



REPUBLIC OF THE PHILIPPINES
CATANDUANES STATE UNIVERSITY
VIRAC, CATANDUANES

PHILIPPINE BIDDING DOCUMENTS

Procurement of Six (6) Months Janitorial Manpower Services

**With Approved Budget for the Contract (ABC) of
PhP2,746,827.30
(Project ID No.: 2023-013)**

**Sixth Edition
July 2020**

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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



Republic of the Philippines
CATANDUANES STATE UNIVERSITY
Virac, Catanduanes

INVITATION TO BID FOR PROCUREMENT OF SIX (6) MONTHS JANITORIAL MANPOWER SERVICES

1. The CATANDUANES STATE UNIVERSITY, through the *GAA FY 2023* intends to apply the sum of *Two Million Seven Hundred Forty Six Thousand Eight Hundred Twenty Seven Pesos and 30/100 (PhP2,746,827.30)*, being the ABC to payments under the contract for “*Procurement of Six (6) Months Janitorial Manpower Services*” (Project ID No. 2023-013). Bids received in excess of the ABC shall be automatically rejected at bid opening
2. The CATANDUANES STATE UNIVERSITY now invites bids for the above Procurement Project. Delivery of the Goods is required **within seven (7) days** upon receipt of Notice to Proceed. Bidders should have completed, within **three (3) years** from the date of submission and receipt of bids, a contract similar to the Project, equivalent to at least 50% of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from Catanduanes State University Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below from 9:00a.m. to 4:00p.m. (Mondays-Fridays).
5. A complete set of Bidding Documents may be acquired by interested Bidders (with Letter of Intent) on **May 25 to June 13, 2023** from the given address and website below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (PhP5,000.00)**. Payment shall be made directly to the CatSU Cashiering Services or thru deposit to CatSU LBP Account. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means. Transmittal of scanned deposit slip is required for the issuance of Official Receipt.

Bank Account details are as follows:

Account Name:	Catanduanes State University Trust Liability Account
Account Number:	0892-103330

6. The Catanduanes State University will hold a Pre-Bid Conference on **June 1, 2023, 2:00pm** at the BAC Conference Room, 1st Floor, Administration Building, Catanduanes State University, Virac, Catanduanes, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address as indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before **June 13, 2023 at 2:00pm**. 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 **June 13, 2023 at 2:15pm** at the BAC Conference Room, 1st Floor, Administration Building, Catanduanes State University, Virac, Catanduanes. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Only representative/s of the bidder with the prescribed **Authorization Letter/Special Power of Attorney** shall be allowed to participate in the procurement activities of the stated project.

10. The Catanduanes State University 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:

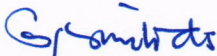
*The BAC Secretariat
1st Floor, Administration Building,
Catanduanes State University, Virac, Catanduanes
Cellphone No.: 0948-898-7227
E-mail Address: bac@catsu.edu.ph*

12. You may visit the following websites:

For downloading of Bidding Documents: www.philgeps.gov.ph
www.catanduanesstateu.edu.ph

For online bid submission: bac@catsu.edu.ph

24 May 2023


LILY P. CUSTODIO, Ph.D.
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Catanduanes State University** wishes to receive Bids for the **Procurement of Six (6) Months Janitorial Manpower Services**, with identification number **2023-013**.

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **FY 2023** in the amount of **Two Million Seven Hundred Forty Six Thousand Eight Hundred Twenty Seven Pesos and 30/100 (PhP2,746,827.30)**.

2.2. The source of funding is NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

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

The Procuring Entity has prescribed that **SUBCONTRACTING IS NOT ALLOWED.**

8. Pre-Bid Conference

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

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

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

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

iv. The price of other (incidental) services, if any, listed in the **BDS**.

b. For Goods offered from abroad:

i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

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

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

14. Bid Security

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

14.2. The Bid and bid security shall be valid for **One Hundred Twenty (120) calendar days from the date of bid opening**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

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

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as **One Project having several items that shall be awarded as one contract.**

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the

committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

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

21. Signing of the Contract

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



Section III. Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Contract for Janitorial Manpower Services; b. completed within three (3) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP CatSU, Virac, Catanduanes or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than Fifty Four Thousand Nine Hundred Thirty Six Pesos & 55/100 (PhP54,936.55) [2% of the ABC] if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less One Hundred Thirty Seven Thousand Three Hundred Forty One Pesos & 36/100 (PhP137,341.36) [5% of the ABC] if bid security is in Surety Bond.
15	<p>Each Bidder shall submit <i>ONE (1) SET</i> original and <i>ONE (1) SET</i> copy of the first and second components of its bid, enclosed in one mother envelope. Each set shall be properly fastened with tabbing for each requirement.</p> <p><i>Requirements and instructions for markings and sealing of bid envelopes is on the last page.</i></p> <p>For online submission of bids: The Bidder shall submit an electronic copy of its Bid (Eligibility, Technical and Financial Documents including all required Bidding Forms), which must be digitally signed.</p> <p>The Bidder shall submit two (2) password-protected bidding documents in compressed archive folders. The first shall contain the technical component of the bid, including the eligibility requirements and the second shall contain the financial component of the bid. All files must be in a PDF format.</p> <p>An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus automatically disqualified.</p>
19.2	Partial bid is not allowed.

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19.3	The description of the item is indicated in Section VII (Technical Specifications) with an ABC of Two Million Seven Hundred Forty Six Thousand Eight Hundred Twenty Seven Pesos and 30/100 (PhP2,746,827.30) .
20.2	No further instructions.
21.1	List of additional contract document: <i>Company Profile</i>



Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

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



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

Spare Parts –

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

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

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

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *[indicate here the time period specified. If not used indicate a time period of three times the warranty period]*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within *[insert appropriate time period]* of placing the order.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

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	<p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity: Name of the Supplier: Contract Description: Final Destination: Gross weight: Any special lifting instructions: Any special handling instructions: Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>
	<p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>

2.2	Payment terms shall be in accordance with item VIII of Section VII. Technical Specifications.
4	No further instructions.



Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Quantity	Delivery Date
I	Provision of Janitorial Personnel	35	Within seven (7) calendar days from the receipt of Notice to Proceed
II	Provision of Cleaning Equipment/Tools in good running condition	as detailed in the Technical Specifications	

Schedule:

From the initial janitorial force of thirty-five (35) personnel, janitors shall be distributed to the following areas of responsibilities:

Deployment per Location/per Floor	No. of Janitors	Shift/Schedule	
	1 Supervising Janitor	Two (2) shifts from 6:00 AM to 7:00 PM on 8-hour basis	
CatSU Main Building	3	6:00 AM – 3:00 PM / 10:00 AM – 7:00 PM	
Laboratory High School	1		
BSND Building	1		
College of Agriculture & Fisheries	1		
College of Science	2		
College of Humanities & Social Sciences	2		
College of Information and Communications Technology	2		
Technology Building	1		
College of Business & Accountancy and Entrepreneurship Building	2		
College of Engineering & Architecture	1		
Library	3		
Corporate Business Operations	1		
Men's Dormitory	2		
Gymnasium	1		
Auditorium	1		
Panganiban Campus	2		
Research & Development Services	1		
University Grounds	7		
TOTAL	35		

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

Name of Company	Signature over Printed Name of Authorized Representative	Date
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Section VII. Technical Specifications

Item	Specification ¹	Statement of Compliance ²
I	PROVISION OF JANITORIAL PERSONNEL	
	<p>The Supplier/Contractor shall provide CatSU with janitorial services composed of professional, qualified, efficient, competent, well-trained, courteous janitors, sensitive to the client's needs at all times, as may be required by CatSU from time to time. In addition, the janitors employed by the Contractor shall possess the following qualifications:</p> <ol style="list-style-type: none"> a. Must be of good moral character, without criminal and/or police records. b. Must be physically and mentally fit, as evidenced by a medical certificate issued by a reputable Medical Service Agency. c. Duly trained and skilled to function as Janitorial Personnel. <p>Any misrepresentation by the Contractor with respect to such qualifications shall be ground for the termination/cancellation of the Contract. The Contractor shall be required to submit to the CatSU a sworn statement or other pertinent documents as proof of compliance.</p>	
	The Contractor shall provide an initial janitorial force consisting of thirty-five (35) men and women which includes one (1) supervisor and thirty-four (34) janitors/janitresses. The Contractor shall assign a Roving Supervisor, at no additional cost to the CatSU, aside from the Janitorial Supervisor, to monitor the performance of the Janitorial Personnel and handle the consolidation of daily timecards.	
	The Contractor shall ensure that the janitors to be assigned in the CatSU have undergone adequate and relevant training before deployment, and have satisfactorily passed the Contractor's relevant screening and selection tests to determine their fitness to perform said services.	
	There shall always be one full time supervisor tasked in ensuring the proper execution of all janitorial activities.	
	The Contractor shall ensure availability of relievers for continuous and uninterrupted service in case of inability of regular personnel to report for work.	
	In case there will be special activities (other than routine) such as Anniversary Celebration, fairs, exhibits, etc., in certain areas of the CatSU building or compound, where additional hands are required, CatSU may request for additional janitorial personnel for the occasion.	
II	PROVISION OF CLEANING TOOLS AND EQUIPMENT	
	<p>The following tools and equipment shall be provided by the Contractor:</p> <ol style="list-style-type: none"> 1. Heavy Duty Floor Polisher – 2 units (20" dia. and 16" dia.) 2. Heavy Duty Vacuum Cleaner – 2 units 3. Lawn Mower – 1 unit 4. Mechanized Grass Cutter – 2 pc 5. Chewing Gum Scraper (bis) – 5 pc 6. Water Hose – complete with fittings, nozzles and metal couplings (1 pc. – 50 meters and 1 pc. – 30 meters, 1 set – 50 meter length with ¾" diameter) 	

Item	Specification ¹	Statement of Compliance ²																																																																
	7. Scythe – 10 pc (big) 8. Shovel – 2 pc 9. Piko – 2 pc (std. size) 10. Baretta – 1 pc. (6 ft. long, 1-1/2” dia.) 11. Sharper – 2 pc (for raker) 12. Raker – 2 pc 13. Buggy – 3 pc 14. ¾ hp. Compressor for washing – 1 pc. 15. Garden Scissors – 2 pc 16. Aluminum utility ladder, 1 unit 17. Pressure washer, 1 unit 18. Glass squeegee, 4 pcs 19. Bucket and wringer, 2 units 20. Extension wire, 1 set 21. Bowl mop container, 2 units 22. Push brush, 4 sets 23. Scraper, 2 pcs 24. Floor polisher, 2 units 25. Expandable pole, 1 unit 26. Boots, 1 set 27. Rain coat, 1 set 28. Vacuum cleaner, 1 set 29. Utility Push cart, 1 set 30. Garbage hauler 31. Warning sign																																																																	
	The Contractor shall equip its personnel with the necessary materials and supplies such as but not limited to the following:																																																																	
	A. Supplied for the whole year or replaced as necessary: <table border="1" data-bbox="331 1197 1171 2009"> <thead> <tr> <th data-bbox="336 1204 427 1242">Qty</th> <th data-bbox="427 1204 512 1242">Unit</th> <th data-bbox="512 1204 810 1242">Item</th> <th data-bbox="810 1204 1166 1242">Specification</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 1242 427 1306">20</td> <td data-bbox="427 1242 512 1306">pc</td> <td data-bbox="512 1242 810 1306">Mop Handles</td> <td data-bbox="810 1242 1166 1306">Heavy-duty wooden handle, approx. 5 ft. long</td> </tr> <tr> <td data-bbox="336 1306 427 1344">20</td> <td data-bbox="427 1306 512 1344">pc</td> <td data-bbox="512 1306 810 1344">Dust Pans</td> <td data-bbox="810 1306 1166 1344">Plastic, standard size</td> </tr> <tr> <td data-bbox="336 1344 427 1408">20</td> <td data-bbox="427 1344 512 1408">pc</td> <td data-bbox="512 1344 810 1408">Bowl Pumps</td> <td data-bbox="810 1344 1166 1408">Rubber force cap, std size with wooden handle.</td> </tr> <tr> <td data-bbox="336 1408 427 1446">12</td> <td data-bbox="427 1408 512 1446">pc</td> <td data-bbox="512 1408 810 1446">Plastic Pails</td> <td data-bbox="810 1408 1166 1446">Capacity: 4 gallons</td> </tr> <tr> <td data-bbox="336 1446 427 1510">3</td> <td data-bbox="427 1446 512 1510">set</td> <td data-bbox="512 1446 810 1510">Mop Squeezers</td> <td data-bbox="810 1446 1166 1510">All metal, complete with bucket</td> </tr> <tr> <td data-bbox="336 1510 427 1549">6</td> <td data-bbox="427 1510 512 1549">pc</td> <td data-bbox="512 1510 810 1549">Rubber Squeegees</td> <td data-bbox="810 1510 1166 1549">Big size, approx. 10” long</td> </tr> <tr> <td data-bbox="336 1549 427 1612">10</td> <td data-bbox="427 1549 512 1612">pc</td> <td data-bbox="512 1549 810 1612">Plastic Water Spray guns</td> <td data-bbox="810 1549 1166 1612">Standard size</td> </tr> <tr> <td data-bbox="336 1612 427 1676">6</td> <td data-bbox="427 1612 512 1676">pc</td> <td data-bbox="512 1612 810 1676">Push brushes</td> <td data-bbox="810 1612 1166 1676">Nylon bristle, 9” brush head with wooden handle</td> </tr> <tr> <td data-bbox="336 1676 427 1714">12</td> <td data-bbox="427 1676 512 1714">pc</td> <td data-bbox="512 1676 810 1714">Scrubbing Pads</td> <td data-bbox="810 1676 1166 1714">Standard size</td> </tr> <tr> <td data-bbox="336 1714 427 1753">12</td> <td data-bbox="427 1714 512 1753">pc</td> <td data-bbox="512 1714 810 1753">Door Mats</td> <td data-bbox="810 1714 1166 1753">Rubber material</td> </tr> <tr> <td data-bbox="336 1753 427 1793">12</td> <td data-bbox="427 1753 512 1793">pc</td> <td data-bbox="512 1753 810 1793">Feather Duster</td> <td data-bbox="810 1753 1166 1793">Cotton material, with wooden handle</td> </tr> <tr> <td data-bbox="336 1793 427 1857">6</td> <td data-bbox="427 1793 512 1857">pc</td> <td data-bbox="512 1793 810 1857">Ceiling Broom</td> <td data-bbox="810 1793 1166 1857">Std. size, wooden stem approx. 4 meter</td> </tr> <tr> <td data-bbox="336 1857 427 1896">12</td> <td data-bbox="427 1857 512 1896">pc</td> <td data-bbox="512 1857 810 1896">Hand Brush</td> <td data-bbox="810 1857 1166 1896">Nylon bristle, std. size</td> </tr> <tr> <td data-bbox="336 1896 427 1934">12</td> <td data-bbox="427 1896 512 1934">pc</td> <td data-bbox="512 1896 810 1934">Polished Pad</td> <td data-bbox="810 1896 1166 1934"></td> </tr> <tr> <td data-bbox="336 1934 427 1975">4</td> <td data-bbox="427 1934 512 1975">pair</td> <td data-bbox="512 1934 810 1975">Hand rubber gloves</td> <td data-bbox="810 1934 1166 1975"></td> </tr> </tbody> </table>	Qty	Unit	Item	Specification	20	pc	Mop Handles	Heavy-duty wooden handle, approx. 5 ft. long	20	pc	Dust Pans	Plastic, standard size	20	pc	Bowl Pumps	Rubber force cap, std size with wooden handle.	12	pc	Plastic Pails	Capacity: 4 gallons	3	set	Mop Squeezers	All metal, complete with bucket	6	pc	Rubber Squeegees	Big size, approx. 10” long	10	pc	Plastic Water Spray guns	Standard size	6	pc	Push brushes	Nylon bristle, 9” brush head with wooden handle	12	pc	Scrubbing Pads	Standard size	12	pc	Door Mats	Rubber material	12	pc	Feather Duster	Cotton material, with wooden handle	6	pc	Ceiling Broom	Std. size, wooden stem approx. 4 meter	12	pc	Hand Brush	Nylon bristle, std. size	12	pc	Polished Pad		4	pair	Hand rubber gloves		
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Item	Specification ¹			Statement of Compliance ²
B. Supplied monthly or replaced/replenished as necessary:				
	Qty	Unit	Item	Specification
	8	pc	Soft Brooms	Plastic-made, standard size
	10	pc	Stick Broom	Ting-ting, std. size
	6	pc	Bowl Brushes/Mop	Round nylon bristle, with wooden handle
	6	pc	Mop Heads	Thread no. 40 (400gms.)
	1	box	Steel Wool	#0 grade, 200 gms. net contents, 16 pads/pack
	2	gal	Liquid glass cleaners	any brand
	1	gal	Muriatic acid	any brand, commercial grade
	2	gal	Toilet Disinfectant & deodorizer	any brand
	4	kg	Toilet cleaners	any brand, powder form
	32	pc	Deodorant cakes	any brand, small size
	1	pail	Floor (vinyl) wax	any brand
	1	gal	Wax stripper	any brand
	1	gal	Marble Wax	any brand
	1	lit	Spot & Stain Remover	any brand
	1	gal	Furniture Polish	any brand
	1	can	Metal polish	small can, 14 oz/can
	2	gal	Air Freshener	any brand
	1	gal	Carpet Shampoo	any brand
	4	pc	Door Mats	any brand
	2	kg	Stopa	Round small rug
	100	pc	Trash Bags for garbage disposal	XXL
	4	yard	Rags/Planela	Sufficient quantity of rags for wiping, to be used by each janitor/janitress
	8	pc	Sponge	
	2	gal	Liquid hand soap	
	40	pc	Albatross care	
	2	gal	All purpose cleaner	
	3	Pcs	Mop head	
	7	kg	Powder soap	
	10	gal	Liquid detergent	
	1	gal	Sanitizers	
	200	roll	Tissue paper	
	16	pc	Hand soap bar	
	1	gal	Disinfectant	
	1	gal	Dishwashing liquid	
	4	pc	Deodorizer spray	
	1	gal	Furniture polish	
These materials will be subject to inspection by CatSU from time to time to ensure that there are sufficient quantities of materials and implements for cleaning at all times and that each worker shall have an individual set of basic cleaning paraphernalia to use.				

Item	Specification ¹	Statement of Compliance ²
	The Contractor shall ensure delivery in amounts or number sufficient enough for scheduled cleaning activities. In the event that there is insufficient cleaning materials delivered, CatSU may buy the same, subject to deduction from the total amount due to the contractor.	
III	SCOPE OF WORK	
	The Contractor shall provide janitorial services that will work from 6:00 a.m. to 7:00 p.m. or 6:00 a.m. to 3:00 p.m. (first shift), 10:00 a.m. to 7:00 p.m. (second shift) from Monday to Fridays including Holidays.	
	<p>The duties of the assigned supervisor shall include but not limited to the following:</p> <ol style="list-style-type: none"> a. Make rounds to check his/her subordinates, provide special cleaning instructions and/or assignments, and ascertain compliance with directives. b. Conduct inspection to check cleanliness and orderliness of the premises and inform his/her subordinates of corrections necessary. c. Determine materials, supplies needed and timely inform CatSU of the requirements. d. Train subordinate on proper cleaning methods, use of equipment, safety practices and work regulations. 	
	<p>The janitorial personnel shall maintain the cleanliness and orderliness of the office premises in accordance with the *Service Level Agreement and the *Housekeeping Plan to be submitted by the Contractor during the contract implementation, taking into account the following:</p> <ol style="list-style-type: none"> a. Protection of CatSU properties from damage or destruction in connection with the janitorial activities rendered. b. Preservation of confidentiality of CatSU records. c. Proper collection and disposal of garbage. d. Reporting of all broken fixtures in the comfort rooms, hallways, stairs and other observations which require immediate attention of CatSU Officials, the BGS, Chief Administrative Officer, VP-Administrative & Financial Affairs. e. Miscellaneous services to be performed whenever required (i.e. logistical assistance during meetings and conferences, hauling of office furniture, fixtures and equipment, and other errand works with CatSU premises). 	
	CatSU may provide specific work assignments to the assigned janitors with respect to minute details of the work, such as the number of janitors/janitresses to be assigned per shift, areas to be cleaned (or areas of responsibility), and other minute details that CatSU may deem necessary as called for any situation, or janitorial requirements as advised by the Agency with approval of the CatSU.	
IV	HOUSEKEEPING PLAN	
	<p>The expected standard after cleaning and waste collection is as follows:</p> <ol style="list-style-type: none"> A. Common areas/Office areas/halls/rooms/ stairways/ pantry <ul style="list-style-type: none"> • All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris. Papers, files and electronic equipment will not be removed or adjusted while 	

Item	Specification ¹	Statement of Compliance ²
	<p>cleaning (where applicable), unless prior permission has been obtained from the employee concerned</p> <p>B. Washrooms and toilets</p> <ul style="list-style-type: none"> • All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris • All sanitary fittings should be free from grime, dirt and smear. 	
	<p><u>Daily Routine Operations:</u></p> <ol style="list-style-type: none"> 1. Reporting to each respective assigned area. 2. Sweeping, cleaning and polishing of all floors, including lobbies, stairways, landings, sidewalls, doors, partitions, corridors, ceilings. 3. Scooping off sticky substances or picking-up with dustpan litters and dirt scattered on the floor/premises. 4. Mopping the floor with damp mop head and finish cleaning with clean and dry mop head. 5. Cleaning the grounds, the periphery of all entrances, parking lots. 6. Maintaining cleanliness and neatness of all rooms. 7. Cleaning, waxing, polishing, shampooing tables, chairs, furniture, fixtures, equipment (computer screen, keyboards, calculator, telephone, desk lamp, filing cabinets etc.) artworks, counters, floors walls, windows, vertical and horizontal areas and ceiling. 8. Cleaning, sanitizing and disinfecting of all comfort rooms, wash rooms, urinals, and toilet bowls. Supplies such as toilet disinfectants, toilet papers and liquid soap must be replenished as required. 9. Providing water for toilets and maintaining its upkeep 10. Emptying waste bins and washing out, if required. 11. Watering indoor plants. 12. Putting rooms, furniture in order such as the tables, chairs etc. and maintaining its upkeep. 13. Performing other duties as assigned other than janitorial services. 	
	<p><u>Weekly Operations:</u></p> <ol style="list-style-type: none"> 1. Cleaning of driveways, parking area, roof tops and surroundings. 2. Washing and cleaning of interior and exterior window glass and panels. 3. Cleaning & vacuuming of carpets and tiles. 4. Inspection and eradication/removing of cobwebs in the ceiling of rooms, exits, stairways and likely places. 5. Maintenance of gardens and plants at parking and flag ceremony area 6. Grass cutting at the social facilities area. 7. Washing of tables and benches at the social facilities area. 8. Bringing out indoor plants 9. Machine scrubbing and buffing hard floors 10. Washing dirt and stain marks in the walls 	
	<p><u>Monthly Periodic Operations:</u></p> <ol style="list-style-type: none"> 1. Cleaning of light diffusers. This involves removal, dusting or cleaning of stains on ceilings of diffuser receptacles. 2. Spot scrubbing of dirt outside the walls of rooms. This involves scrubbing of spots, stains or smudges on interior walls and outside walls which may require the use of chemicals or detergents to restore the original luster. 	

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Item	Specification ¹	Statement of Compliance ²
	<ol style="list-style-type: none"> 3. Reporting damage building accessories and furniture for replacement or repair. This requires inspection of fixtures, gadgets, furniture and similar items. Result of inspection can be reported to CatSU Officials, Building & Grounds Services/Office of the Chief Administrative Officer/VP for Administrative & Financial Affairs for appropriate action. 4. Scrubbing and waxing of floor areas, lobbies, stairways, fire exit ways and landings. These areas are to be scrubbed with suds, dried, waxed and polished. 5. Pressurized washing of exterior walls. 6. Cleaning roof decks of the building. This involves sweeping off dust and collection and disposal of dry leaves and other waste materials that may obstruct the flow of water into drains or downspouts. 7. Waxing of desk, chairs and tables. 	
	<p><u>Quarterly Operations:</u> Shampooing of floors, lobbies, stairways, post/columns, desks, chairs, tables, draperies, glassworks, and walls. Shampooing involves the use of proper detergents to remove dirt or stains, without damaging original color. Furniture and other fixtures shall be completely shampooed, dried, and polished. This operation is aimed at complete cleaning of the areas of the building being utilized in daily office routine work.</p>	
V	PERFORMANCE CRITERIA	
	<p>The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the following performance criteria:</p> <ol style="list-style-type: none"> a. Quality of Work/Service delivered b. Time Management c. Management & suitability of personnel d. Contract administration and management e. Provision of regular progress reports f. Attentiveness and presence of mind g. Compliance with CatSU instructions and policies. <p>The above criteria shall be used to assess quarterly the level of performance of the Contractor and its Janitorial Personnel as basis of continuity of the contract. Should the Agency gets two (2) consecutive "Satisfactory" Ratings, it shall be considered a ground for the termination of their contract with the CatSU.</p>	
	<p>Any janitor considered undesirable by CatSU shall be immediately replaced by the Contractor upon written request by the Administrator or his duty authorized representative.</p>	
VI	OTHER DUTIES OF CONTRACTOR	
	<p>The Contractor shall provide janitors/janitress their uniform, I.D., cleaning tools and work equipment, and other necessary paraphernalia used in carrying out the required janitorial services.</p>	
	<p>The Contractor shall provide the personnel with appropriate uniforms, protective gear, if necessary, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times.</p>	

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Item	Specification ¹	Statement of Compliance ²
	The Contractor shall ensure that safety be the first priority in the performance of its functions, and avoid the creation of safety hazards both in the condition of the work performed and while doing the work.	
	The Contractor shall be duly licensed and registered with the appropriate Government Agencies including the Social Security System.	
	The contractor shall pay the wages, salaries or compensation of the janitors in accordance with the provisions of the Minimum Wage Law. The payment shall be made, even if, for some reason or the other, the Contractor fails to collect on time from CatSU.	
	The janitors to be assigned shall have full coverage of medical and risk insurance by the Contractor.	
	The Contractor holds CatSU free and harmless from any claim whatsoever from its janitors and personnel.	
VII	OTHER TERMS AND CONDITIONS	
	The Contractor's personnel shall be provided with uniforms and ID cards for their identifications and that they shall be subject at all times to on-the spot search upon entering, leaving or during their stay inside the CatSU campus. Contractor shall, therefore always provide CatSU of an updated list of its personnel assigned thereat.	
	The Contractor hereby acknowledges that no authority has been conferred upon it by CatSU to hire any person or persons in behalf of CatSU, and it is understood that each person or persons employed or utilized by the Contractor in carrying out the janitorial services shall be paid by and considered as exclusive employee or agent of the Contractor and as such CatSU shall not be responsible whatsoever for any claim or claims for personal injury, wages, damages, including death, caused to the Contractor and/or its personnel themselves or third persons, where such injury or death arises out of, or in the course of the performance of the duties of the janitors.	
	During the duration of the Contract, CatSU reserves the right to effect changes in the assignment/deployment/ number of janitors anytime during the contract period through written notice to the Contractor. CatSU may decrease the number of janitors as may be necessary and reserves the right to increase, reduce, or limit the scope of services of the Contractor. Likewise, CatSU reserves the right to require the Contractor to absorb the existing janitorial personnel so as not to hamper the efficiency of public service. In such event, any corresponding adjustment in the cost shall not exceed the contract price.	
	CatSU, in case of disagreement or controversy regarding the restitution of any CatSU property lost, damaged or destroyed during the term of the Contract, shall create an Investigation Board composed of two (2) officials from the CatSU and one (1) from the Agency whose decision shall be final unless otherwise reversed by the Administrator. Immediately after it has been determined that Agency is at fault, the Agency shall immediately pay CatSU the cost of the lost items; otherwise, CatSU shall withhold such amount from the Agency's billings.	

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Item	Specification ¹	Statement of Compliance ²
	CatSU shall have the absolute right to give instructions for proper safeguarding and protection of the persons, places and things of CatSU from time to time. CatSU may promulgate the specific janitorial functions of the Agency during the life of the Contract.	
	To guarantee payment for losses and/or damages to property, the winning bidder/agency shall post a Performance Security in favor of CatSU.	
	To answer wages due to the janitors/janitress should the winning agency fail to pay the same, a wage security from the GSIS or other government banks such as Land Bank of the Philippines (LPB) shall be posted by the agency in favor of CatSU in an amount equivalent to three (3) months of labor cost of their personnel in their respective area of responsibility.	
	The performance and wage securities shall be callable on demand and shall have a validity period equivalent to the duration of the contract including its renewal or extension, if any, plus three (3) months.	
	In case of change in the contract price arising from reduction of the janitorial force, the aforementioned sureties shall be accordingly reduced.	
	If the Contractor fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring entity shall rescind the Contract without prejudice to other courses of action and remedies open to it.	
VIII	PAYMENT TERMS	
	The Janitorial Services Agency shall bill CatSU twice a month, preferably every 15 th and 30 th day of each month for services actually rendered by the janitors/janitress. For this purpose, the agency shall submit payroll records of the janitors with their names, hours of work rendered and certification that the janitors, whose name appears therein, actually and truly rendered their services for the particular billing period. Non-compliance thereon gives CatSU the right to disallow payment of the bill; and any falsehood or misrepresentation in the certification shall constitute breach of the Contract, which is a ground for termination thereof.	
	<p>Payment shall be made within ten (10) working days upon complete submission by the Contractor of the following documents:</p> <ol style="list-style-type: none"> a. DTRs of all janitors signed by supervisor or his/her duly authorized representative. b. Proof of previous months' remittance to the SSS, Phil-Health, and Pag-IBIG, together with a transmittal sheet stamped received by the foregoing, as well as such other relevant documents that may be required by the DBM. c. Invoice of billing or statement of account for the period covered. 	

Section VIII. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
and
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;
and
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration;
and
- (h) Conformity with the Technical Specifications,
- (i) Conformity with the Schedule of Requirements;
- (j) Statement of availability of technical service personnel – Manpower Requirements;
- (k) Statement of After-sales/Parts and Services;
and
- (l) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (m) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
and
- (n) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (o) 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

- (p) Original of duly signed and accomplished Financial Bid Form;
and
- (q) Original of duly signed and accomplished Price Schedule(s).

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

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

Section IX. Bidding Forms

Form 1	Statement of All Ongoing Government & Private Contracts
Form 2	Statement of Single Largest Completed Contract Similar to the Contract to be Bid
Form 3	Bid Securing Declaration
Form 4	Technical Specifications
Form 5	Omnibus Sworn Statement
Form 6	Net Financial Contracting Capacity (NFCC)
Form 7	Financial Bid Form
Form 8	Price Schedule for Goods Offered from Within the Philippines
Form 8-A	Price Schedule for Goods Offered from Abroad

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STATEMENT OF ALL ONGOING GOVERNMENT & 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)

Procurement of Six (6) Months Janitorial Manpower Services

Business Name: _____
 Business Address: _____

Title of the Contract/Name of the Project	Contract Date	Contract Duration	Name of Client/ Contracting Party	Kinds of Goods/Services	Total Amount of Contract	Value of Outstanding Contracts	Date of Delivery
Government							
Private							

Instructions:

1. State all ongoing contracts including those awarded but not yet started (government & private contracts which may be similar or not similar to the project called for bidding).
2. If there is no ongoing contract, state none or equivalent term.
3. This statement shall be supported with:
 - a. Notice of Award
 - b. Purchase Order/Contract
 - c. Notice to Proceed
4. In case of contracts with the private sector, an equivalent documents shall be submitted.

Submitted by: _____
 (Printed Name & Signature)
 Designation: _____
 Date: _____

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STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC) SIMILAR TO THE CONTRACT TO BE BID
 (except under conditions provided in Sections 23.4.1.3 and 23.4.2.4 of the 2016 Revised IRR of RA 9184,
 within the relevant period as provided in the Bidding Documents)

Procurement of Six (6) Months Janitorial Manpower Services

Business Name: _____
 Business Address: _____

Title of the Contract/Name of the Project	Contract Date	Contract Duration	Name of Client/ Contracting Party	Kinds of Goods/Services	Amount of Contract	Date of Delivery/ Acceptance

Instructions:

1. The SLCC should have been completed within three (3) years from the date of submission and receipt of bids.
2. The statement shall be supported with:
 - a. Purchase Order/Contract
 - b. End-User's Acceptance or Official Receipt(s) or Sales Invoice
3. In case of contracts with the private sector, an equivalent document shall be submitted.

Submitted by: _____
 (Printed Name & Signature)
 Designation: _____
 Date: _____



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

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



Technical Specifications Statement of Compliance

Bidders must state here either “**Comply**” or “**Not Comply**” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. 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. **Please state the brand and model being offered.**

Item	Specification	Statement of Compliance
I	PROVISION OF JANITORIAL PERSONNEL	
	<p>The Supplier/Contractor shall provide CatSU with janitorial services composed of professional, qualified, efficient, competent, well-trained, courteous janitors, sensitive to the client’s needs at all times, as may be required by CatSU from time to time. In addition, the janitors employed by the Contractor shall possess the following qualifications:</p> <ol style="list-style-type: none"> a. Must be of good moral character, without criminal and/or police records. b. Must be physically and mentally fit, as evidenced by a medical certificate issued by a reputable Medical Service Agency. c. Duly trained and skilled to function as Janitorial Personnel. <p>Any misrepresentation by the Contractor with respect to such qualifications shall be ground for the termination/cancellation of the Contract. The Contractor shall be required to submit to the CatSU a sworn statement or other pertinent documents as proof of compliance.</p>	
	The Contractor shall provide an initial janitorial force consisting of thirty-five (35) men and women which includes one (1) supervisor and thirty-four (34) janitors/janitresses. The Contractor shall assign a Roving Supervisor, at no additional cost to the CatSU, aside from the Janitorial Supervisor, to monitor the performance of the Janitorial Personnel and handle the consolidation of daily timecards.	
	The Contractor shall ensure that the janitors to be assigned in the CatSU have undergone adequate and relevant training before deployment, and have satisfactorily passed the Contractor’s relevant screening and selection tests to determine their fitness to perform said services.	
	There shall always be one full time supervisor tasked in ensuring the proper execution of all janitorial activities.	
	The Contractor shall ensure availability of relievers for continuous and uninterrupted service in case of inability of regular personnel to report for work.	
	In case there will be special activities (other than routine) such as Anniversary Celebration, fairs, exhibits, etc., in certain areas of the	

Item	Specification	Statement of Compliance																																
	CatSU building or compound, where additional hands are required, CatSU may request for additional janitorial personnel for the occasion.																																	
II	PROVISION OF CLEANING TOOLS AND EQUIPMENT																																	
	<p>The following tools and equipment shall be provided by the Contractor:</p> <ol style="list-style-type: none"> 1. Heavy Duty Floor Polisher – 2 units (20” dia. and 16” dia.) 2. Heavy Duty Vacuum Cleaner – 2 units 3. Lawn Mower – 1 unit 4. Mechanized Grass Cutter – 2 pc 5. Chewing Gum Scraper (bis) – 5 pc 6. Water Hose – complete with fittings, nozzles and metal couplings (1 pc. – 50 meters and 1 pc. – 30 meters, 1 set – 50 meter length with ¾ “ diameter) 7. Scythe – 10 pc (big) 8. Shovel – 2 pc 9. Piko – 2 pc (std. size) 10. Baretta – 1 pc. (6 ft. long, 1-1/2” dia.) 11. Sharper – 2 pc (for raker) 12. Raker – 2 pc 13. Buggy – 3 pc 14. ¾ hp. Compressor for washing – 1 pc. 15. Garden Scissors – 2 pc 16. Aluminum utility ladder, 1 unit 17. Pressure washer, 1 unit 18. Glass squeegee, 4 pcs 19. Bucket and wringer, 2 units 20. Extension wire, 1 set 21. Bowl mop container, 2 units 22. Push brush, 4 sets 23. Scraper, 2 pcs 24. Floor polisher, 2 units 25. Expandable pole, 1 unit 26. Boots, 1 set 27. Rain coat, 1 set 28. Vacuum cleaner, 1 set 29. Utility Push cart, 1 set 30. Garbage hauler 31. Warning sign 																																	
	<p>The Contractor shall equip its personnel with the necessary materials and supplies such as but not limited to the following:</p> <p>A. Supplied for the whole year or replaced as necessary:</p> <table border="1" data-bbox="331 1673 1166 2093"> <thead> <tr> <th data-bbox="336 1680 421 1714">Qty</th> <th data-bbox="421 1680 512 1714">Unit</th> <th data-bbox="512 1680 810 1714">Item</th> <th data-bbox="810 1680 1166 1714">Specification</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 1714 421 1787">20</td> <td data-bbox="421 1714 512 1787">pc</td> <td data-bbox="512 1714 810 1787">Mop Handles</td> <td data-bbox="810 1714 1166 1787">Heavy-duty wooden handle, approx. 5 ft. long</td> </tr> <tr> <td data-bbox="336 1787 421 1821">20</td> <td data-bbox="421 1787 512 1821">pc</td> <td data-bbox="512 1787 810 1821">Dust Pans</td> <td data-bbox="810 1787 1166 1821">Plastic, standard size</td> </tr> <tr> <td data-bbox="336 1821 421 1893">20</td> <td data-bbox="421 1821 512 1893">pc</td> <td data-bbox="512 1821 810 1893">Bowl Pumps</td> <td data-bbox="810 1821 1166 1893">Rubber force cap, std size with wooden handle.</td> </tr> <tr> <td data-bbox="336 1893 421 1927">12</td> <td data-bbox="421 1893 512 1927">pc</td> <td data-bbox="512 1893 810 1927">Plastic Pails</td> <td data-bbox="810 1893 1166 1927">Capacity: 4 gallons</td> </tr> <tr> <td data-bbox="336 1927 421 1991">3</td> <td data-bbox="421 1927 512 1991">set</td> <td data-bbox="512 1927 810 1991">Mop Squeezers</td> <td data-bbox="810 1927 1166 1991">All metal, complete with bucket</td> </tr> <tr> <td data-bbox="336 1991 421 2025">6</td> <td data-bbox="421 1991 512 2025">pc</td> <td data-bbox="512 1991 810 2025">Rubber Squeegees</td> <td data-bbox="810 1991 1166 2025">Big size, approx. 10” long</td> </tr> <tr> <td data-bbox="336 2025 421 2093">10</td> <td data-bbox="421 2025 512 2093">pc</td> <td data-bbox="512 2025 810 2093">Plastic Water Spray guns</td> <td data-bbox="810 2025 1166 2093">Standard size</td> </tr> </tbody> </table>	Qty	Unit	Item	Specification	20	pc	Mop Handles	Heavy-duty wooden handle, approx. 5 ft. long	20	pc	Dust Pans	Plastic, standard size	20	pc	Bowl Pumps	Rubber force cap, std size with wooden handle.	12	pc	Plastic Pails	Capacity: 4 gallons	3	set	Mop Squeezers	All metal, complete with bucket	6	pc	Rubber Squeegees	Big size, approx. 10” long	10	pc	Plastic Water Spray guns	Standard size	
Qty	Unit	Item	Specification																															
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Item	Specification			Statement of Compliance
6	pc	Push brushes	Nylon bristle, 9" brush head with wooden handle	
12	pc	Scrubbing Pads	Standard size	
12	pc	Door Mats	Rubber material	
12	pc	Feather Duster	Cotton material, with wooden handle	
6	pc	Ceiling Broom	Std. size, wooden stem approx. 4 meter	
12	pc	Hand Brush	Nylon bristle, std. size	
12	pc	Polished Pad		
4	pair	Hand rubber gloves		

B. Supplied monthly or replaced/replenished as necessary:

Qty	Unit	Item	Specification
8	pc	Soft Brooms	Plastic-made, standard size
10	pc	Stick Broom	Ting-ting, std. size
6	pc	Bowl Brushes/Mop	Round nylon bristle, with wooden handle
6	pc	Mop Heads	Thread no. 40 (400gms.)
1	box	Steel Wool	#0 grade, 200 gms. net contents, 16 pads/pack
2	gal	Liquid glass cleaners	any brand
1	gal	Muriatic acid	any brand, commercial grade
2	gal	Toilet Disinfectant & deodorizer	any brand
4	kg	Toilet cleaners	any brand, powder form
32	pc	Deodorant cakes	any brand, small size
1	pail	Floor (vinyl) wax	any brand
1	gal	Wax stripper	any brand
1	gal	Marble Wax	any brand
1	lit	Spot & Stain Remover	any brand
1	gal	Furniture Polish	any brand
1	can	Metal polish	small can, 14 oz/can
2	gal	Air Freshener	any brand
1	gal	Carpet Shampoo	any brand
4	pc	Door Mats	any brand
2	kg	Stopa	Round small rug
100	pc	Trash Bags for garbage disposal	XXL
4	yard	Rags/Planela	Sufficient quantity of rags for wiping, to be used by each janitor/janitress
8	pc	Sponge	
2	gal	Liquid hand soap	
40	pc	Albatross care	
2	gal	All purpose cleaner	
3	Pcs	Mop head	
7	kg	Powder soap	
10	gal	Liquid detergent	
1	gal	Sanitizers	
200	roll	Tissue paper	

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Item	Specification				Statement of Compliance
	16	pc	Hand soap bar		
	1	gal	Disinfectant		
	1	gal	Dishwashing liquid		
	4	pc	Deodorizer spray		
	1	gal	Furniture polish		
	These materials will be subject to inspection by CatSU from time to time to ensure that there are sufficient quantities of materials and implements for cleaning at all times and that each worker shall have an individual set of basic cleaning paraphernalia to use.				
	The Contractor shall ensure delivery in amounts or number sufficient enough for scheduled cleaning activities. In the event that there is insufficient cleaning materials delivered, CatSU may buy the same, subject to deduction from the total amount due to the contractor.				
III	SCOPE OF WORK				
	The Contractor shall provide janitorial services that will work from 6:00 a.m. to 7:00 p.m. or 6:00 a.m. to 3:00 p.m. (first shift), 10:00 a.m. to 7:00 p.m. (second shift) from Monday to Fridays including Holidays.				
	<p>The duties of the assigned supervisor shall include but not limited to the following:</p> <ol style="list-style-type: none"> a. Make rounds to check his/her subordinates, provide special cleaning instructions and/or assignments, and ascertain compliance with directives. b. Conduct inspection to check cleanliness and orderliness of the premises and inform his/her subordinates of corrections necessary. c. Determine materials, supplies needed and timely inform CatSU of the requirements. d. Train subordinate on proper cleaning methods, use of equipment, safety practices and work regulations. 				
	<p>The janitorial personnel shall maintain the cleanliness and orderliness of the office premises in accordance with the *Service Level Agreement and the *Housekeeping Plan to be submitted by the Contractor during the contract implementation, taking into account the following:</p> <ol style="list-style-type: none"> a. Protection of CatSU properties from damage or destruction in connection with the janitorial activities rendered. b. Preservation of confidentiality of CatSU records. c. Proper collection and disposal of garbage. d. Reporting of all broken fixtures in the comfort rooms, hallways, stairs and other observations which require immediate attention of CatSU Officials, the BGS, Chief Administrative Officer, VP-Administrative & Financial Affairs. e. Miscellaneous services to be performed whenever required (i.e. logistical assistance during meetings and conferences, hauling of office furniture, fixtures and equipment, and other errand works with CatSU premises). 				
	CatSU may provide specific work assignments to the assigned janitors with respect to minute details of the work, such as the number of janitors/janitresses to be assigned per shift, areas to be cleaned (or areas of responsibility), and other minute details that CatSU may deem				

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Item	Specification	Statement of Compliance
	necessary as called for any situation, or janitorial requirements as advised by the Agency with approval of the CatSU.	
IV	HOUSEKEEPING PLAN	
	<p>The expected standard after cleaning and waste collection is as follows:</p> <p>A. Common areas/Office areas/halls/rooms/ stairways/ pantry</p> <ul style="list-style-type: none"> • All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris. Papers, files and electronic equipment will not be removed or adjusted while cleaning (where applicable), unless prior permission has been obtained from the employee concerned <p>B. Washrooms and toilets</p> <ul style="list-style-type: none"> • All surfaces, fixtures and fittings, up to normal cleaning height, should be free from dust, stains and debris • All sanitary fittings should be free from grime, dirt and smear. 	
	<p><u>Daily Routine Operations:</u></p> <ol style="list-style-type: none"> 1. Reporting to each respective assigned area. 2. Sweeping, cleaning and polishing of all floors, including lobbies, stairways, landings, sidewalls, doors, partitions, corridors, ceilings. 3. Scooping off sticky substances or picking-up with dustpan litters and dirt scattered on the floor/premises. 4. Mopping the floor with damp mop head and finish cleaning with clean and dry mop head. 5. Cleaning the grounds, the periphery of all entrances, parking lots. 6. Maintaining cleanliness and neatness of all rooms. 7. Cleaning, waxing, polishing, shampooing tables, chairs, furniture, fixtures, equipment (computer screen, keyboards, calculator, telephone, desk lamp, filing cabinets etc.) artworks, counters, floors walls, windows, vertical and horizontal areas and ceiling. 8. Cleaning, sanitizing and disinfecting of all comfort rooms, wash rooms, urinals, and toilet bowls. Supplies such as toilet disinfectants, toilet papers and liquid soap must be replenished as required. 9. Providing water for toilets and maintaining its upkeep 10. Emptying waste bins and washing out, if required. 11. Watering indoor plants. 12. Putting rooms, furniture in order such as the tables, chairs etc. and maintaining its upkeep. 13. Performing other duties as assigned other than janitorial services. 	
	<p><u>Weekly Operations:</u></p> <ol style="list-style-type: none"> 1. Cleaning of driveways, parking area, roof tops and surroundings. 2. Washing and cleaning of interior and exterior window glass and panels. 3. Cleaning & vacuuming of carpets and tiles. 4. Inspection and eradication/removing of cobwebs in the ceiling of rooms, exits, stairways and likely places. 5. Maintenance of gardens and plants at parking and flag ceremony area 6. Grass cutting at the social facilities area. 7. Washing of tables and benches at the social facilities area. 8. Bringing out indoor plants 9. Machine scrubbing and buffing hard floors 	

Item	Specification	Statement of Compliance
	10. Washing dirt and stain marks in the walls	
	<p><u>Monthly Periodic Operations:</u></p> <ol style="list-style-type: none"> 1. Cleaning of light diffusers. This involves removal, dusting or cleaning of stains on ceilings of diffuser receptacles. 2. Spot scrubbing of dirt outside the walls of rooms. This involves scrubbing of spots, stains or smudges on interior walls and outside walls which may require the use of chemicals or detergents to restore the original luster. 3. Reporting damage building accessories and furniture for replacement or repair. This requires inspection of fixtures, gadgets, furniture and similar items. Result of inspection can be reported to CatSU Officials, Building & Grounds Services/Office of the Chief Administrative Officer/VP for Administrative & Financial Affairs for appropriate action. 4. Scrubbing and waxing of floor areas, lobbies, stairways, fire exit ways and landings. These areas are to be scrubbed with suds, dried, waxed and polished. 5. Pressurized washing of exterior walls. 6. Cleaning roof decks of the building. This involves sweeping off dust and collection and disposal of dry leaves and other waste materials that may obstruct the flow of water into drains or downspouts. 7. Waxing of desk, chairs and tables. 	
	<p><u>Quarterly Operations:</u></p> <p>Shampooing of floors, lobbies, stairways, post/columns, desks, chairs, tables, draperies, glassworks, and walls. Shampooing involves the use of proper detergents to remove dirt or stains, without damaging original color. Furniture and other fixtures shall be completely shampooed, dried, and polished. This operation is aimed at complete cleaning of the areas of the building being utilized in daily office routine work.</p>	
V	PERFORMANCE CRITERIA	
	<p>The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the following performance criteria:</p> <ol style="list-style-type: none"> a. Quality of Work/Service delivered b. Time Management c. Management & suitability of personnel d. Contract administration and management e. Provision of regular progress reports f. Attentiveness and presence of mind g. Compliance with CatSU instructions and policies. <p>The above criteria shall be used to assess quarterly the level of performance of the Contractor and its Janitorial Personnel as basis of continuity of the contract. Should the Agency gets two (2) consecutive "Satisfactory" Ratings, it shall be considered a ground for the termination of their contract with the CatSU.</p>	
	Any janitor considered undesirable by CatSU shall be immediately replaced by the Contractor upon written request by the Administrator or his duly authorized representative.	

Item	Specification	Statement of Compliance
VI	OTHER DUTIES OF CONTRACTOR	
	The Contractor shall provide janitors/janitress their uniform, I.D., cleaning tools and work equipment, and other necessary paraphernalia used in carrying out the required janitorial services.	
	The Contractor shall provide the personnel with appropriate uniforms, protective gear, if necessary, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times.	
	The Contractor shall ensure that safety be the first priority in the performance of its functions, and avoid the creation of safety hazards both in the condition of the work performed and while doing the work.	
	The Contractor shall be duly licensed and registered with the appropriate Government Agencies including the Social Security System.	
	The contractor shall pay the wages, salaries or compensation of the janitors in accordance with the provisions of the Minimum Wage Law. The payment shall be made, even if, for some reason or the other, the Contractor fails to collect on time from CatSU.	
	The janitors to be assigned shall have full coverage of medical and risk insurance by the Contractor.	
	The Contractor holds CatSU free and harmless from any claim whatsoever from its janitors and personnel.	
VII	OTHER TERMS AND CONDITIONS	
	The Contractor's personnel shall be provided with uniforms and ID cards for their identifications and that they shall be subject at all times to on-the spot search upon entering, leaving or during their stay inside the CatSU campus. Contractor shall, therefore always provide CatSU of an updated list of its personnel assigned thereat.	
	The Contractor hereby acknowledges that no authority has been conferred upon it by CatSU to hire any person or persons in behalf of CatSU, and it is understood that each person or persons employed or utilized by the Contractor in carrying out the janitorial services shall be paid by and considered as exclusive employee or agent of the Contractor and as such CatSU shall not be responsible whatsoever for any claim or claims for personal injury, wages, damages, including death, caused to the Contractor and/or its personnel themselves or third persons, where such injury or death arises out of, or in the course of the performance of the duties of the janitors.	
	During the duration of the Contract, CatSU reserves the right to effect changes in the assignment/deployment/ number of janitors anytime during the contract period through written notice to the Contractor. CatSU may decrease the number of janitors as may be necessary and reserves the right to increase, reduce, or limit the scope of services of the Contractor. Likewise, CatSU reserves the right to require the Contractor to absorb the existing janitorial personnel so as not to hamper the efficiency of public service. In such event, any corresponding adjustment in the cost shall not exceed the contract price.	
	CatSU, in case of disagreement or controversy regarding the restitution of any CatSU property lost, damaged or destroyed during the term of the	

Item	Specification	Statement of Compliance
	Contract, shall create an Investigation Board composed of two (2) officials from the CatSU and one (1) from the Agency whose decision shall be final unless otherwise reversed by the Administrator. Immediately after it has been determined that Agency is at fault, the Agency shall immediately pay CatSU the cost of the lost items; otherwise, CatSU shall withhold such amount from the Agency's billings.	
	CatSU shall have the absolute right to give instructions for proper safeguarding and protection of the persons, places and things of CatSU from time to time. CatSU may promulgate the specific janitorial functions of the Agency during the life of the Contract.	
	To guarantee payment for losses and/or damages to property, the winning bidder/agency shall post a Performance Security in favor of CatSU.	
	To answer wages due to the janitors/janitress should the winning agency fail to pay the same, a wage security from the GSIS or other government banks such as Land Bank of the Philippines (LPB) shall be posted by the agency in favor of CatSU in an amount equivalent to three (3) months of labor cost of their personnel in their respective area of responsibility.	
	The performance and wage securities shall be callable on demand and shall have a validity period equivalent to the duration of the contract including its renewal or extension, if any, plus three (3) months.	
	In case of change in the contract price arising from reduction of the janitorial force, the aforementioned sureties shall be accordingly reduced.	
	If the Contractor fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring entity shall rescind the Contract without prejudice to other courses of action and remedies open to it.	
VIII	PAYMENT TERMS	
	The Janitorial Services Agency shall bill CatSU twice a month, preferably every 15 th and 30 th day of each month for services actually rendered by the janitors/janitress. For this purpose, the agency shall submit payroll records of the janitors with their names, hours of work rendered and certification that the janitors, whose name appears therein, actually and truly rendered their services for the particular billing period. Non-compliance thereon gives CatSU the right to disallow payment of the bill; and any falsehood or misrepresentation in the certification shall constitute breach of the Contract, which is a ground for termination thereof.	
	Payment shall be made within ten (10) working days upon complete submission by the Contractor of the following documents:	

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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 **Procurement of Six (6) Months Janitorial Manpower Services** of the **Catanduanes State University**, 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 **Procurement of Six (6) Months Janitorial Manpower Services** of the **Catanduanes State University**, 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, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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

8. [Name of Bidder] is aware of and has undertaken the 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 Procurement of Six (6) Months Janitorial Manpower Services.

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

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



Business Name: _____
 Business Address: _____

NET FINANCIAL CONTRACTING CAPACITY (NFCC)

- 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.

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

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

NFCC = [(current asset – current liabilities) (K)] minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started.

K = 15

	Amount
Current Assets	_____
Less: Current Liabilities	_____
Net Current Assets	_____
Multiply by K	_____ x 15 _____
Less: Total value of all outstanding works under ongoing contracts	_____
NFCC	_____

Herewith attached are certified true copies of the Income Tax Return and Audited Financial Statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

Submitted by:

 Name of Supplier/Distributor/Manufacturer

 Signature of Authorized Representative

Date : _____

Bid Form for the Procurement of Goods
 [shall be submitted with the Bid]

BID FORM

Date: _____
 Project Identification No.: _____

To: **BIDS AND AWARDS COMMITTEE**
 Catanduanes State University
 Virac, Catanduanes

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **supply/deliver Six (6) Months Janitorial Manpower Services** in conformity with the said PBDs for the sum of _____

(Php _____) or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (IV) other fiscal levies and duties], which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. To deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. To provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. To abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

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 Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

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

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date:



Price Schedule for Goods Offered from Abroad

[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: _____

Legal Capacity: _____

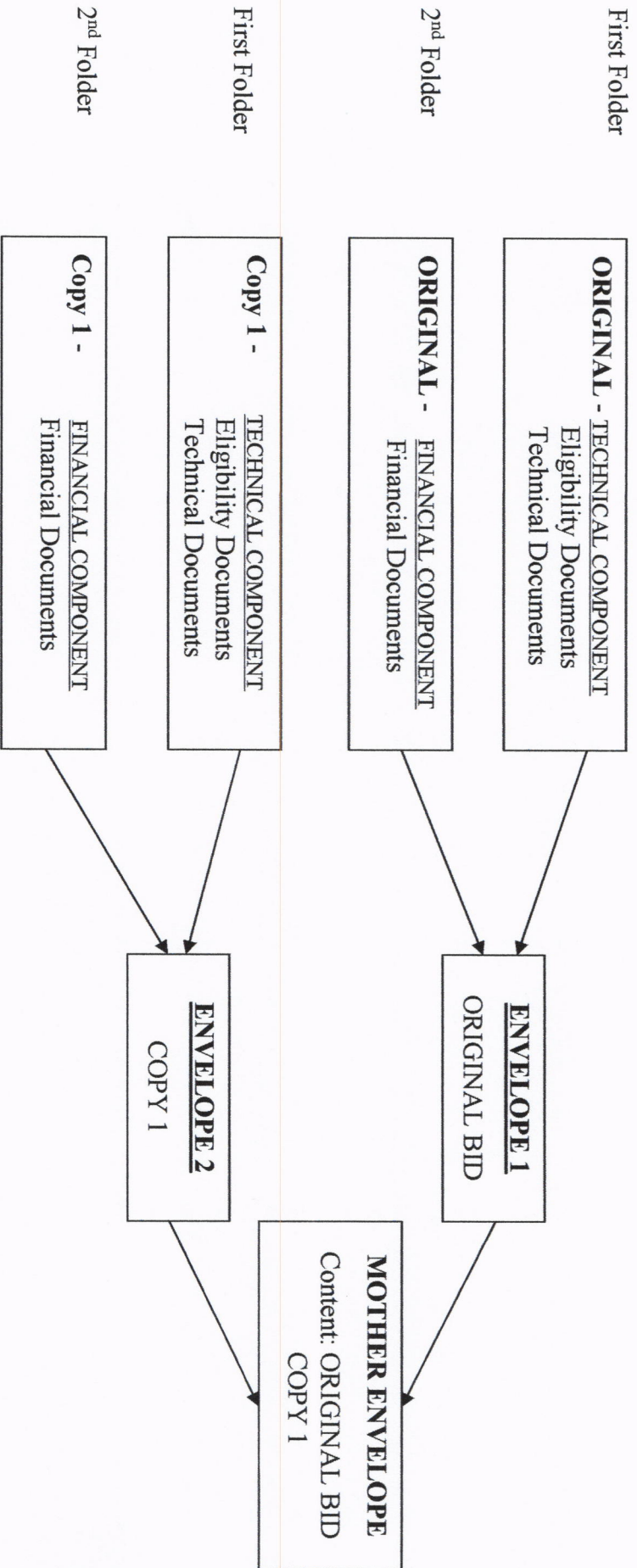
Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

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REQUIREMENTS AND INSTRUCTIONS OF THE CATANDUANES STATE UNIVERSITY

FOR MARKINGS AND SEALING OF BID ENVELOPES – GOODS



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**REQUIREMENTS AND INSTRUCTIONS OF THE CATANDUANES STATE UNIVERSITY
FOR MARKINGS AND SEALING OF BID ENVELOPES - GOODS**

All bid envelopes shall:

1. Typed or written in indelible ink and the seal shall be signed by the bidder or his duly qualified and authorized representative.
2. Contain the name of the contract to be bid in capital letters (* refer to BDS Clause 1.0 for the name of the Project).
3. Bear the name and address of the bidder in capital letters.
4. All envelopes shall be sealed and marked as illustrated below:

For Envelope 1 and 2

BIDDER'S NAME AND ADDRESS THE BIDS AND AWARDS COMMITTEE Catanduanes State University Virac, Catanduanes	BID DOCUMENTS FOR: _____ (Name of the Contract) * CONTENTS: ORIGINAL BID OR COPY 1 1) Technical Component 2) Financial Component DO NOT OPEN BEFORE _____ (Date of Bid Opening)
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Mother Envelope

BIDDER'S NAME AND ADDRESS THE BIDS AND AWARDS COMMITTEE Catanduanes State University Virac, Catanduanes	BID DOCUMENTS FOR: _____ (Name of the Contract) * CONTENTS: 1) ORIGINAL BID 2) COPY 1 DO NOT OPEN BEFORE _____ (Date of Bid Opening)
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- If the bids are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening. Moreover, **FAILURE TO COMPLY WITH THE REQUIRED SEALING AND MARKING OF BIDS SHALL BE A GROUND FOR DISQUALIFICATION.**



Republic of the Philippines



Government Procurement Policy Board