long (12 pcs.) (twice)			
4.8 kgs.	c) three feet (3') high x four feet (4') long (12 pcs.) (twice)			
10.80 kgs.	f) three feet (3') high x eight feet (8') long (12 pcs.) (twice)			
	6) "Black" SKIRTINGS FOR THE STAGE PLATFORMS			
4 kgs.	a) three feet (3') high x eight feet (8') long (5 pcs.) (twice)			
9.6 kgs.	b) (16 inches) high x eight feet (8') long (24 pcs.) (twice)			
15 kgs.	c) (1.5') feet high x eight feet (8') long (40 pcs.) (twice))			
9.6 kgs.	d) one feet (1') high x eight feet (8') long (30 pcs.) (twice)			
20 kgs.	e) two feet (2') high x eight feet (8') long (20 pcs.) (thrice)			
34.5 kgs.	f) three feet (16') high x eight feet (8') long (24 pcs.) (thrice)			
34.5 kgs.	g) tri-height (16 pcs.) (thrice)			
	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.) (twice)			
6.8 kgs.	b) one foot six inches (1'6) high x eight feet (8') long (23 pcs.) (twice)			
2.0 kgs.	c) two feet six inches (2'6") high x four feet (4') long (6 pcs.) (twice)			
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. (thrice)			
16 kgs.	Fitted Sheets for Ladies Quarter 40 pcs. (thrice)			
18 kgs.	Mattress Covers Ladies & Men's Quarters 15 pcs. (thrice)			
8.0 kgs.	Pillow Case Ladies' and Mens' Quarter 80 pcs. (thrice)			
2.8 kgs.	Pillow Case PICC Clinic 28 pcs. (12 times)			

(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 times)			
4.5 kgs.	Flat Sheet for the Clinic (9 pcs.) (12 times)			
11 kgs.	Blankets for PICC clinic 11 pcs. (12 times)			
18 kgs.	Flat Sheets Ladiesand Mens Quarter & Clinic 36 pcs. (thrice)			
8.8 kgs.	Seat Covers of Toyota Altis , Toyota Revo and Toyota Innova (2 units) 72 pcs. (thrice)			
4.4 kgs.	Mass Table Cover 2 pcs. (2.2/kg/pc.) (thrice)			
1 kg.	Side Table covers 2 pcs. (1kg./2 pcs.) (thrice)			
SUB - TOTAL ----- P				

Prepared by: _____
(Name and Signature)

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FACILITIES AND PROPERTY DIVISION

Technical Specifications for the One (1) Year Contract for Regular Janitorial Sanitation, Carpet/Fabric Upholstered Furniture and Maintenance Services.

APP No.: PICC APP2025-MC-17

Date: February 19, 2025

End-User :



DOMINGO GLENN L. PELONIO
Assistant Director, FPD

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>SCOPE OF WORKS AND SPECIFICATIONS</p> <p>I. SCOPE OF WORKS</p> <p>A. Provision of seventy six (76) personnel:</p> <p style="padding-left: 20px;">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>II. SPECIFICATIONS</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 and the like in Makati, BGC, Pasay City, Quezon City, Manila, Mandaluyong City areas and within NCR. Said contractor should submit company profile and list of companies served within the past four (4) years. 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 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;
- 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 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

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an on-the-spot test and interview to be conducted at least one month before the Contractor's assumption of work at the PICC;

11. The CONTRACTOR shall provide the FPD with a list of their regular service personnel and relievers including copies of their Transcript of record (for supervisors), certificate of housekeeping seminars, NBI Clearance, Medical Certificate, results of drug test, SSS ID Card, 1"x1" ID pictures and bio-data. All service personnel are subject to background investigation by PICC. In case there are incoming relievers who will report to PICC to replace absent janitors during the implementation of the contract the above mentioned documents will also be submitted to FPD;
12. The Contractor's Operations Manager shall: conduct a weekly inspection of equipment, check the performance of assigned personnel at PICC, and the cleanliness of the Center.
13. PICC reserves the right to demand the immediate replacement of any worker assigned to PICC who, in the opinion of PICC, is incompetent or undesirable, or whose services are prejudicial to the discipline and good order among its employees.
14. The CONTRACTOR shall replace any worker only with the prior written consent of the authorized official of PICC. The replacement worker shall be drawn from the list prepared by the CONTRACTOR.
15. Under no circumstances shall the CONTRACTOR allow trainees or apprentices to perform janitorial services in the premises of PICC.
16. The CONTRACTOR's employees shall be allowed access to the premises of PICC premises only during their respective work schedules, as approved by the Management of PICC. They shall confine themselves within their respective designated or assigned area of work.
17. Appropriate disciplinary action shall be taken by the CONTRACTOR against any worker who violates any of the provisions of this Contract. To ensure strict compliance therewith, supervisors for each area must, at all times, have a floor plan indicating the names of workers assigned to their respective areas at particular times of the day.
18. The CONTRACTOR shall provide their employees with the proper identification cards.
19. The CONTRACTOR shall strictly comply with the required schedule and flow of work presented to PICC.
20. The CONTRACTOR should absorb at least Sixty percent (60%) of personnel from the present CONTRACTOR as recommended by PICC-FPD- Facilities and Property Division
21. The CONTRACTOR shall advise the PICC the cause/s of the removal from PICC of any of its workers or supervisors, within a reasonable time.

22. The CONTRACTOR agrees to adhere, and hereby submits itself, its representatives and all its workers, to the rules and regulations of PICC as regards to sanitation, security and safety.
23. PICC may require the CONTRACTOR to increase or decrease the number of personnel assigned to the PICC when, in its opinion the exigencies of the work so demand; and
24. PICC will provide the CONTRACTOR an office space with office tables and chairs and a telephone line with access to local and outside calls (except long distance and international calls) . The CONTRACTOR, however shall provide their personnel office equipment such as computer with printer, calculator and other office supplies and materials needed.
25. The CONTRACTOR shall see to it that any breakdown/malfunctioning of any of the PICC' installations such as, but not limited to, water faucets, toilet flush functions, soap dispensers, clogged lavatory drains/floor drains, busted electrical lightings, and other similar installations, within their areas of responsibility shall be reported immediately by its personnel to their respective supervisors who, in turn, shall relay the same to the concerned PICC Officials for immediate action.
26. It is understood that the failure of the PICC to demand compliance with any of the terms and conditions stipulated in this Contract shall not be considered a waiver on its part for the enforcement of any of its provision.
27. This Contract and the fulfillment of the CONTRACTOR's obligations hereunder, shall not be assigned to any other party or parties without the prior written conformity of PICC
28. The CONTRACTOR shall perform quality regular janitorial, sanitation, and carpet and fabric upholstered furniture maintenance and other related services for the PICC, particularly in the following areas:
- a. Delegation Building
 - b. Secretariat Building (Excluding 3rd Floor Offices, Multipurpose Hall, West Wing Hall, East Wing Hall and North Wing Hall)
 - c. Plenary Hall
 - d. Reception Hall
 - e. PICC Forum
 - f. Powerhouse Building
 - g. Cooling Tower Building
 - h. Other areas such as main entrances, covered driveways, bridge ways and guard houses, etc.
29. The total floor area to be serviced per measurements provided by the Technical Services Department of PICC is approximately 90,069.11 square meters, categorized as follows:
- | | | |
|--------------------------------|---|--------------------|
| i. Vinyl flooring | - | 7,003.37 sq.meters |
| ii. Homogeneous tiles | - | 8,888.87 sq.meters |
| iii. Synthetic Marble flooring | - | 388.80 sq.meters |

iv. Marble flooring	-	4,924.48 sq.meters
v. Wood parquet	-	3,719.00 sq.meters
vi. Wash-out flooring	-	3,320.25 sq.meters
vii. Broadloom Carpet flooring	-	9,292.24 sq.meters
viii. Carpet tiles flooring	-	13,924.05 sq.meters
ix. Roof deck	-	29,363.00 sq.meters
x. Tile flooring (restrooms)	-	2,394.05 sq.meters
xi. Cement flooring	-	6,851.00 sq.meters

OTHERS:

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

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

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

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

JANITORIAL SERVICES

1. DAILY ROUTINE OPERATIONS

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

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- g. Collection/segregation at source into biodegradable and non-biodegradable/disposal of trash, rubbish and garbage from the confines of the building to receptacles provided for the purpose;
- h. Disinfecting, Sweeping and polishing of stairways, stair nosing, elevators, escalators, and railings; and
- i. Reporting of leaking faucets, busted bulbs, and damages incurred during events that need repair or replacement.
- j. Hauling of sofa, chairs, tables, furniture and other PICC properties with supervision of PICC (FPD) employee
- k. Cleaning and sanitizing of assigned garbage disposal area.

2. WEEKLY PERIODIC OPERATIONS:

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

3. TWICE A MONTH WASHING, SCRUBBING, WAXING AND POLISHING OF VINYL FLOORS AT MEDIUM TRAFFIC AREAS

4. MONTHLY PROJECT OPERATIONS:

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

5. OTHER DUTIES:

- a. Thorough general cleaning of outside glass surfaces every other month.

- b. Laundry service as required
- c. Whenever required, carrying and hauling of furniture and fixtures, supplies and/or records; and
- d. Washing and cleaning of at least once every three months or as often as required, of all light diffusers, blinds, outside walls, ceiling, etc.
- e. All tools and equipment, after use, should always be properly stored/kept inside the assigned storage room/s of each area; and

Other related duties as may be required.

B. SUPPLY AND DELIVERY OF JANITORIAL EQUIPMENT

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

	EQUIPMENT	QUANTITY
1.1	<i>Floor Polisher</i> , low speed heavy duty 16" Diameter with round bumper rubber, Bumper 1 meter stainless tube chassis made in aluminum with metal bracket wooden frame and pad holder each Pad size: 16" Speed : 175 rpm Motor: ¾ hp Power supply: 220V Mains cable : 12 mts. Net : 30kg	9 units
1.2.	<i>Floor Polisher</i> , high speed, heavy duty 20" Diameter High sleek and simple in design yet delivers power-packed cleaning. Efficiently cleans 1,600 sq. ft. per hour – coverage almost twice as fast compared to burnishing with 300 rpm. For significant savings in manpower time with bracket and pad holder Pad size: 20" Speed : 1500 rpm Motor: 2hp Power supply: 220V Size: 57 inches x 20 inches Cleaning path 20 inches	3 units
1.3.	<i>Wall Polisher</i> plate of 160mm or 7" dia.: Power input :1,400W: Weight 3.5kg with disc diamond cutter grinder (or its equivalent) 220V	1 unit
1.4.	<i>Pressurized Water Pump with rubber Hose to fit for water out</i> Maximum permissible pressure: 140 bar Water Flow : at not lower than 800 r.p.m. Maximum suction height : 2,5 m Dimensions : 350 x 330mm x 9000mm or depending on the model Weight : 32kg Power supply : 220V	2 units

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	<p>Basic Feature: Integrated trolley, 5 m power cable, cable reel, 10m steel fabric hose, switch-off spray gun with handgrip, spray lance (high and low pressure), fully adjusted pressure control, brass pump head, receptacle for trigger gun assembly and lance, dry run safety, ceramic coated pump plunger, overflow return, place for dirt killer (accessory), detergent injector with filter, 0.8m, detergent probe and with 30 meter hose for water refill on sprayer</p>		
1.5.	<p><i>Aluminum Ladder 6 feet (foldable)</i> <i>12 feet (foldable)</i></p>	<p>8 pieces 1 piece</p>	
1.6.	<p><i>A -3 Step Ladders (foldable, metal powder coated fin.)</i></p>	12 pieces	
1.7.	<p><i>Scaffolding (metal) for outside surface glass cleaning maximum for 5 levels w/ detachable wheel with stopper and 2 pieces harness</i></p>	1 set	
1.8.	<p><i>Water Hose with 50 meter long in ½ inch diameter</i></p>	2 rolls	
1.9.	<p><i>Cleaning Janitorial Cart w/ Zippered Yellow vinyl bag, 34 Liters storage compartment, 9.5 Liters Sanitizing, Patent-pending 2 way rubbish door, slim jim hooks, brutehooks, bucket retainer hooks, ergonomic comfort grip handle, safety sign holder, 3 rubber tool grips and 4 marking swivel caster polyliner 56.5 cm w x 96.7 cm L x 105.2 cm. h</i></p>	10 units	
1.10.	<p><i>Cleaning Janitorial Cart w/ Zippered Yellow vinyl bag, 34 Liters storage compartment, 9.5 Liters Sanitizing, Patent-pending 2 way rubbish door, slim jim hooks, brutehooks, bucket retainer hooks, ergonomic comfort grip handle, safety sign holder, 3 rubber tool grips and 4 marking swivel caster polyliner 56.5 cm w x 96.7 cm L x 105.2 cm. h</i> <i>NOTE: WITH TISSUE AND PAPER TOWEL KEEPER</i></p>	12 units	
1.12.	<p><i>Floor Signs: "CLOSED" – Multilingual "CLOSED" Imprint, 2 sided, yellow color, size 25"h or 63.5cm (Open foldable) Dimension 66cm x 27.9cm x 30.5cm</i> <i>"CAUTION WET FLOOR" – Multilingual "CAUTION WET FLOOR" Imprint, 2 sided, yellow color, size 25"h or 63.5cm (Open foldable) Dimension 66cm x 27.9cm x 30.5cm</i></p>	<p>16 pieces 16 pieces</p>	
1.13.	<p><i>Barrier Chain; Yellow Color; 20 feet length 1/16. 1m – polypropylene fill with hook on both ends of the chain</i></p>	32 pieces	
1.14.	<p><i>Square Brute; Big Wheel Container with lid 57.5cm x 72cm x 104cm., metric capacity of 120L in Gray color Polypropylene fill.</i></p>	3 units	

1.15.	<i>All Purpose Carry Caddy in Gray Color, size 16" x 11" x 6 ¾"h Polypropylene fill</i>	12 pieces
1.16.	<i>Bucket/ Wringer Combination, yellow with multilingual "CAUTION" Imprint (bucket features sediment screen to trap dirty residue) non marking and non rusting casters for reduce touch up cleaning.</i>	33 pieces
1.17.	<i>Steel Roller Sponge Mop – 12" L in Bronze Finish. Front pull lever on mop handle allows for squeeze-action wringing. Cellulose sponge mop head absorbs liquids fast. Gripper for foam in up and down direction.</i>	50 pieces
1.18.	<i>Double pail bucket color 18"L x 14.5"W x 10" H 19 qt</i>	5 pcs.
1.19.	<i>Rechargeable Flash Lights (220 Watts) – Halogen search light with pin light lamp (Replaceable Lamp) with nylon strap Illuminate time: strong light -1.5Hs. Input Voltage : 220V 60Hz Lamps : 6V 15 Watts Halogen Bulb (torch Light) 7 Watts Pin Light Lamp Battery Type : 6V 4.5Ah Lead Acid Battery Rechargeable flash light with recharging time that last at least 5 to 8 hours</i>	2 units
1.20.	<i>Utility Bucket Pail - Round 12" diameter x 11 ¼ "h. 13.2L with water dipper Polypropylene fill in blue or black color</i>	30 pieces
1.21.	<i>Upright Lobby Dust Pan w/ Cover and Nylon Broom Polypropylene fill 12 ¾ "l x 11 ¼"w x 5"h 13lb Black Color. Self opening and closing lid, Adjustable handle grip enhance user comfort. Made in USA or Germany (or its equivalent)</i>	20 pieces
1.22.	<i>Chemical Applicator with 18" quick connect wet/dry frame and 58" connect handle and mop 18" room dust pad</i>	5 sets
1.23.	<i>Changing bucket for Chemical applicator 23.88L x 9.5"W x 13.63"H for applicator pad</i>	4 units
1.24.	<i>Rectangular Wring bucket for mop applicator 14.5"L x 26.2"w x 16.1"H</i>	6 units
1.25.	<i>Swinger Loop Mops w/ Handle (for wet mopping) with handle, Super stitch cotton looped end wet mop, large</i>	18 pieces
1.26.	<i>Super Stitch Cotton Mops (for stripping floors), with handle, Super stitch cotton looped end wet mop, large</i>	18 pieces

1.27.	<i>Finish System Mop with Handle(for finishing) with handle, Super stitch cotton looped end wet mop, large</i>	18 pieces
1.28.	<i>Tufted Dust Mop, with handle, loop ends, tufted dust mop 24"</i> <i>Tufted Dust Mop, with handle, loop ends, tufted dust mop 36"</i>	13 pieces 5 pieces
1.29.	<i>Glass Squeegee, straight blade Soft, natural 16 ½"l x 1 7/8" w extended handle of 50"h double moss blade conforms to uneven surfaces in Black and Aluminum finish with extendable handle. (Durable) rubber refill included</i>	4 pieces
1.30.	<i>Fabric Glass Scraper with long handle, straight foam like durable rubber 16"L with 60" long wooden handle</i>	4 pieces
1.31.	<i>Flat Form push CART 300 kgs.</i>	2 units
1.32.	<i>Spotlight Fixture with Stand – with Built-in electronic ballast, 15,000 burning hours, IP44 protection, with 40 watts HC0104i CFL bulb, High defined and advanced reflector to provide the best lighting effect. Highly energy output at low cost. Low temperature of the fixture. Easy fixing. Adjustable because of its light weight and with stand and caster.</i> Power output : 220-240V Frequency : 50/60Hz Max power : 60w Dimension : 272 x 222 x 330 Weight : 1750g Lamp Holder : E27 Equivalence : Halogen Flood light or 40 to 60watts Use : Outdoor - Indoor	5 units
1.33.	<i>Floor squeegee curved 24" with pvc detachable long handle</i>	6 pieces
1.34	<i>Iron Steamer - powerful model designed for commercial purposes, durable die cast aluminum outer housing unit, built-in, easy-to-read water level sight gauge also indicates sediment build-up, color coded high temperature wiring, convenient pre-heat and steam settings, corrosion-proof internal 304 stainless steel boiler tank, 1500 watt in color heating element, 50/60 hertz electrical system</i>	1 unit

Note: The above enumerated tools and equipment shall be provided for the first year requirements of PICC. In case the contract is renewed or extended, the CONTRACTOR shall maintain the same tools and equipment, provided, the same are in **good operating condition to be checked by.**

It is understood that after an award is made and prior to the signing of the Contract, the CONTRACTOR shall deliver on site/PICC' premises within fifteen (15) calendar days from receipt of such Notice to Proceed, the above mentioned tools

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and equipment in good working condition, to be assigned and used in PICC during the effectivity of the Contract.

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

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

C. SUPPLY AND DELIVERY OF CARPET CLEANING EQUIPMENT AND SUPPLIES

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

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

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		12 Liters Gallon Wet/ Dry Vac., 220V Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, blower nozzle, wet nozzle, Male-male adaptor, Diffuser blowing, Extension wands, Owners manual, accessory caddy, Caster wheel, Caster foot for storage. Made in USA, Germany, Italy or Singapore assembled only in China															
	2.3	<i>UPRIGHT VACUUM CLEANER: 7ltrs, 800w-220-240v 40cm work width, 40w motor brush</i> Standard Accessories: for each vacuum unit 7 Liters Gallon Dry Vac., 220V Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, brush nozzle, Male-male adaptor, Diffuser blowing, Extension wands, Owners manual, Made in USA, Germany, Italy or Singapore assembled only in China	2 units														
	2.4	<i>Backpack Vacuum Cleaner, 220v</i> Standard Accessories: for each vacuum unit 220V Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, blower nozzle, wet nozzle, Male-male adaptor, Diffuser blowing, Extension wands, Owners manual, accessory caddy, Caster wheel, Caster foot for storage. Made in USA, Germany, Italy or Singapore assembled only in China	2 units														
	2.5	<i>Shampooing/ Extractor Machine Cleaner with power brush professional power brush boosts performance spraying with warm water and detergent penetrate the pile and dissolve the dirt, roller brush rotates at 2,800rpm to wash out the dirt spray rate with standard accessories such as : 2.5M flexible spray extraction hose w/ integrated water supply, floor tool w/ bend, suction tube and with power brush PW10 – for approval of FPD personnel</i> <table><tr><td>PERFORMANCE : 15-20 m2/h</td><td>Floor tools : 330MM</td></tr><tr><td>Hand tools : 110 MM</td><td>Air Flow rate : 54 l/ Sec</td></tr><tr><td>Vacuum : 220M Bar</td><td>Spray rate : 2L/Min.</td></tr><tr><td>Spray pressure/ ram press: 2.0/ 2.5 Bar</td><td>Fresh water/ dirty water : 10/9 L</td></tr><tr><td>Max. cleaning solution temp.: 50 c</td><td>Motor rating : 230 Volt phase</td></tr><tr><td>Fan : 1250 W</td><td>Pump : 2 x 40 W</td></tr><tr><td>Weight : 12.1 kg.</td><td>Dimension : 665 x 32435</td></tr></table> Made in USA, Germany, Italy or Singapore assembled only in China	PERFORMANCE : 15-20 m2/h	Floor tools : 330MM	Hand tools : 110 MM	Air Flow rate : 54 l/ Sec	Vacuum : 220M Bar	Spray rate : 2L/Min.	Spray pressure/ ram press: 2.0/ 2.5 Bar	Fresh water/ dirty water : 10/9 L	Max. cleaning solution temp.: 50 c	Motor rating : 230 Volt phase	Fan : 1250 W	Pump : 2 x 40 W	Weight : 12.1 kg.	Dimension : 665 x 32435	1 unit
PERFORMANCE : 15-20 m2/h	Floor tools : 330MM																
Hand tools : 110 MM	Air Flow rate : 54 l/ Sec																
Vacuum : 220M Bar	Spray rate : 2L/Min.																
Spray pressure/ ram press: 2.0/ 2.5 Bar	Fresh water/ dirty water : 10/9 L																
Max. cleaning solution temp.: 50 c	Motor rating : 230 Volt phase																
Fan : 1250 W	Pump : 2 x 40 W																
Weight : 12.1 kg.	Dimension : 665 x 32435																
	2.6	<i>Brushless Carpet Sweeper/ Groomer Wt 13.84 lb in Gray Color, 6.5" sweep path with natural boar bristle brushes in each corner, easy to open debris pan for effortless cleaning, constructed with durable galvanized steel and tough high impact resistant plastic.</i>	6 pieces														

2.7	<i>Upright Lobby Dust Pan w/ Cover and Nylon Broom</i> Polypropylene fill 12 ¾" l x 11 ¼" w x 5" h 13lb Black Color. Self opening and closing lid, Adjustable handle grip enhance user comfort. Made in USA, Germany, Italy or Singapore assembled only in China (or its equivalent)	20 pieces
2.8	<i>Hand Brush Pilator</i> 15" l w/ soft bristle in plastic or wood handle for carpet	10 pieces
2.9	<i>Furniture Brush/ duster</i> 15" L w/ soft bristle in plastic or wood handle for upholstered furniture with small dustpan.	40 pieces
2.10	<i>Floor Signs, (CLOSED), Yellow Color</i> size: 37"H; 38" x 12" x 1 ½" Imprint, 4 sided, MULTI -LINGUAL (Open foldable) <i>Floor Signs, "CAUTION WET FLOOR" - Multilingual</i> "CAUTION WET FLOOR" Yellow Color size: 37"H; 38" x 12" x 1 ½" Imprint, 4 sided, MULTI -LINGUAL (Open foldable)	15 pieces 15 pieces
2.11	<i>Barrier Chain; Yellow Color; 20 feet length</i> 1/16. 1m - polypropylene fill with hook on both ends of the chain	35 pieces
2.12	<i>Extension Cords at least 15mts. long, 2.0mm flat cord</i> surface mounted outlet in 15 amps., 250volts with 2 prong plug. <i>Extension Cords at least 10mts. long, 2.0mm flat cord</i> surface mounted outlet in 15 amps., 250volts with 2 prong plug.	21 pieces 21 pieces
2.13	<i>Pail/ Buckets w/ water dipper- Plastic</i> 12" diameter with metal handle can contain 2.5 gallons	20 pieces
2.14	<i>All Purpose Carry Caddy</i> in Gray Color, size 16" x 11" x 6 ¾" h Polypropylene fill.	6 pieces
2.15	<i>Carpet Dryer/ Blower</i> (220V), 60hz adjustable in all directions with small rubber wheels and extendable handle and can dry out carpet easily especially in high speed control. 900 watts, 220V, 60 Hz., 3 speed air delivery (low-110m2/min., med-120m2/min, high-160m2/min, 3 speed rotation, (1000rpm,1200rpm,1400rpm) 270mm fan wheel size, 7m powercord.	3 units

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

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

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CHEMICAL CLEANERS (at least 2 weeks supply) with details on the kind of solutions/preparations on how to use the chemicals that will be supplied.

- All purpose spotter remover
- Paint, oil and grease remover
- Carpet Shampoo
- Liquid spot cleaner rust remover
- Bonnet cleaning concentrate pre-spray
- Carpet extraction rinse
- Carpet extractor

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

D. SUPPLY AND DELIVERY OF JANITORIAL AND CLEANING SUPPLIES

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

CLEANING AGENTS/AIDES SUPPLIES

	ITEM AND DESCRIPTION	QUANTITY
1.	Air Freshener in Gel – decorative air freshener that provides up to 30 days of Non-fade freshening. The Gel comes in adjustable container to control the amount of fragrance in each room.	20 cans in 180-200 Grams / container
2.	Baking Soda 30 grams	20 packs
3.	Broom (in abaca material)	50 pcs.
4.	All Purpose Cleaner/stain remover	10 gallons
5.	Automatic diffuser sprayer scent for communal CR's	12 pieces
6.	Carpet shampoo extraction rinse (wool-safe)	25 gallons 5 liters/container
7.	Ceiling Duster with launderable head, 8 ½"-Flexible head conforms to virtually any shape. Launderable dust mitt can be worn on the hand or use with a flexible head dusting tool. Flexible head with 60" L polypropylene handle extendable to 14'.	20 pieces
8.	Cotton Mop Head – super stitch cotton loop end; (large) in white colors	100 pieces
	Cotton Mop Head – super stitch cotton loop end; (large) in blue, green and red colors	100 pieces
9.	Cotton Hand Gloves – made in flexible cotton with rubber grip on the palm side in free size (XL)	80 pairs

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10.	Counter Brushes/ Dusters – plastic block counter brush, flagged polypropylene fill with 8" bristle coverage. Size: 12 ¼"L silver color	60 pieces	
11.	Deodorizer Aerosol Can– deodorizes by killing many germs that causes odors, eliminates odor and their sources in aerosol container 330ml	130 cans in 330ml/ can	
12.	Dirt and stain remover, General purpose spotter – woolsafe approved chemical for general spotter /stain remover	30 liters/ (1 liter / cont.)	
13.	Dirt, stain and adhesives remover - used for office equipment, modern electronic devices, leatherette goods plastics, glass, metal and nickel brass, furniture and shellac surfaces.(wipe-out)	50 cans 250 Grams	
14.	Dirt Picker (Tong)– in aluminum/ light weight metal, clamps dirt with teeth 2" width x 6"length	60 pieces	
15.	Disinfectant for Cleaning Waste Storage Room/Area –Concentrated heavy duty neutral disinfectant cleaner, quart based bactericidal, virucidal hospital grade disinfectant. (Concentrate Solution) (should be certified environmental friendly product)BFAD approved	25 gallons	
16.	Dust Cloth Flannel, for dusting wiping surfaces 24"x24"- Soft cotton cloth for dusting furniture and other items in five (5) colors <i>light blue, light green, pink, yellow and white.</i>	600 pieces	
17.	Dust Mop Head (loop end) – No sagging, fraying, or unraveling, slide on slip through backing for easy set-up, durable polyester backing designed for printing that will not launder out, with antimicrobial agent with opening on side to fit dust mop handle in blue color 24" width Dust Mop Head (loose end) – No sagging, fraying, or unraveling, slide on slip through backing for easy set-up, durable polyester backing designed for printing that will not launder out, with antimicrobial agent with opening on side to fit dust mop handle in blue color 36" width	50 pieces 30 pieces	
18.	Duster (cloth) (microfiber)	60 pcs.	
19.	Fabric Softener in 30ml sachet – fabric softener with mild scent for shampooing of carpets and upholstered chairs	70 sachets 30ml/sachet	

20.	Fish Net - for fabric upholstered cleaning made from nylon net used for laundry	50 pieces
21.	Floor Cleaner (Neutral floor cleaner) Use I all type of floors and surfaces. It should effectively remove surface dirt without hurting the shine, Can be mopped or used in automatic scrubber. for follow up cleaning of marble, wood parquets, and vinyl tiles	50 liters 5 liters per container
22.	Floor Disinfectant (Forward) , An effective germicide and disinfectant. Contains 762 ppm of a potent quaternary germicide which is effective against a wide spectrum of microorganism when used at a 1:20 dilution.	15 liters 5 liters /container
23.	Furniture Polish in aerosol can - with anti-dust formula with allergen trappers removes dust and common allergens from pet dander and pollen	100 cans 330 ml/ can
24.	Glass Cleaner/Solutions - Water based effective cleaner for windows, mirrors, Glass counters, table tops displays and other similar surface with pleasant smell. Basic ingredient: Organic, solvent, elating agent, dye and aqueous vehicle. (Concentrate Solution)	40 gallons (1 gallon per container)
25.	Glass Squeegee for comfort room mirror and counter top - 10" L x 3" W x 4.5" H Glass squeegee cleaner with hard plastic handle replaceable blades leaves the glass virtually dry to the touch and removes water marks on counter virtually dry to the touch. Use to clean counters tops and mirror inside comfort rooms (Durable)	50 pieces
26.	Gum Remover Agent - removes gums easily with no harsh chemical that will stain the floor/ paint, oil, grease and gum remover (cement, tiles, granite, marble or carpets) (Concentrate Solution)	15 gallons (1 gallon / container)
27.	Hand Brush for Pebbles with handle - Iron like handle scrubber in 5" x 2" length designed to make scrubbing tile and grout lines and cleaning floor baseboards, walls and countertops	60 pieces
28.	Liquid All Purpose Detergent - all purpose washing detergent. (should be certified environmental friendly) (Concentrate solution) BFAD approved	40 gallons (1 gallon per container)
29.	Liquid Soap All Purpose cleaning, concentrated organic and environment friendly solution, superior, deodorizing, cleaning and disinfecting power. BFAD approved, 100% biodegradable, safe for human and animals	50 gallons (1 gallon/container)

30.	Metal Polish – that instantly cleans and shines brass, copper, chrome, gold and silver with metal oxides, emulsifiers and solvent	50 cans (150 ml/ can)
31.	Molds and Mildew Remover – Specialize in easily removing stain remover attacks molds, mildew, hard water deposits and rust stain with Hypochlorite surfactant fragrance and aqueous vehicle (Concentrate Solution)	150 bottles (500 ml/ bottle)
32.	Mop Handle (plastic mop head holder) – steady mop handle for cleaning all floor surfaces with long handle (Durable) 60" long	65 pieces
33.	Mop chemical applicator dust mop with 14" extension handle	20 pieces
34.	Open dust pan in black color	100 pieces
35.	4100 White Super Polish Pad /spray buffing pad– (for polishing) with estimated life : 250,000 sq .ft. in 16" dia. x 20mm thick	50 pieces
36.	5100 Red buffing pad / polishing pad (for buffing) with estimated pad life: 225,000 sq. ft. in 16" dia. x 20mm thick	35 pieces
37.	4100 White Super Polish Pad /spray buffing pad– (for polishing) with estimated life : 250,000 sq .ft. in 20" dia. x 20mm thick	50 pieces
38.	5100 Red buffing pad / polishing pad (for enhancing floor appearance) with estimated pad life: 225,000 sq. ft. in 20" dia.x 20mm thick	35 pieces
39.	Brown pad, for floor preparation (brown), 16" x 20mm thick	50 pieces
40.	face mask, gloves, hair net	100 set
41.	Raincoat (for garbage collector)	2 pieces
42.	Garbage Rubber boots size 10	2 pairs
43.	Stripsol	5 gallons
44.	Scents for spray olive scent and seasonal scent	2 gallons
45.	Paint Brush Soft Bristle 2" in 50.8mm – paint brush with soft bristle and wooden brush handle for detailed cleaning of dust	30 pieces
46.	Plastic garbage bags for refuse – clear color for bio-degradable and for non-biodegradable in extra-large size (50" L x 30"w) expandable. (Does not break easily(see sample)	15,000 pieces
47.	Black scrubbing pad in 16" diameter	20 pieces

48.	Polishing brush – nylon brush of 16" dia. For intensive cleaning of rough floor surface	20 pieces
49.	Powder Soap – all purpose washing soap. (can be used for upholstery and does not fade fabric)	300 kilograms
50.	Rugs (stupa rugs) – white cotton in wide pieces rugs in bundles. (in large cotton retasos)	282 bundles (1 Kilo/ bundle)
51.	Rubber Hand Gloves – durable rubber material in extra-large size	200 pairs
52.	Ethyl Alcohol – 70% Solution (scent should be approved)	5 bottles (gallon)
53.	Safety goggles for cleaning in plastic transparent material	5 pieces
54.	Sand paper #000 not too rough for vinyl stains (see sample)	50 sheets (8" x 13"size per sheet)
55.	Spatula or Dirt Scrapers/Scrubbers – 7.5"L x 3"w with wooden handle and stainless metal.	100 pieces
56.	Sponges Absorbent – 6" x 4"sponge in 4 different colors (Durable should last at least 1 month)	100 pieces
57.	Spray Gun Cleaning Dispenser for chemicals with spray gun – w/ adjustable pressure sprayer spring covered with plastic so as not to breakout easily (Durable) in 500ml	134 bottles (500 ml/ bottle)
58.	Spray Gun (small)	120 pieces
59.	Automatic Sprayer ULV 7 liters container with shoulder strap	2 pieces
60.	Squeegee blade rubber refill (durable) in 18" long – thick and durable	20 pieces
61.	Stainless Steel Polish – Odorless white liquid polish, which cleans polishes and protect metals. Removes water spots as well as greasy stains leaving a unique, greaseless coating which resist further soiling	20 container (5 liters/ container)
62.	Stair Brush (Push)	30 pieces
63.	Steel Brush – steel brush for metal surface for polishing with handle in 11" length	10 pieces
64.	Steel Wool – 16 Giant Pads, 200 grams average net weight for floor polisher.	20 boxes (25pcs./ box)
65.	Stick Broom – 40"L made out of coconut palm.(aka: walis tingting)	35 pieces
66.	Soft Broom / Abaca Broom– 31" L made out of coconut palm/ abaca palm (aka: walis tambo)	100 pieces

67.	Toilet Bowl Brush – Stain and odor resistant, flexible plastic fill 17 ¾" L blue color (Flexible material)	100 pieces
68.	Upright glass scrapper (cotton) 14" width with detachable long handle	5 sets
69.	Upright glass scrapper (cotton) 14" width	12 pieces
70.	Vinegar 4 liters	4 gallons 4 liters/gallon
71.	Wax Complete – A non buffable finish containing polymers, resin and metal interlocks to provide maximum durability and resistance to detergent scrubbing	15 containers (5 liters/ container)
72.	Wax Maintainer / Snapback for vinyl and wood parquet floors (spraybuff maintainer) – a balance blend of unique diverse polymer, hard wax, solvent and surfactants. It is a balance formulation that ensures excellent performance surfactants. An innovative and unique spraybuff formulation used as a spray buff agent on resilient floors. It delivers the "just-finished" shine without causing finish build-up <i>Ingredients : Resin, Wax, Solvents, Surfactants, Alkali and Preservative</i>	15 container / (5 liters/ container)
73.	Wax for Marble Flooring (Crystallizer) – liquid floor crystallizer Major Ingredients: Magnesium Silicofluoride	15 containers (5 liters/ container)
74.	Wax Liquid Sealer (over and under) A water emulsion sealer –undercoater containing polymers and metal interlocks. It fills the pores of the floor, levels off the hills and valleys, and binds tightly to the floor providing a highly detergent resistant base coat for all floor finishes, buffable of non -buffable Ingredients: Resin, Wax, Solvents, Surfactants, Plasticizers, Amonia and metal oxide	15 container / (5 liters/ container)
75.	Wax Stripping Solution for Vinyl – An amine type concentrated liquid stripper formulated to penetrate and re-emulsify metal interlock finishes and sealers and suspend the broken film to permit easy removal. It can readily strip old waxes and most other water emulsion finishes. Ingredients : Amine, Surfactants, Alkali and chelating Agents	15 container / (5 liters/ container)

NOTE:

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

(2) Must have at least two (2) weeks supply on stock at the PICC
It is understood that the CONTRACTOR shall ensure and stock abovementioned supplies and materials at all times, otherwise, PICC shall procure the same, the cost of which shall be chargeable to the CONTRACTOR.

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

REGULAR MAINTENANCE SERVICES OF CARPET AND FABRIC UPHOLSTERED FURNITURE

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

- a. Meeting Rooms 1, 2/3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14,
- b. Plenary/Reception Halls
- c. Summit Halls C, D, E, F, G & H
- d. East and West Banquet Areas
- e. Balconies (Summit Halls and Plenary Hall)
- f. D-201 Series, MEMD offices and other VIP rooms
- g. Amorsolo Fine Dining Restaurant
- h. Delegates Lounge at the Secretariat Building
- i. All carpeted stairways
- j. All area rugs on the lobbies, platforms and/or stages
- k. Banquet Hall
- l. Function Rooms A/B and its Foyer
- m. All other carpeted areas not occupied by PICC tenants

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

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

E. LAUNDRY SERVICES

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

Quantity	PARTICULARS
	1) BATH/HAND TOWELS

3.6 kgs.	a) White (big) = 2 8" x 48" inches(6 pcs.) (twice)
2.6 kgs.	b) White (small) = 18" x 29" inches (13 pcs.) (twice)
40 kgs.	c) White and Beige (extra small) = 11" x 11" inches (13 pcs.) (twice)
0.9 kg.	d) Green (small) = 16" x 24" inches (9 pcs.) (twice)
0.5 kg.	e) Light Blue (small) = 16" x 24" (5 pcs.) (twice)
0.2 kg.	f) Yellow (small) = 16" x 24" inches (2 pcs.) (twice)
0.1 kg.	g) Pink (small) = 16" x 24" inches (1 pc.) (twice)
0.5 kg.	h) Light Green (small) = 16" x 24" (5 pcs.) (twice)
5.5 kgs.	2) PIANO COVERS (5 PCS.) (twice)
	3) "White" SKIRTINGS OF THE STAGE PLATFORMS
5.4 kgs.	a) one foot (1') high x four feet (4') long (18 pcs.) (thrice)
7.5 kgs.	b) one foot (1') high x eight feet (8') long (19 pcs.) (thrice)
10.2 kgs.	c) two feet (2') high x four feet (4') long (18 pcs.) (thrice)
4.0 kgs.	d) two feet (2') high x eight feet (8') long (5pcs.) (thrice)
4.8 kgs.	e) three feet (3') high x four feet (4') long (13 pcs.) (thrice)
19.20 kgs.	f) three feet (3') high x eight feet (8') long (16 pcs.) (thrice)
	4) "Maroon/Red" SKIRTINGS FOR THE STAGE PLATFORMS
1.4 kgs.	a) one foot (1') high x four feet (4') long (7 pcs.) (thrice)
1.2 kgs.	b) one foot (1') high x eight feet (8') long (4 pcs.) (thrice)
2.8 kgs.	c) two feet (2') high x four feet (4') long (12 pcs.) (thrice)
10.5 kgs.	d) two feet (2') high x eight feet (8') long (12 pcs) (thrice)
4.8 kgs.	e) three feet (3') high x four feet (4') long (7 pcs.) (thrice)
14.4 kgs.	f) three feet (3') high x eight feet (8') long (4 pcs.) (thrice)
	5) "Blue Green" SKIRTINGS FOR THE STAGE PLATFORMS
4 kgs.	a) two feet (2') high x four feet (4') long (10 pcs.) (twice)
8.4 kgs.	b) two feet (2') high x eight feet (8') long (12 pcs.) (twice)
4.8 kgs.	c) three feet (3') high x four feet (4') long (12 pcs.) (twice)
10.80 kgs.	f) three feet (3') high x eight feet (8') long (12 pcs.) (twice)
	6) "Black" SKIRTINGS FOR THE STAGE PLATFORMS
4 kgs.	a) three feet (3') high x eight feet (8') long (5 pcs.) (twice)
9.6 kgs.	b) (16 inches) high x eight feet (8') long (24 pcs.) (twice)
15 kgs.	c) (1.5') feet high x eight feet (8') long (40 pcs.) (twice))
9.6 kgs.	d) one feet (1') high x eight feet (8') long (30 pcs.) (twice)
20 kgs.	e) two feet (2') high x eight feet (8') long (20 pcs.) (thrice)
34.5 kgs.	f) three feet (16') high x eight feet (8') long (24 pcs.) (thrice)
34.5 kgs.	g) tri-height (16 pcs.) (thrice)
	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.) (twice)
6.8 kgs.	b) one foot six inches (1'6) high x eight feet (8') long (23 pcs.) (twice)
2.0 kgs.	c) two feet six inches (2'6") high x four feet (4') long (6 pcs.) (twice)

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. (thrice)
16 kgs.	Fitted Sheets for Ladies Quarter 40 pcs. (thrice)
18 kgs.	Mattress Covers Ladies & Men's Quarters 15 pcs. (thrice)
8.0 kgs.	Pillow Case Ladies' and Mens' Quarter 80 pcs. (thrice)
2.8 kgs.	Pillow Case PICC Clinic 28 pcs. (12 times)
4 kgs.	Fitted Sheets for the clinic (8 pcs.) (12 times)
4.5 kgs.	Flat Sheet for the Clinic (9 pcs.) (12 times)
11 kgs.	Blankets for PICC clinic 11 pcs. (12 times)
18 kgs.	Flat Sheets Ladiesand Mens Quarter & Clinic 36 pcs. (thrice)
8.8 kgs.	Seat Covers of Toyota Altis , Toyota Revo and Toyota Innova (2 units) 72 pcs. (thrice)
4.4 kgs.	Mass Table Cover 2 pcs. (2.2/kg/pc.) (thrice)
1 kg.	Side Table covers 2 pcs. (1kg./2 pcs.) (thrice)

CONDITIONS:

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

III. SPECIFIC PROVISIONS

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

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

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

Based on the assessment, the PICC may pre-terminate the contract for failure by the CONTRACTOR to perform its obligations thereon following the procedure prescribed under the Guidelines on Termination of the Contracts issued by the Government Procurement Policy Board (GPPB) under Resolution No. 018-2004 dated December 2004.

2. The CONTRACTOR shall provide:
5 UNITS- Cellular Phone with unlimited call, text and data plan for each unit with 10 to 15 hour battery time, handy, clear frequency/

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connection, capable of Viber or Messenger application, camera with at least 8 megapixels and with individual charger per unit. (Disconnection should not be more than 24 hours. Excess of the said hours will be charged a penalty) The signal of the said provider should be dependable/reliable especially in connectivity (Note: units provided should be capable for receiving emails). (3) two units to be provided with the 3 janitorial supervisors and the other (2) two units will be provided to 2 PICC personnel to be used strictly for work related activities only. Should the Cellular phones be disconnected a penalty of THREE HUNDRED PESOS (P300.00) per day per unit shall be deducted from the CONTRACTOR's billing for the month. The cellular phone units are to be replaced annually if cellular phone is not functioning properly only the sim card are to be retained. Cellular phones are considered used goods and are not subject for return by the end user in case of loss and damage.

3. Contract Amendment

3.1 The PICC may at any time, by a written order given to the CONTRACTOR, make changes within the general scope of the Contract in any one or more of the following:

- b) Replacement of the personnel fielded by the CONTRACTOR to PICC should it be found that said personnel is incompetent, dishonest or inefficient;
- c) Increase or decrease the manpower requirements as may be deemed necessary; and
- d) the Services to be provided by the personnel to be deployed.

3.2 If any such change causes an increase or decrease in the cost of, or the time required for, the CONTRACTOR's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or Delivery Schedule, or both, and the Contract shall accordingly be amended. Any claims by the CONTRACTOR under this clause must be asserted within thirty (30) calendar days from the date of its receipt of the contract amendment.

3.3 Contract price shall be fixed and shall not be adjusted during, the one (1) year contract implementation, except for the following;

- 3.1.1 Increase in minimum daily wage pursuant to law or new wage order including by laws R.A.6727 or Wage Rationalization Act that are issued after date of bidding;
- 3.1.2 Increase in Taxes; and
- 3.1.3 if during the term of the contract, PICC sees the need for an increase or decrease in the number of janitors.

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

4. REGULAR HOLIDAYS AND NATIONWIDE SPECIAL DAYS

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

a) Regular Holidays:

- | | | |
|--|---|-----------------------|
| 1) New Year's Day | - | January 1 |
| 2) Maundy Thursday | - | Movable Date |
| 3) Good Friday | - | Movable Date |
| 4) Eidul Adha | - | Movable Date |
| 5) Eid'l Fitr | - | Movable Date |
| 6) Araw ng Kagitingan
(Bataan and Corregidor Day) | - | April 9 |
| | | |
| 7) Labor Day | - | May 1 |
| 8) Independence Day | - | June 12 |
| 9) National Heroes' Day | - | Last Monday of August |
| 10) Bonifacio Day | - | November 30 |
| 11) Christmas Day | - | December 25 |
| 12) Rizal Day | - | December 30 |

b) Nationwide Special Holidays:

- | | | |
|--------------------------|---|--------------|
| 1) Chinese New Year | - | Movable Date |
| 2) Black Saturday | - | Movable Date |
| 3) Ninoy Aquino Day | - | August 21 |
| 4) All Saints Day | - | November 1 |
| 5) Immaculate Conception | - | December 8 |
| 6) Last Day of the year | - | December 31 |

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

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

5. WITHHOLDING TAXES

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

6. ACKNOWLEDGEMENT AND WARRANTY

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

7. NO EMPLOYER-EMPLOYEE RELATIONSHIP

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

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

8. DURATION OF THE AGREEMENT

This Contract for Janitorial Services and Maintenance shall be effective for a period of one (1) year to commence on the date which will be indicated in the Notice to Proceed, subject, however, to performance evaluation towards the end of the first year. The Contractor shall maintain a satisfactorily level of performance throughout the term of contract. Failure by the Contractor to perform at least satisfactory is a ground for pre-termination of the contract.

9. CONTRACTORS' RESPONSIBILITIES

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

10. COMPENSATION AND MANNER OF PAYMENT

For the services rendered by the CONTRACTOR, the PICC shall pay the former the amount of compensation of the personnel to be deployed as reflected in its bid offer and accepted by PICC payable in equal semi-monthly payments or every 15th and end of each month.

Payment of salaries to Janitorial personnel assigned to PICC by the CONTRACTOR shall be made through a Commercial Bank's ATM/Megalink access facility.

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/Megalink access facility.

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.

- 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 quarter:

- Certified true copies of SSS Official Receipts or special bank receipts for payment of quarterly remittances together with SSS R5 Forms, of the CONTRACTOR's personnel assigned at PICC,
- Certified true copies of Official Receipts for payment of Pag-ibig quarterly 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 quarterly 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/Megalink access facility, an amount equivalent to one (1) month's salary of all its personnel assigned to PICC withdrawable only for payment of the salaries of the staff in case of delay on the part of the PICC to release the check representing payment 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.

12. OBSERVANCE OF LABOR AND LIABILITY FOR DAMAGES

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

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

13. Termination for Default

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

	<p>whatever damages the PICC shall suffer by reason of termination of the Contract.</p> <p>In addition, the CONTRACTOR acknowledges that the PICC shall undertake a monthly evaluation of the performance of its Contractor and if such evaluation results in a "Poor" or "Unsatisfactory" rating, the said rating shall also constitute a valid ground for termination of this Contract.</p> <p>14.DISQUALIFICATION</p> <p>Should the CONTRACTOR be retained/awarded the next two (2) year contract, it is understood that in line with the PICC' policy not to maintain the same Janitorial agency for more than four (4) consecutive years, the CONTRACTOR hereby acknowledges and agrees that the latter and/or any of its affiliate janitorial agencies, shall no longer qualify to participate in the public bidding for janitorial and carpet maintenance contract to be conducted by PICC at the expiration of the fourth (4th) year Contract. It may, however, if it so desires and subject to the condition that it has not obtained a Performance Rating of below "SATISFACTORY" during the term of its contract/s with PICC, participate anew after the one (1) year reprieve period.</p> <p>15.DURATION OF CONTRACT</p> <p>This Contract shall be binding and effective for a period of twelve (12) months renewable, at the option of PICC under the same terms and conditions.</p>	
<p style="text-align: center;">Statement of Compliance</p> <p>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.</p>		

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.

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