

Philippine International Convention Center

**REGULAR JANITORIAL, SANITATION,
CARPET/FABRIC UPHOLSTERED FURNITURE
MAINTENANCE SERVICES**

ABC : ₱15,172,027.64

Project ID No. : APP 2026-021

**First Edition
May 2025**

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

BDS – Bid Data Sheet.

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA - Cooperative Development Authority.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

COS – Contract of Service.

CPI – Consumer Price Index.

DDP – Delivered Duty Paid.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

GCC - General Conditions of Contract.

GFI – Government Financial Institution.

GOCC – Government-Owned and/or –Controlled Corporation.

GoP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

HoPE – Head of Procuring Entity.

INCOTERMS – International Commercial Terms.

IRR – Implementing Rules and Regulations.

ITB – Instructions to Bidders.

JO – Job Order.

LCB- Lowest Calculated Bid.

LCRB – Lowest Calculated Responsive Bid.

LGU – Local Government Unit

LoC – Letter of Credit.

MAB – Most Advantageous Bid.

MARB – Most Advantageous Responsive Bid.

MEARB – Most Economically Advantageous Responsive Bid.

MYCA – Multi-Year Contracting Authority.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

PSA – Philippine Statistics Authority.

RA No. – Republic Act Number.

SARB – Single Advantageous Responsive Bid.

SCC - Special Conditions of Contract.

SCRB – Single Calculated Responsive Bid.

SEARB – Single Economically Advantageous Responsive Bid.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Definition of Terms

Bid – a signed offer, proposal, or quotation submitted by a supplier, manufacturer, distributor, contractor, consultant, or service provider in response to the requirements of the Procuring Entity as stated in the Bidding Documents. (IRR, Section 5[c]).

Bidder – a supplier, manufacturer, distributor, contractor, consultant, and service provider, whether public or private, who submits a Bid in response to the requirements of the Procuring Entity as stated in the Bidding Documents. (IRR, Section 5[d]).

Bidding Documents – the documents issued by the Procuring Entity as the basis for Bids, furnishing all information necessary to prospective Bidder to prepare a Bid for the Goods, Infrastructure Projects, and Consulting Services required by the Procuring Entity. (IRR, Section 5[e]).

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.

Contract Price - the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

Effective Date of the Contract – the date indicated in the contract. However, the Supplier shall commence performance of its obligations only upon receipt of the Notice to Proceed.

Foreign-funded Procurement or Foreign-Assisted Project – refers to the acquisition of Goods, Consulting Services, and the contracting for Infrastructure Projects by the Government of the Philippines which are wholly or partly funded by foreign loans or grants pursuant to a Treaty or International or Executive Agreement.

Framework Agreement – is a procurement strategy which shall be in the nature of an option contract between the Procuring Entity and the Bidder that stipulates the terms and conditions to be applied in subsequent contracts for the procurement of Goods, Infrastructure Projects, and Consulting Services with a single or multiple contractor, manufacturer, supplier, distributor, consultant, and service provider to expand the pool of prospective Bidders, take advantage of economies of scale, minimize the administrative burden of conducting separate procurement activities, and generate time and money savings. (IRR, Section 16.2).

Goods – refer to (i) all items, supplies, and materials, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity; or (ii) general support services which pertain to all types of services except Consulting Services and Infrastructure Projects, such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services. Personnel Services or individual COS or JO engagements do not fall under this definition; (IRR, Section 5[n])

MARB – refers to the award criteria in the procurement of Goods where the considerations for the award of contract are the eligibility of the bidder, the responsiveness of its bid to the technical requirements, and the most advantageous bid in reference to the highest rated offer based on the quality component of the bid.

MEARB – refers to the award criteria in the procurement of Goods where the considerations for the award of contract are the eligibility of the bidder, and the responsiveness of its bid to the technical requirements, and the determination of the most economically advantageous bid in reference to the quality-price ratio allocated to the technical and financial components of the bid.

Online submission – pertains to the submission of the bid for Goods and the bid envelopes containing the technical and financial components of the bid through electronic means or through the electronic bidding facility of the PhilGEPS.

Project – refers to a specific or identified procurement covering Goods, Infrastructure Projects 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.

Services - means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.

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 its Bid. Supplier as used in these Bidding Documents may likewise refer to a manufacturer, distributor, contractor, or consultant, or service provider.

Verified Report - the report submitted by the Implementing Unit to the HoPE setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

Section I. Invitation to Bid



Philippine International Convention Center

INVITATION TO BID FOR *Regular Janitorial, Sanitation, Carpet/Fabric Upholstered Furniture Maintenance Services*

- 1) The *Philippine International Convention Center (PICC)* now invites bids for the following:

| | |
|---|--|
| Name of Requirement | Janitorial, Sanitation, Carpet/Fabric Upholstered Furniture Maintenance Services |
| Project Identification Number | APP 2026-021 |
| Approved Budget for the Contract (ABC) | ₱15,172,027.64, Inclusive of all applicable taxes and other charges (Bids exceeding the above amount shall be automatically rejected at bid opening, or during bid evaluation.) |
| Funding Source | PICCI Approved CY 2026 Budget The requirement is included in the CY2026 Approved Annual Procurement Plan. |
| Contract Duration/Period/Delivery Period | Delivery of the Goods is required within Seven (7) Months after receipt of the Notice to Proceed. Please refer to the PICC Terms of Reference. |

- 2) Bidders should have completed, at least *Five (5) Years* from the date of submission and receipt of bids, contracts similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
- 3) Bidding will be conducted through competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the IRR of RA No. 12009.
- 4) 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.
- 5) Interested Bidders may obtain further information from *BAC Secretariat* and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m..
- 6) A complete set of Bidding Documents may be acquired by interested Bidders on **April 7, 2026** from the address given below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Thirteen Thousand Seven Hundred Fifty Pesos (₱13,750.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of PICC, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids. Prospective bidders are highly encouraged to pay the bidding documents fee days before the deadline for submission and opening of bids. Bids, which bid documents fee are not yet paid on or before the date and time of opening of bids, shall be returned to the bidder unopened.

- 7) The PICC will hold a Pre-Bid Conference on **April 16, 2026**, at **1:30 p.m.** at *D-100, Ground Floor, Delegation Building, PICC* and/or through video conferencing via Zoom, which shall be open to prospective Bidders and Observers.
- 8) Bids must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission at the office address indicated below, on or before **April 30, 2026**, at **1:00 p.m.**. Late bids shall not be accepted.
- 9) All Bids must be accompanied by a Bid Security in any of the acceptable forms and in the amount stated in ITB Clause 16.1.
- 10) Bid opening shall be on **April 30, 2026**, at **1:30 p.m.** at *D-100, Ground Floor, Delegation Building, PICC* and/or via Zoom. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity.
- 11) The PICC does not assume responsibility to compensate or indemnify any bidder for expenses incurred in the preparation of bid.
- 12) The PICC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 70 of R.A. No. 12009, without incurring any liability to the affected Bidder or Bidders.
- 13) For further information, please refer to:

*BIDS AND AWARDS COMMITTEE
PHILIPPINE INTERNATIONAL CONVENTION CENTER
PICC Complex, Pasay City 1307
87894759 to 61
Email: procurement@picc.gov.ph*

- 14) You may visit the following websites:

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

For electronic bid submission: N/A

April 6, 2026


MELAN M. ESPELA
BAC Chairperson

Section II. Instructions to Bidders

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A. General

1) Scope of Bid

- 1.1 The Procuring Entity, named in the **BDS** invites bids for the Project with Identification Number which shall be specified in the **BDS**.
- 1.2 The Project is composed of number of lots or items as provided in the **BDS**, the details of which are described in Section VII. Technical Specifications.

2) Source of Funds

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

3) Corrupt, Fraudulent, Collusive, and Coercive Practices

- 3.1 Unless otherwise specified in the **BDS**, the Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Procuring Entity:
 - a) defines, for purposes of this provision, the following terms under existing laws, rules, and regulations:
 - i) "corrupt practice" means an act by which officials in the public or private sectors improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA No. 3019.
 - ii) "fraudulent practice" means a misrepresentation of facts for purposes of influencing a procurement process or the execution of a contract to the detriment of the Procuring Entity, which includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
 - iii) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
 - iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons, or their property to influence their

participation in a procurement process, or affect the execution of a contract;

v) "obstructive practice" is

a) deliberately destroying, falsifying, altering or concealing of evidence material to administrative proceedings or investigation or making false statements to investigators in order to materially impede administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution relative to allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent the latter from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

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

b) Undertakes to reject a proposal for award upon *prima facie* determination that the Bidder recommended for award has engaged in any of the prohibited practices mentioned in this Clause for purposes of competing for the contract.

3.2 Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in ITB Clause 3.1(a).

3.3 Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a Bidder or Supplier in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 3.

4) **Conflict of Interest**

4.1 All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) below and a general conflict of interest in any of the circumstances set out in paragraphs (d) and (f) below:

a) A Bidder has controlling shareholders or beneficial owners in common with another Bidder;

b) A Bidder receives or has received any direct or indirect subsidy from any other Bidder;

c) A Bidder has the same legally authorized representative as that of another Bidder for purposes of this bid;

- d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process; This may include a firm or an organization that lends, or temporarily seconds, its personnel to firms or organizations that are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project;
 - e) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are the subject of the bid.
 - f) A Bidder who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.
- 4.2 All Bidding Documents shall be accompanied by an omnibus sworn statement of the Bidder that it is not related, by consanguinity or affinity up to the third level, to the HoPE, Procurement Agent (if engaged), the head of the Project Management Office (PMO), the End-User or Implementing Unit or any members of the Bids and Awards Committee (BAC), Technical Working Group (TWG), and BAC Secretariat.
- 4.3 The Bidder shall also disclose the ultimate beneficial ownership of an entity. Failure to comply shall be a ground for the automatic disqualification of the bid in consonance with Section 59 of the IRR. For this reason, relation to the aforementioned persons within the third civil degree of consanguinity or affinity shall automatically disqualify the Bidder from participating in the procurement of contracts of the Procuring Entity notwithstanding the act of such persons inhibiting themselves from the procurement process. This Clause shall apply to the following persons and affiliates:
- a) In the case of individuals or sole proprietorships, to the Bidders and their spouses;
 - b) In the case of partnerships, to the partnership itself and its partners;
 - c) In the case of cooperatives, to the cooperative itself and members of the board of directors, general manager or chief executive officer;
 - d) A partnership, joint venture or consortium which is blacklisted or which has blacklisted member/s or partner/s, as well as a person or entity who is a member of a blacklisted joint venture or consortium, are, likewise not allowed to participate in any government procurement during the period of suspension or blacklisting; and
 - e) In the case of corporations, a single stockholder, together with their relatives up to the third civil degree of consanguinity or affinity, and their assignees, holding at least twenty percent (20%) of the shares therein, its chairperson and president, shall be blacklisted after they have been determined to hold the same controlling interest in a previously blacklisted corporation or in two corporations that have been blacklisted; the corporations of which they are part of shall also be blacklisted.

5) Eligible Bidders

- 5.1 Only Bids found to be legally, technically, and financially eligible will be evaluated. For procurement of Goods, the following persons shall be eligible to participate in this bidding:
- a) Duly-licensed Filipino citizens or sole proprietorships;
 - b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - d) Cooperatives duly organized under the laws of the Philippines; and
 - e) Persons or entities forming themselves into a Joint Venture (JV), i.e., a group of two (2) or more persons or entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the JV concerned shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their Joint Venture Agreement (JVA); Provided, further, that the primary purpose of each member of the JV must be similar to or related with the requirements of the project to be bid out.
- 5.2 Foreign Bidders may be eligible to participate when any of the following circumstances exist, as specified in the **BDS**:
- a) When provided for under any treaty or international or executive agreement as provided in Section 4 of the IRR;
 - b) When the foreign supplier is a citizen, corporation, or association of a country, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - c) When the Goods sought to be procured are not available from local suppliers; or
 - d) When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3 GOCCs may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.
- 5.4 The Bidder must have completed, within a period of ten (10) years from the submission of the bid, unless a shorter period is indicated in the Invitation to Bid and **BDS**, a Single Largest Completed Contract (SLCC) that is similar to the procurement project to be bid, and whose value must be equivalent to at least fifty percent (50%) of the ABC, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices.

- 5.5 If the Procuring Entity determines that it is necessary to adopt a different SLCC requirement to ensure broader Bidder participation while establishing their technical capacity, it may allow Bidders to present a combination of contracts completed within the same period, provided their total value is at least fifty percent (50%) of the ABC, thus:
- a) The Bidder should have completed at least one (1) similar contract amounting to at least 25% of the ABC; and
 - b) The Bidder should have completed other contracts, whether similar or not, with an aggregate amount of at least 25% of the ABC.

For this purpose, the Procuring Entity may clarify in the **BDS** the definition or description of what it considers to be a similar project, which must be germane to the kind, class, or genus of goods or services to be procured, guided by the principle of proportionality and fit-for-purpose approach.

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

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

The values of the domestic Bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR not earlier than two (2) years prior to date of bid submission.

For purposes of computing the foreign Bidders' NFCC, the value of the current assets and current liabilities shall be based on their latest AFS prepared in accordance with International Financial Reporting Standards.

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

6) Bidder's Responsibilities

- 6.1 The Bidder or its duly authorized representative shall submit an omnibus sworn statement, in the form prescribed in Section VIII. Philippine Bidding Document Related Forms, as required in ITB Clause 12.1(viii).
- 6.2 Before submitting their bids, the Bidder is deemed to be knowledgeable with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.
- 6.3 The Bidder undertook the following responsibilities:
 - a) Took steps to carefully examine and ensure full understanding and comprehension of the Bidding Documents, its requirements, clauses, and provisions;

- b) Acknowledged all conditions, local, or otherwise, affecting the implementation of the contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any;
- d) Complied with the responsibility to inquire, or secure the Supplemental Bid Bulletin(s) as provided under ITB Clause 10.4;
- e) Ensured that it is not "blacklisted" or barred from bidding by the Government of the Philippines (GoP) or any of its agencies, offices, corporations, or LGUs, including foreign government, or foreign or international financing institutions whose blacklisting rules have been recognized by the GPPB; by itself or by reason of its relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;
- f) Ensured that each of the documents submitted in satisfaction with the bidding requirements is an authentic copy of the original, complete, and that all statements and information provided therein are true and correct;
- g) Authorized the HoPE or its duly authorized representative/s to verify all the documents submitted;
- h) Ensured that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute, and perform any and all acts necessary to participate, submit the bid, to sign, and execute the ensuing contract, accompanied by the duly-notarized Special Power of Attorney, Board, or Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- i) Complied with the disclosure provision under Section 81 and 82 of RA No. 12009 and its IRR, in relation to other provisions of RA 3019;
- j) Complied with existing labor laws and standards, in the case of procurement of services. Moreover, the Bidder undertakes to:
 - i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or Collective Bargaining Agreement (CBA); or arbitration award, if and when applicable.

In case there is a finding by the Procuring Entity or the Department of Labor and Employment (DOLE) of underpayment or non-payment of workers' wages and wage-related benefits, the Bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of RA No. 12009, without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.
 - ii) Comply with Occupational Safety and Health Standards (OSHS) and correct deficiencies, if any.

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

- iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work, and other benefits under prevailing national laws, rules and regulations; or CBA; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises.
- k) Ensured that it did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel, or representative of the government in relation to any procurement project or activity.
- l) Examined all instructions, forms, terms, and specifications in the Bidding Documents.
- m) Determined and complied with all matters pertaining to the contract to be bid, including but not limited to: (i) the location and the nature of this Project; (ii) climatic conditions; (iii) transportation facilities; and (iv) other factors that may affect the cost, duration, and execution or implementation of this Project.
- n) Ensured that all information in the Bidding Documents, including bid or supplemental bid bulletin/s issued, are correct and consistent. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible Bidder out of the data furnished by the Procuring Entity.

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

6.4 Further, the Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Entity shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

In case of failure of bidding, the Bidding Documents fee may be applied in the re-bidding for the same Project.

6.5 Furthermore, the Bidder should be aware that the Procuring Entity will accept bids only from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

7) **Origin of Goods**

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of Goods other than those prohibited by a decision of the United Nations (UN) Security Council taken under Chapter VII of the Charter of the UN.

8) Subcontracts

- 8.1 Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Goods to an extent as may be approved by the HoPE and as stated in the **BDS**. However, the subcontracted portion shall not exceed twenty percent (20%), or a different percentage of the ABC, on a per project basis, as approved by the GPPB.
- 8.2 Subcontracting of any portion of this Project shall not relieve the Bidder from any liability or obligation that may arise from the contract.
- 8.3 Subcontractors must meet the eligibility criteria and submit the same eligibility documents as the general contractor. Failure of a subcontractor to meet the eligibility criteria does not affect the eligibility of the general contractor for the Project. In such case, the portion intended to be subcontracted to the ineligible subcontractor shall be assumed by the general contractor.
- 8.4 Subcontracting arrangement, if allowed, including the time of submission of the eligibility documents of the subcontractor, shall be disclosed in the **BDS**.

B. Contents of Bidding Documents

9) Pre-Bid Conference

- 9.1 If so specified in the **BDS**, a pre-bid conference shall be held either at the Procuring Entity's physical address and/or online through videoconferencing, webcasting, or similar technology, or a combination thereof, on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.
- 9.2 The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids, but not earlier than seven (7) calendar days from the posting of the invitation to bid and other bidding documents in the PhilGEPS.
- 9.3 Bidders are highly encouraged to attend the pre-bid conference to fully understand the Procuring Entity's requirements. While non-attendance of the Bidder will in no way prejudice its bid. The Bidder is deemed to know any changes and/or amendments to the Bidding Documents, as may be provided in the Supplemental Bid Bulletin.

The proceedings of the pre-bid conference shall be recorded, and the corresponding minutes shall be prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective Bidders not later than five (5) days upon written request.
- 9.4 Decisions of the BAC amending any provision of the Bidding Documents shall be issued in writing through a Supplemental Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

10) Clarification and Amendment of Bidding Documents

- 10.1 Prospective Bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such request must be in writing and submitted to the BAC of the Procuring Entity at the address or electronic mail indicated in

the **BDS** or through the electronic bidding facility of PhilGEPS, as may be applicable, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

- 10.2 The BAC shall respond to the said request by issuing a Supplemental Bid Bulletin duly signed by the BAC Chairperson. It shall be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.
- 10.3 Supplemental Bid Bulletins may also be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for submission and receipt of Bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.4 Any Supplemental Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS, in any conspicuous place in the premises of the Procuring Entity, and on the website or social media platforms of the Procuring Entity, if available, or such other channels as may be authorized by the GPPB. It shall be the responsibility of all prospective Bidders, including those who have properly secured the Bidding Documents, to inquire and secure Supplemental Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental Bid Bulletin must be accordingly informed by the BAC and be allowed to modify or withdraw their bids prior to the deadline for the submission and receipt of bids in accordance with ITB Clause 21.

C. Preparation of Bids

11) Language of Bids

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign Bidder's country. The Bidder shall cause the authentication of the translated documents and shall be authenticated by the appropriate Philippine foreign service establishment or post or the equivalent office having jurisdiction over the foreign Bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

However, for Contracting Parties to the Apostille Convention, the documents shall be authenticated through an apostille by the Competent Authority, as defined in Section 20.9.2 of [the] IRR, except for countries identified by the DFA that will still require legalization (red ribbon) by the relevant Embassy or Consulate.

12) Documents Comprising the Bid: Technical and Financial Components

- 12.1 The first bid envelope shall contain the following technical documents, including the eligibility documents:
 - i) PhilGEPS Certificate of Registration (Platinum Membership);

- ii) Statement of SLCC;
- iii) NFCC Computation or committed Line of Credit (LoC);
- iv) Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- v) *[if applicable]* JVA) or in the absence of a JVA, duly notarized statements from all potential JV partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful;
- vi) Bid Security in the prescribed form and amount in accordance with ITB Clause 16, and validity period under ITB Clause 15;
- vii) Technical Specifications, which may include production or delivery schedule, manpower requirements, or after-sales service or parts, if applicable;
- viii) Omnibus Sworn Statement; and
- ix) For foreign Bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

12.2 The second bid envelope shall contain the following financial documents:

- a) Bid Form which includes the Bid price;
- b) Price Schedules in accordance with ITB Clause 13.1; and
- c) *[if applicable]* Certificate of Domestic Preference, in accordance with ITB Clause 25.

12.3 Whenever necessary, modifications may be made to the foregoing components specifically for major and specialized procurement to suit the particular needs of the Procuring Entity, subject to the approval of the GPPB.

12.4 All bids that exceed the ABC shall not be accepted. Unless otherwise indicated in the **BDS**, for foreign-funded procurement, the ABC shall be applied as the ceiling to bid prices provided the following conditions are met:

- a) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the Procuring Entity, payment could be made upon the submission of bids.
- b) The Procuring Entity has procedures in place to ensure that the ABC is based on recent estimates made by the responsible unit of the Procuring Entity and that the estimates reflect the quality, supervision and risk, and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.

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

However, the GoP and the foreign government, or foreign or international financing institutions may agree to waive the foregoing conditions.

13) Bid Prices

13.1 The Bidder shall accomplish the Price Schedule Form as prescribed by the Procuring Entity, which may include the following details:

- a) For Goods offered from within the Philippines:
 - 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 Delivery 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, listed in the **BDS**.
- c) For Services, based on the form which may be prescribed by the Procuring Entity, in accordance with existing laws, rules and regulations.

13.2 The Bidder shall accomplish the appropriate Price Schedule included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project. The Bidder shall fill in rates and prices for all items of the Goods described in the Price Schedule, which shall be presented and computed using up to two (2) decimal places, unless otherwise indicated in the **BDS**.

13.3 If the Instructions to Bidders specifically allow partial bids, bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, the Price Schedule, shall be considered non-responsive and shall

be automatically disqualified. However, when no price or a zero (0) or a dash (-) is indicated in a required item in the bid form, the same shall be construed that it is being offered for free to the Government, except those required by law or regulations to be provided for.

The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.

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

14) Bid Currencies

- 14.1 Prices shall be quoted in the following currencies:

- a) For Goods that the Bidder will supply from within the Philippines, the prices shall be quoted in Philippine Peso.
- b) For Goods that the Bidder will supply from outside the Philippines, the prices may be quoted in the local or tradeable currency/ies accepted by the *Bangko Sentral ng Pilipinas* (BSP), as stated in the **BDS**. However, for purposes of bid evaluation, bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate published in the BSP Daily Reference Exchange Rate Bulletin on the day of the bid opening.¹

- 14.2 If so allowed in accordance with ITB Clause 14.1, the Procuring Entity, for purposes of bid evaluation and comparing the bid prices, will convert the amounts in various currencies in which the bid price is expressed to Philippine Peso at the foregoing exchange rates.

- 14.3 Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Peso.

15) Bid Validity

- 15.1 Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.

- 15.2 Should it become necessary to extend the validity of the bids and the bid securities beyond one hundred twenty (120) calendar days, the Procuring Entity concerned shall request in writing all those who submitted bids for such extension before the expiration date therefor. Bidders, however, shall have the right to refuse to grant such extension without forfeiting their Bid Security.

¹ RA No. 8183, Act to assure uniform value of Philippine coin and currency

16) Bid Security

16.1 The Bidder shall at its option, submit a Bid Security in the form and amount as stated in the **BDS**, which may include the following:

| Form of Bid Security | Amount of Bid Security (Not less than the required percentage of the ABC) |
|---|--|
| a) Cash or cashier's or manager's check issued by a bank. <i>For biddings conducted by LGUs, the Cashier's or Manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i> | Two Percent (2%) |
| b) Bank draft/guarantee or irrevocable LoC issued by a bank: Provided, however, that it shall be confirmed or authenticated by a local bank, if issued by a foreign bank. <i>For biddings conducted by LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i> | Five Percent (5%) |
| c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. | Five Percent (5%) |
| d) Bid Securing Declaration | Not Applicable |

The Bid Security shall be denominated in Philippine Peso and posted in favor of the Procuring Entity.

16.2 The Bid Security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable Bid Security shall be considered as non-responsive and rejected by the Procuring Entity.

16.3 In no case shall the Bid Security be returned later than the expiration of the bid validity period indicated in the **BDS**, unless it has been extended. In case the Bidder is required to extend its bid validity, the Bidder may, at its discretion, substitute a Bid Securing Declaration for the extended period as a replacement of its Bid Security; Provided, that the option to substitute is indicated in the **BDS**.

- 16.4 Upon signing and execution of the contract pursuant to ITB Clause 30, and the posting of the performance security pursuant to ITB Clause 31, the Bid Security of the successful Bidder will be discharged, but in no case later than its validity period as indicated in the ITB Clause 16.2.
- 16.5 The Bid Security may be forfeited based on any of the following grounds, as provided under Rule VIII, X, XI, and XXI of the IRR.
- a) if a Bidder:
- i) Withdraws its bid during the period of bid validity specified in ITB Clause 15;
 - ii) Does not accept the correction of errors pursuant to ITB Clause 26.5(b) (arithmetical error);
 - iii) Has a finding against the veracity of any of the documents submitted as stated in ITB Clause 27.2;
 - iv) Submits eligibility requirements containing false information or falsified documents;
 - v) Submits bids that contain false information or falsified documents, or the concealment of such information in the bids to influence the outcome of eligibility screening or any other stage of the public bidding;
 - vi) Allows the use of one's name, or uses the name of another for purposes of public bidding;
 - vii) Refuses to accept an award or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated Responsive Bid (LCRB), Most Economically Advantageous Responsive Bid (MEARB), or Most Advantageous Responsive Bid (MARB);
 - viii) Refuses or fails to post the required performance security within the prescribed time;
 - ix) Refuses to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
 - x) Has any documented attempt by a Bidder to unduly influence the outcome of the bidding in its favor; or
 - xi) Commits other acts that tend to defeat the purpose of the competitive bidding, Competitive Dialogue, Unsolicited Offer with Bid Matching and Limited Source Bidding, such as but not limited to habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.

- b) If a winning Bidder:
 - i) Fails to sign the contract in accordance with ITB Clause 30;
 - ii) Fails to furnish performance security in accordance with ITB Clause 31; or
 - iii) Fails to enter into joint venture after the bid is declared successful, in the case of potential JV partners.

17) Format and Signing of Bids

- 17.1 Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VIII. Philippine Bidding Document Related Forms on or before the deadline specified in ITB Clause 19 in two (2) separate sealed bid envelopes which shall be submitted simultaneously, whether through manual or online submission. The first shall contain the technical component of the bid, including the eligibility requirements under ITB Clause 12, and the second shall contain the financial component of the bid. This shall also be observed for each lot in the case of lot procurement.
- 17.2 Forms as mentioned in ITB Clause 17.1 must be completed without any alterations to their format. No substitute form shall be accepted.
- 17.3 Each and every page of the Bid Form, including the Price Schedule, under Section VIII hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- 17.4 Any insertions, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

18) Sealing and Marking of Bids

- 18.1 Bidders shall enclose their technical documents described in ITB Clause 12 in one sealed envelope marked "TECHNICAL COMPONENT", and the financial component in another sealed envelope marked "FINANCIAL COMPONENT", sealing them all in an outer envelope marked "BID".
- 18.2 The Bid as indicated in the Bidding Documents shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.
- 18.3 All envelopes shall:
 - a) contain the name of the contract to be bid in capital letters;
 - b) bear the name and address of the Bidder in capital letters;
 - c) be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;
 - d) bear the specific identification of this bidding process indicated in the ITB Clause 1.1; and
 - e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with ITB Clause 19.

- 18.4 For manually submitted bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, the same shall be accepted; Provided, That the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. On the other hand, unsealed or unmarked bid envelopes, or bids that cannot be opened or corrupted in case of online submission, shall be rejected.

The BAC shall assume no responsibility for misplaced or lost contents of the improperly sealed or marked bid, or for its premature opening.

D. Submission and Opening of Bids

19) Deadline for Submission of Bids

Bids must be received by the Procuring Entity's BAC at the address indicated in the Invitation to bid, or through the e-bidding facility of the PhilGEPS on or before the date and time indicated in the **BDS**.

20) Late Bids

Bids, including the eligibility requirements, submitted after the deadline shall be rejected by the BAC. The BAC shall record in the Minutes of the Meeting the submission and opening of bids, the Bidder's name, its representative, and the time the late bid was submitted.

21) Modification and Withdrawal of Bids

21.1 Bidders may modify their bids before the deadline for the submission and receipt of bids.

- a) For manual submission and receipt of bids, the Bidders shall not be allowed to retrieve their original bid but shall only be allowed to submit the bid modification by sending another bid, equally sealed, properly identified, linked to their original bid, marked as a "modification," thereof, and stamped "received" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.
- b) For online submission of bids, the Bidders shall not be allowed to retrieve their original Bid, but shall only be allowed to submit the bid modification, send another Bid equally secured, properly identified labelled as a "modification" of the one previously submitted. The time indicated in the latest bid receipt page generated shall be the official time of submission. Bids modification submitted after the applicable deadline shall not be accepted.

21.2 Bidders may withdraw their bids in writing before the deadline for submission and receipt of bids. Withdrawal of bids after the applicable deadline shall be subject to appropriate sanctions as prescribed in the IRR.

Bidders may also express their intention not to participate in the bidding in writing, which should be received by the BAC before the deadline for submission and receipt of bids. Bidders that withdraw their bids shall no longer be allowed to submit another bid for the same contract, directly or indirectly.

- 21.3 No bid may be modified after the deadline for submission and receipt of bids. Further, no bid may be withdrawn in the interval between the deadline for submission and receipt of bids, and the expiration of bid validity specified by the Bidder in the Financial Bid Form. Withdrawal of bid during this interval shall result in the forfeiture of the Bidder's Bid Security pursuant to ITB Clause 16.5, and the imposition of administrative sanctions as prescribed by RA No. 12009, and without prejudice to the imposition of civil and criminal sanctions as provided under applicable laws.
- 21.4 Alternative Bids shall be rejected. For this purpose, Alternative Bid shall pertain to an offer made by a Bidder in addition or as a substitute to its original bid, which may be included as part of its original bid or submitted separately. A bid with options shall likewise be considered an Alternative Bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.
- 21.5 Each Bidder shall submit only one Bid, either individually or as a partner in a JV. Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil, and administrative penalties that may be imposed upon the persons and entities concerned.

22) Opening and Preliminary Examination of Bids

- 22.1 The BAC shall open the bids in public, immediately after the deadline for submission and receipt of bids, as specified in the **BDS**. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the submitted Bids and reschedule the opening of Bids on the next working day or at the soonest possible time, through the issuance of a notice of postponement to be posted on the PhilGEPS website and the website of the Procuring Entity concerned.
- 22.2 The manner of opening of the bids for Goods shall depend on the award criterion to be adopted as follows:
 - a) For LCRB and MEARB, the BAC shall open the technical and financial proposals on the same day; and
 - b) For MARB, only the technical proposals shall be opened on the same day while the financial proposals shall remain unopened and shall be kept securely by the BAC until the specified time of their opening as indicated in the **BDS**. Only the financial proposals of the Bidders who have met the highest technical score for Most Advantageous Bid (MAB) shall be opened.
- 22.3 The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of

preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.

- 22.4 The Bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of Bids, as read, and the minutes of the bid opening shall be made available to the public, upon written request and payment of a specified fee to recover the cost of materials.
- 22.5 To ensure transparency and accurate representation of the bid submission, the BAC Secretariat, shall notify in writing all Bidders whose bids it has received through its PhilGEPS-registered physical address or official e-mail address. The said notice shall be issued within seven (7) calendar days from the date of the bid opening.

E. Evaluation and Comparison of Bids

23) Process to be Confidential

- 23.1 Members of the BAC, its staff and personnel, Secretariat, and TWG, as well as Observers, are prohibited from making or accepting any communication with any Bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in ITB Clause 24.
- 23.2 Any effort by a Bidder to influence the Procuring Entity in its decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the bid.

24) Clarification of Bids

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

25) Domestic Preference

- 25.1 The Procuring Entity shall give priority and preference to Philippine products and services. The preference and priority for Philippine products shall be guaranteed at all levels of the procurement process, including raw materials, ingredients, supplies, or fixtures.
- 25.2 For a period of ten (10) years from the effectivity of RA No. 11981 or the "*Tatak Pinoy* (Proudly Filipino) Act," and for Philippine products and services in sectors and economic activities covered by the prevailing *Tatak Pinoy* Strategy, the Procuring Entity is mandated to award the contract to the domestic Bidder for Philippine products and services in sectors and economic activities covered by the prevailing *Tatak Pinoy* Strategy (TPS).

Domestic Bidder, for purposes of this provision, refers to any person or entity offering unmanufactured articles, materials, or supplies grown or produced in the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials,

or supplies that are or will be produced or manufactured in the Philippines, as the case may be.

- 25.3 After the said ten-year period, the domestic preference shall be subject to a margin of preference to be determined by the *Tatak Pinoy* Council which shall not be lower than fifteen percent (15%).
- 25.4 For products and services governed by the TPS, the domestic preference in procurement shall be in accordance with the IRR or guidelines issued for the *Tatak Pinoy Act*.
- 25.5 The Procuring Entity shall award the Project to the domestic Bidder if the bid is not more than twenty-five percent (25%) in excess of the lowest foreign bid. The margin of preference provided herein shall be subject to periodic review and adjustment by the GPPB, as may be necessary.
- 25.6 A Domestic Bidder can only claim preference if it secures from the appropriate agency a certification that the articles forming part of its bid are substantially composed of articles, materials, or supplies grown, produced, or manufactured in the Philippines.
- 25.7 The preference herein established may be waived should any of the following conditions be present as provided in the **BDS**:
 - a) Where domestic production is insufficient or unavailable in the required commercial quantities;
 - b) Where the specific or desired quality is not met;
 - c) Where domestic preference will result in inconsistencies with the Philippines' obligations under treaty or international or executive agreements; or
 - d) Other analogous circumstances.

26) Detailed Evaluation and Comparison of Bids

- 26.1 The Procuring Entity's evaluation of bids shall be based on the bid price quoted in the Bid Form, which includes the Price Schedule.
- 26.2 The Procuring Entity will undertake the detailed evaluation and comparison of the bids which have passed the opening and preliminary examination of bids, pursuant to ITB Clause 22, to determine the Lowest Calculated Bid (LCB), Most Economically Advantageous Bid (MEAB), and MAB.
- 26.3 The award criterion shall be determined as follows:
 - a) For LCB
 - i) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
 - ii) The ranking of the total bid prices as so calculated from the lowest to the highest, where the bid with the lowest price shall be identified as the LCB.

- b) For MEAB, the BAC shall evaluate the quality and price proposals to determine the Most Economically Advantageous Bid (MEAB) using the following steps:
 - i) The quality proposal together with the price proposal shall be considered in the evaluation of bids. The quality proposals shall be evaluated first using the criteria in the **BDS**. The price proposals of the bids that meet the minimum quality score shall then be opened.
 - ii) The price and quality proposals shall be given corresponding weights with the price proposal given a minimum weight of fifteen percent (15%) up to a maximum of forty percent (40%). The weight of the quality criteria shall be adjusted accordingly such that their total weight in percent together with the weight given to the price proposal shall be equal to one hundred percent (100%).
 - iii) To further promote green public procurement, the sustainability of products, or materials with green specifications shall be given greater weight in the evaluation of bids. As approved by the BAC, the exact weights shall be indicated in the **BDS**. The BAC shall rank the Bidders in descending order based on the combined numerical ratings of their quality and price proposals. The Bidder with the best overall score using the quality-price ratio shall be referred to as the MEAB.
 - iv) The HoPE shall approve or disapprove the recommendations of the BAC within two (2) calendar days after receipt of the results of the evaluation from the BAC.
- c) For MAB
 - i) BAC shall evaluate the quality proposals to determine the MAB using the quality components. The quality components shall be assessed on the basis of the criteria with corresponding numerical weights indicated in the **BDS** to determine the Bidder with the highest technical rating.
 - ii) The second bid envelope of the Bidder obtaining the highest technical rating shall be opened. If the financial proposal is equal to or lower than the ABC, the bid shall be accepted and determined as the MAB; otherwise, the same shall be rejected and the Bidder will be disqualified.

26.4 In order to eliminate bias in evaluating the quality proposals, it is recommended that the highest and lowest scores for each Bidder for each criterion shall not be considered in determining the average scores of the Bidders, except when the evaluation is conducted in a collegial manner.

26.5 The BAC shall immediately conduct a detailed evaluation of all bids using non-discretionary criteria in considering the following:

- a) Completeness of the bid. Unless the **BDS** allows partial bids, bids not addressing or providing all of the required items in the **BDS**, shall be considered non-responsive and, thus, automatically disqualified.

However, when no price or a zero (0) or a dash (-) is indicated in a required item in the bid form, the same shall be construed that it is being offered for free to the Government, except those required by law or regulations to be provided for; and

- b) Arithmetical corrections. The BAC shall apply arithmetical corrections on computational errors and omissions to enable proper comparison of all eligible bids. Bid corrections may also be considered if expressly allowed in the **BDS**. Any adjustment shall be calculated in monetary terms to determine the calculated prices.

26.6 Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the LCB, MEAB, or MAB. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.

26.7 The BAC shall evaluate all bids on an equal footing to ensure fair and competitive bid comparison. For this purpose, all Bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties, whichever is applicable, as itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.

26.8 If so indicated pursuant to ITB Clause 1.2, bids may be submitted for individual lots or for any combination thereof, provided that all bids and combinations of bids shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid prices quoted shall correspond to all items specified for each lot and to all quantities specified for each item of a lot. Bid Security as required by ITB Clause 16 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in **BDS** Clause 26.5.

26.9 In order to eliminate bias in evaluating the quality proposals, it is recommended that the highest and lowest scores for each Bidder for each criterion shall not be considered in determining the average scores of the Bidders, except when the evaluation is conducted in a collegial manner.

27) Post-Qualification

27.1 The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the LCB, MEAB, or MAB as the case may be, complies with and is responsive to all the requirements and conditions specified in ITB Clauses 5, 12.1, and 12.2. The Bidder, within five (5) calendar days from receipt of notice from the BAC that it submitted the LCB, MEAB, or MAB shall submit all the eligibility documents supporting its PhilGEPS Certificate of Registration (Platinum Membership), its latest income and business tax returns filed for the preceding quarter which should not be earlier than two (2) quarters from the date of submission and receipt of bid, and other appropriate licenses and permits required by law and stated in the **BDS**.

- 27.2 Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the Bidder for award; Provided, That in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the Bid Security.
- 27.3 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to ITB Clauses 12.1 and 12.2, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.
- 27.4 If the BAC determines that the Bidder with the LCB, MEAB, or MAB fails to meet the post-qualification criteria, it shall immediately notify the said Bidder in writing of its post-disqualification and the grounds for such determination.
- 27.5 Immediately after the BAC has notified the first Bidder of its post-disqualification, and notwithstanding any pending request for reconsideration thereof, the BAC shall initiate and complete the same post-qualification process on the Bidder with the second LCB, MEAB, or MAB. If the second Bidder passes the post-qualification and the request for reconsideration of the first Bidder has been denied, the second Bidder shall be post-qualified as the Bidder with the LCB, MEAB, or MAB.
- 27.6 If the second Bidder, however, fails the post-qualification, the procedure for post-qualification shall be repeated for the Bidder with the next LCB, MEAB, or MAB and so on, until the LCRB, MEARB, MARB, as the case may be, is determined for award, subject to the procedure of Notice and Execution of Award.
- 27.7 If the BAC determines that the Bidder with the LCB, MEAB, or MAB passes all the criteria for post-qualification, it shall declare the said bid as the LCRB, MEARB, MARB, Single Calculated Responsive Bid (SCRB), Single Economically Advantageous Responsive Bid (SEARB), or Single Advantageous Bid (SARB).
- 27.8 Within a period not exceeding ten (10) calendar days from the determination and declaration through a resolution by the BAC of the LCRB, MEARB, MARB, SCRB, SEARB, or SARB, as the case may be, and the recommendation of the award, the HoPE or its duly authorized representative shall approve or disapprove the said recommendation.
- 27.9 In case of approval, the HoPE or its duly authorized representative shall immediately issue the Notice of Award to the Bidder with the LCRB, MEARB, MARB, SCRB, SEARB, or SARB, as the case may be.

In the event that the approving authority shall disapprove the resolution on the award of the contract, such disapproval shall be based only on valid, reasonable, and justifiable grounds to be expressed in writing. A copy of the decision disapproving the resolution shall be furnished to the BAC and the Bidder.

28) Reservation Clause

28.1 Notwithstanding the eligibility or post-qualification of a Bidder and without incurring any liability, the HoPE or its duly authorized representative at any stage of the procurement, reserves the right to review its qualifications, reject any and all bids, declare a failure of bidding or not award the contract in the following situations:

- a) If it has reasonable grounds to believe that a misrepresentation has been made by the said Bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements.
- b) Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will adversely affect its capability to undertake the Project so that it no longer meets the prescribed eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and disqualify it from participating further in the bidding process or being awarded the contract.

28.2 Based on any of the following grounds, the Procuring Entity reserves the right to reject any and all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:

- a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the Bidders, or if the collusion is between or among the Bidders themselves, or between a Bidder and a third party, including any act which restricts, suppresses or nullifies, or tends to restrict, suppress or nullify competition or influences or tends to influence the bidding process;
- b) If the BAC is found to have failed in complying with the applicable law or in following the prescribed bidding procedures; or
- c) If there are any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the government, in instances where (i) the physical and economic conditions have significantly changed so as to render the Project no longer economically, financially, or technically feasible as determined by the HoPE; (ii) the Project is no longer necessary as determined by the HoPE; and (iii) the source of funds for the Project has been withheld or reduced through no fault of the Procuring Entity.

F. Award of Contract

29) Contract Award

29.1 Subject to ITB Clause 27, the HoPE or its duly authorized representative shall award the contract to the Bidder whose bid has been determined to be the LCRB, MEARB, MARB, SCRB, SEARB, or SARB, as the case may be.

- 29.2 Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award duly received by the Bidder or its representative personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB, MEARB, MARB, SCRB, SEARB, or SARB, as applicable and submitted personally or sent by registered mail or electronically to the Procuring Entity.
- 29.3 Within ten (10) calendar days from receipt by the winning Bidder of the Notice of Award, the following conditions should be complied with before the contract may be awarded:
- a) Submission of the following documents:
 - i) Valid JVA, if applicable; or
 - ii) The SEC Certificate of Registration of the foreign corporation, if applicable.
 - b) Posting of the performance security in accordance with ITB Clause 31; and
 - c) Signing of the contract as provided in ITB Clause 30.
- 29.4 At the time of contract award, the Procuring Entity shall not increase or decrease the quantity of goods originally specified in Section VI. Schedule of Requirements.

30) Signing of the Contract

- 30.1 Within ten (10) calendar days from receipt of the Notice of Award, the winning Bidder shall (i) post the required performance security, sign and date the contract, and return it to the Procuring Entity.
- 30.2 The Procuring Entity shall enter into a contract with the successful Bidder within the same ten (10) calendar day period, provided that all the documentary requirements are complied with.
- 30.3 The following documents shall form part of the contract:
- a) Contract Agreement;
 - b) Bidding Documents;
 - c) Winning Bidder's bid, including the technical and financial proposals, and all other documents/statements submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - d) Performance Security;
 - e) Notice of Award of Contract; and
 - f) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

31) Performance Security

- 31.1 To guarantee the faithful performance of its obligations under the contract, the winning Bidder shall post a performance security prior to the signing of the contract. Furthermore, the successful Bidder shall be required to update the performance security posted before the issuance of an amendment to order if any.
- 31.2 Sectors enumerated under Section 76.1² of the IRR may be allowed to post a Performance Securing Declaration (PSD) as specified in the **BDS**.
- 31.3 The performance security shall be in any form selected by the Procuring Entity in the amount indicated in the **BDS**, which shall not be less than the percentage of the total contract price in accordance with the following price schedule:

| Form of Performance Security | Amount of Performance Security (Not less than the Percentage of the Total Contract Price) |
|--|--|
| a. Cash or Cashier's or Manager's check issued by a bank. <i>For biddings conducted by LGUs, the Cashier's or Manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i> | Five percent (5%) |
| b. Bank draft or guarantee or irrevocable Letter of Credit issued by a local bank. If issued by a foreign bank, it shall be confirmed or authenticated by a local bank. | |
| ii. Surety bond callable upon demand issued by a surety or insurance company duly certified by the IC as authorized to issue such security. | Thirty Percent (30%) |

² Section 76.1 The GPPB, once data is available from relevant agencies, shall maintain a registry of entities belonging to the following sectors:

- a) Farmers, as certified by the Department of Agriculture (DA);
- b) Fisherfolk as certified by the Bureau of Fisheries and Aquatic Resources (BFAR);
- c) Persons with disabilities as certified by the National Council for Disability Affairs (NCDA) pursuant to RA No. 7277, otherwise known as the Magna Carta for Disabled Persons, as amended;
- d) Solo parents as certified by the Department of Social Welfare and Development (DSWD);
- e) Microenterprises and social enterprises as certified by the MSMED Council;
- f) Startups, Spin-offs, and other forms of entity involved in Science, Technology, and Innovation (DOST), as may be applicable;
- g) Cooperatives duly registered with the CDA pursuant to RA No. 6938, otherwise known as the Cooperative Code of the Philippines, as amended; and
- h) Other relevant sectors as may be determined by the GPPB to ensure inclusivity and diversity in the procurement process.

31.4 The performance security shall be denominated in Philippine Peso and posted in favor of the Procuring Entity, which shall be forfeited in the event it is established that the winning Bidder is in default in any of its obligations under the contract.

32) Notice to Proceed

The Procuring Entity shall issue the Notice to Proceed to the winning Bidder not later than three (3) calendar days from the date of approval of the contract by the appropriate signatories. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.

33) Protest Mechanism

Decisions of the BAC in all stages of procurement may be protested to the HoPE in accordance with Section 83 of the IRR.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet



Section III is intended to assist the Procuring Entity in providing specific information relative to corresponding clauses in the ITB included in Section II, and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS the information and requirements relevant to the circumstances of the Procuring Entity; including the procurement processing details; the applicable rules regarding bid price and currency; and the bid evaluation criteria that will apply to the bids. In preparing Section III, the following aspects should be checked:

- a. Information that specifies and complements provisions of Section II must be incorporated;
- b. Amendments and/or supplements, if any, to provisions of Section II as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

| ITB Clause | |
|------------|--|
| 1.1 | <p>The Procuring Entity is <i>Philippine International Convention Center</i></p> <p>The Project title is <i>Janitorial, Sanitation, Carpet/Fabric Upholstered Furniture Maintenance Services.</i></p> <p>The identification number of the Contract is <i>APP No. 2026-021.</i></p> <p>Note:</p> <p>The Project Identification Number is assigned by the Procuring Entity in accordance with its internal numbering scheme. It is distinct from PhilGEPS reference number, which is generated only upon posting of the bid opportunity on the PhilGEPS website</p> |
| 1.2 | Not Applicable |
| 2 | <p>The Funding Source is:</p> <p>The PICCI through the Approved CY 2026 Budget in the amount of <i>₱15,172,027.64.</i></p> |
| 3.1 | No further instructions. |
| 5.2 | Foreign Bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project. |
| 5.4 | <p>The Bidder's SLCC similar to the contract to be bid should have been completed within <i>Five (5) Years</i> prior to the deadline for the submission and receipt of bids.</p> <p>For this purpose, a similar contract shall refer to Janitorial Manpower Services and Maintenance in commercial buildings, high-end malls, 3-5 star hotels, hospitals, shopping centers or the like.</p> <p>The Bidder must have completed within the last (5) years a single contract that is similar to this requirement, the amount of which shall be at least fifty percent (50%) of the ABC.</p> |
| 5.5 | Please see ITB Clause 5.4 |
| 7 | No further instructions. |
| 8.1 | Subcontracting is not allowed. |
| 8.4 | Not Applicable. |
| 9.1 | The Procuring Entity will hold a pre-bid conference for this Project on <i>April 16, 2026 at 1:30 p.m. at D-100, Ground Floor, Delegation Building, PICC</i> and through video-conferencing/webcasting via Zoom. |
| 10.1 | <p>The Procuring Entity's address is:</p> <p style="text-align: center;"><i>BIDS AND AWARDS COMMITTEE PHILIPPINE INTERNATIONAL CONVENTION CENTER PICC Complex, Pasay City 1307 87894758 to 61 Email: procurement@picc.gov.ph</i></p> |

| | |
|-------------|---|
| 12.4 | The ABC is ₱15,172,027.64. Any bid with a financial component exceeding the amount shall not be accepted. |
| 13.1(a)(iv) | No incidental services are required. |
| 13.1(b)(i) | Not applicable. |
| 13.1(b)(ii) | No incidental services are required. |
| 13.2 | No further instructions. |
| 14.1(b) | The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Peso. |
| 14.3 | Not applicable. |
| 15.1 | Bids will be valid for <i>One Hundred Twenty (120) days</i> from bid opening. |
| 16.1 | The Bid Security shall be in the form of a Bid Securing Declaration or any of the following: a. Cash, cashier's/manager's check, in the amount of not less than ₱303,440.55 [the amount equivalent to two percent (2%) of the ABC]; OR b. Bank draft/guarantee or irrevocable letter of credit or surety bond in the amount of not less than ₱758,601.38 [the amount equivalent to five percent (5%) of the ABC] |
| 16.2 | The Bid Security shall be valid until <i>for one hundred twenty (120) calendar days from the date of the opening of bids.</i> |
| 16.3 | In case of extension of bid validity and bid security validity period, Substitution of the bid security form is allowed. Bid Securing Declaration or any of the following forms may be used: a) Cash or Cashier's or Manager's Check issued by a Bank. b) Bank draft/guarantee or irrevocable Letter of Credit issued by a Bank: Provided, however, that it shall be confirmed or authenticated by a local Bank, if issued by a foreign bank. c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. |
| 19 | The address for the submission of Bids is: PICC-Bids and Awards Committee (BAC) Secretariat Ground Floor, Delegation Building PICC Complex, 1307 Pasay City The deadline for the submission of Bids is at 1:00 p.m. on April 30, 2026. |
| 22.1 | The place of the bid opening is BAC CONFERENCE ROOM <i>D-100, Ground Floor, Delegation Building</i> <i>PICC Complex, 1307 Pasay City.</i> The date and time of bid opening is at 1:30 p.m. on April 30, 2026. |

Handwritten initials/signature

| | |
|--------------|---|
| | In the event that the Bids cannot be opened as scheduled due to justifiable reasons, and in the absence of prior BAC activities, the BAC will take custody of the submitted Bids, with the opening deferred to the next working day at the same time and venue. The BAC will issue a formal Notice to Bidders by posting it on the BAC Secretariat/Procurement Unit electronic bulletin board and the PICC website, providing the revised schedule |
| 22.2(b) | Not applicable. |
| 25.7 | No further instructions. |
| 26.3(b)(i) | Not applicable |
| 26.3(b)(iii) | Not applicable. |
| 26.3(c)(i) | Not applicable. |
| 26.5(a) | Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award. |
| 26.5(b) | Arithmetical correction is allowed. |
| 26.6 | No further instructions. |
| 27.1 | <p>Within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:</p> <ol style="list-style-type: none"> a. Certified Photocopy of the CY 2024 Income and Business Tax Returns with proof of payment; b. Sections III and V of the bid documents, signed on each and every page by the bidder's authorized representative; c. Company Profile with statements that they have an established office/shop equipment and personnel (with sketch of office location) and that they have highly skilled technical personnel on janitorial equipment; d. Certification that the participating bidder has conducted ocular inspection of the subject requirement; e. List of janitorial equipment indicating the kind of equipment and year of acquisition; f. List of at least thirty-one (31) Janitors and Supervisors who may be assigned to PICC, if awarded the contract; g. Proposed housekeeping plan for PICC; h. List of other completed Janitorial contracts for the last three (3) years; and i. Certificate of Satisfactory Completion & Acceptance of previous PICC projects undertaken within the last five (5) years, if any. |
| 30.3(f) | No additional requirements. |
| 31.2 | Not applicable |
| 31.3 | The Performance Security shall be in the form: |

AK *R

Within ten (10) calendar days from receipt of the Notice of Award, but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the following forms:

| Acceptable Forms of Performance Security | Amount of Performance Security (Not less than the required Percentage of the Total Contract Price) | Details/Remarks |
|--|--|--|
| Cash or Cashier's/Manager's Check issued by a Bank. | Five percent (5%) | The posted security shall be retained by PICC for the duration of the contract until the issuance of Certificate of Final Acceptance |
| Bank draft/guarantee or Irrevocable Letter of Credit issued by a bank: if issued by a foreign bank, that it shall be confirmed or authenticated by a local bank | Five percent (5%) | Valid from the date of issuance of performance security until issuance of Certificate of Final Acceptance. Conditions: |
| <p>Surety bond callable upon demand issued by a surety or insurance company duly authorized by the Insurance Commission as authorized to issue such security.</p> <p>Notes:</p> <p>a. The surety company should be authorized by the insurance commissioner to grant authority to private insurance companies to act as sureties in government transactions in accordance with IC Circular No. 2014-46 dated 12 November 2014.</p> | Thirty percent (30%) | <p>a. Must be valid until issuance of the Certificate of Final Acceptance by the End-user.</p> <p>b. Must Guarantee the faithful performance under the contract in accordance with the bidding documents;</p> <p>c. Posted in favor of PICC; and</p> <p>d. Shall be forfeited in case of default by the supplier in any of its obligations under the contract.</p> |

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| | | | |
|--|--|--|--|
| | <p>b. The surety company shall not be included in the GPPB's negative list of insurers pursuant to GPPB Guidelines for the establishment of negative list of surety and/or companies.</p> <p>c. The PICC shall not accept surety bond with limiting conditions</p> | | |
|--|--|--|--|

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Section IV. General Conditions of Contract

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1) General Terms

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

- a) "The Procuring Entity" means the organization purchasing the Goods, as named in the SCC.
- b) "The Supplier" means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the SCC.
- c) The "Funding Source" means the organization named in the SCC.
- d) "The Project Site" where applicable, means the place or places named in the SCC.

2) Corrupt, Fraudulent, Collusive, and Coercive Practices

Unless otherwise provided in the SCC, the Procuring Entity as well as the Bidders, Contractors, or Suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. Further the Funding Source, as appropriate, will seek to impose the maximum civil, administrative, and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in ITB Clause 3.1(a).

3) Inspection and Audit by the Funding Source

The Supplier shall allow the Funding Source to inspect its accounts and records related to the performance of its obligations. If the Funding Source requires a separate audit, it shall appoint its auditor and bear the cost thereof.

4) Governing Law and Language

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

5) Notices

- 5.1 Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail or electronic mail, to such Party at the address specified in the SCC, which shall be effective when delivered and duly received, as may be applicable.
- 5.2 A Party may change its address upon notice pursuant to the provisions listed in the SCC.

6) Scope of Contract

- 6.1 The Goods to be provided shall be as specified in Section VI. Schedule of Requirements.
- 6.2 This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. Any additional requirements for the completion of this Contract shall be provided in the SCC.

7) Subcontracting

7.1 For subcontracting arrangements, the following rules shall apply for both locally-funded projects and projects financed through Official Development Assistance, except those covered by treaty, or international, or executive agreements.

- a) The subcontracted portion of the contract shall be subject to the approval of the HoPE and the following conditions:
 - i) The subcontracted portion shall not exceed twenty percent (20%) for Goods, or a different percentage on a per project basis, as approved by the GPPB. The threshold percentages fixed herein shall be subject to the periodic review and adjustments as may be deemed appropriate by the GPPB; and
 - ii) The subcontracted portion shall be limited to components that are not deemed "significant or material" to the Project, as determined by the Procuring Entity.
- b) Subcontracting arrangement, if allowed, including the time of submission of the eligibility documents of the subcontractor, shall be disclosed in the Bidding Documents;
- c) Subcontractors must meet the eligibility criteria and submit the same eligibility documents as the general contractor.

Failure of a subcontractor to meet the eligibility criteria does not affect the eligibility of the general contractor for the procurement project. In such case, the portion intended to be subcontracted to the ineligible subcontractor shall be assumed by the general contractor;

- d) The general contractor shall remain liable for the subcontractor's actions, defaults, delays, and negligence;
- e) The general contractor and the subcontractor are obliged to comply with the provisions of the contract and shall share liability, jointly and severally, in cases of violation of safety standards or other labor standards insofar as the subcontracted portion is concerned; and

- f) For purposes of post-qualification in accordance with its objective and process under the IRR, the value of the entire completed and accepted Project, including the subcontracted portion, shall be credited as experience of the general contractor. In the case of the subcontractor, the following rules shall apply:
 - i) The subcontractor shall get credit for one hundred percent (100%) of the value of the subcontracted portion of the project performed; and
 - ii) Subcontractors shall be eligible to concessional windows of GFIs that treat receivables from the government as loan security; the receivables of subcontractors due from their general contractor shall similarly be accepted as loan security by GFIs.

8) Procuring Entity's Responsibilities

- 8.1 Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity may assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 8.2 The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with the Scope of Contract.

9) Prices

- 9.1 For goods and services covered under this Contract, as awarded, all bid prices shall be deemed fixed and not subject to price escalation during contract implementation, except as otherwise provided in the succeeding provisions.
- 9.2 Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, unless there is a change in price resulting from Amendment to Order issued in accordance with **GCC Clause 28**.

10) Advance Payment

- 10.1 For Goods sourced from within the Philippines, advance payments may be made as follows:
 - a) A single advance payment not to exceed fifty percent (50%) of the contract amount shall be allowed for contracts entered into by a Procuring Entity for the following services where the requirement of down payment is a standard industry practice: 1) hotel and restaurant services; 2) use of conference/seminar and exhibit areas; and 3) lease of office space;
 - b) Advance payment not to exceed fifteen percent (15%) of the contract amount, unless otherwise directed by the President, shall also be allowed for procurement of goods required to address contingencies arising from natural or man-made calamities in areas where a "State of Calamity" has been declared by appropriate authorities; and
 - c) Upon submission of an irrevocable Letter of Credit (LoC) or bank guarantee issued by local bank, advance payment not exceeding fifteen percent (15%) of the contract amount shall be allowed and paid to the Supplier within

sixty (60) calendar days from the signing of the contract. The irrevocable LoC or bank guarantee, which must be for an equivalent amount, shall remain valid until the goods are delivered, and accompanied by a claim for advance payment.

10.2 For Goods supplied from abroad, unless otherwise indicated in the **SCC**, the terms of payment shall be as follows:

- a) Upon Contract Signing: Fifteen Percent (15%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. PBD Related Forms.
- b) Upon Delivery: Sixty-five percent (65%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.
- c) Upon Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty-five (45) days of the date shown on the delivery receipt, the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

10.3 All progress payments for Goods shall first be charged against the advance payment until the latter has been fully exhausted.

11) Payment

11.1 Payments shall be made only upon a certification by the HoPE that the Goods have been delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President, no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under the Contract.

11.2 The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services rendered, and by documents submitted pursuant to the SCC provision for **GCC** Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract;

11.3 Pursuant to **GCC** Clause 11.2, payments shall be made promptly by the Procuring Entity after submission of an invoice or claim by the Supplier. Payments shall be in accordance with the applicable accounting and auditing laws, rules and regulations.

11.4 Unless otherwise provided in the **SCC**, all payments to the Supplier under this Contract shall be in Philippine Peso;

11.5 Unless otherwise provided in the **SCC**, payments using LoC is allowed. For this purpose, the amount of provisional sum shall be indicated in the **SCC**. All charges for the opening of the LoC and/or incidental expenses thereto shall be for the account of the Supplier.

12) Taxes and Duties

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

13) Performance Security

13.1 Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity, but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any the forms prescribed in the ITB Clauses 31.2 and 31.3.

13.2 The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning Bidder is in default in any of its obligations under the contract.

13.3 The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.

13.4 The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance, subject to the following conditions:

- a) There are no pending claims against the Supplier or the Surety Company filed by the Procuring Entity;
- b) The Supplier has no pending claims for labor and materials filed against it; and
- c) Other terms specified in the **SCC**.

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

14) Use of Contract Documents and Information

14.1 The Supplier shall not, without the Procuring Entity's prior written consent, disclose this Contract or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity, except for purposes of performing the obligations therein. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

14.2 Other than this Contract, any document enumerated in **GCC** Clause 14.1 shall remain the property of the Procuring Entity. All copies shall be returned to the Procuring Entity upon completion of the Supplier's performance under this Contract, if so required by the Procuring Entity.

15) Standards

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specifications. When no applicable standard is mentioned, the Goods shall comply with the latest authoritative standards appropriate to its country of origin.

16) Inspection and Tests

16.1 The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity, other than that specified under Item 16.3 below. The **SCC** and Section VII. Technical Specifications shall specify what inspections and/or tests the Procuring Entity requires and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

16.2 If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no cost to the Procuring Entity. The Supplier shall provide the Procuring Entity with the results of such inspections and tests.

16.3 The Procuring Entity or its designated representative shall be allowed to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.

16.4 The Procuring Entity shall reject the Goods or any part thereof that fail any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity. Upon giving due notice to the Supplier pursuant to **GCC** Clause 5, the test and/or inspection may be repeated by the Procuring Entity, at no additional cost.

16.5 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative to the said test and/or inspection, shall release the Supplier from any warranties or other obligations under this Contract.

17) Warranty

17.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and with all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.

17.2 The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

- 17.3 To ensure correction of manufacturing defects, the Supplier shall be required to provide a warranty for a minimum period specified in the **SCC**. At the option of the Procuring Entity, the obligation for the warranty shall be covered by:
- a) Retention money in an amount equivalent to at least one percent (1%) but not to exceed five (5%) of every progress payment; or
 - b) Special bank guarantee equivalent to at least one percent (1%) but not to exceed five (5%) of the total Contract Price; or
 - c) Other such amount, if so specified in the **SCC**.
- 17.4 The said amounts shall only be released by the Procuring Entity after the lapse of the warranty period as specified in the **SCC**, or in case of Expendable Supplies, after the consumption thereof; Provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.5 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under the warranty. Upon receipt of such notice, the Supplier shall, within the period specified in the **SCC**, repair or replace the defective Goods or parts thereof, at the soonest possible time, without cost to the Procuring Entity.
- 17.6 If the Supplier, after having been notified on the warranty claim, fails to remedy the defect(s) within the period specified in **GCC** Clause 17.5, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense, and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and other applicable laws.

18) Delays in the Supplier's Performance

- 18.1 Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.
- 18.2 If at any time during the performance of this Contract, the Supplier encounters conditions that may impede the timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under **GCC** Clause 23, the Procuring Entity shall evaluate the situation and, if warranted, extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.
- 18.3 Except as provided under **GCC** Clause 23, any delay by the Supplier in the performance of its obligations shall render it liable to the imposition of liquidated damages pursuant to **GCC** Clause 19, unless an extension of time is agreed upon pursuant to **GCC** Clause 28.

19) Liquidated Damages

- 19.1 When the Supplier fails to satisfactorily deliver the Goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the Supplier, manufacturer, or distributor shall be liable for liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed

goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the Procuring Entity.

- 19.2 The Procuring Entity need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due, or which may become due the supplier, manufacturer, or distributor, or collected from any securities or warranties posted by the supplier, manufacturer, or distributor, whichever is convenient to the Procuring Entity. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.
- 19.3 If delays are likely to be incurred beyond its control, the supplier, manufacturer, or distributor shall promptly notify the Procuring Entity in writing, providing details of the causes and duration of the expected delay. The Procuring Entity may, at its discretion, grant a time extension based on meritorious grounds, with or without the imposition of liquidated damages.

20) Settlement of Disputes

- 20.1 Any dispute arising from the implementation of a contract covered by the Act and the IRR shall primarily be resolved and settled amicably by mutual consultation or agreement.
- 20.2 In case of failure to settle dispute amicably, the parties may mutually agree in writing to resort to other modes of alternative dispute resolution (ADR) to promote efficiency in the procurement process. Accordingly, they are encouraged to select the most expeditious mode of ADR available.

If arbitration is chosen as the ADR method, this shall be incorporated as a provision in the contract and referred to the Arbitrator specified in the **SCC**.

- 20.3 In case of disagreement or after exhausting the remedies provided in the preceding Section, the dispute may be submitted to arbitration or other forms of ADR which includes mediation, conciliation, early neutral evaluation, mini-trial, or any combination thereof in accordance with the provisions of RA No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004."
- 20.4 Should the Parties fail to resolve their dispute or difference by such mutual consultation or agreement after thirty (30) days, either the Procuring Entity or the Supplier may signify its intention to commence arbitration by giving notice to the other Party, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 20.5 Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.
- 20.6 Notwithstanding any reference to arbitration herein, the Parties shall continue to perform their respective obligations under the Contract unless otherwise agreed upon in writing.

21) Liability of the Supplier

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

22) Termination for Breach of Contract

The Procuring Entity may terminate for breach of contract when the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity, pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price, consistent with the provision of this IRR on liquidated damages. The Procuring Entity may likewise impose appropriate sanctions therein.

23) Termination Due to Force Majeure

- 23.1 For purposes of this Contract, the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean as an event which the Supplier could not have been foreseen, or though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions, and any other causes the effect/s of which could have been avoided with the exercise of reasonable diligence by the Supplier. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 23.2 The Procuring Entity may terminate this Contract and impose liquidated damages when, as a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the Contract Price, for a period of not less than sixty (60) calendar days, or earlier, as deemed necessary by the Procuring Entity, after receipt of the written notice from the Procuring Entity stating that the circumstance of *force majeure* is deemed to have ceased.
- 23.3 The Supplier shall not be subject to forfeiture of its performance security, payment of liquidated damages, or contract termination due to *force majeure*, provided that the Supplier's delay in performance or other failure to perform its obligations under this Contract is the result of a *force majeure*.
- 23.4 If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity, the Supplier shall continue to perform its obligations under the Contract as far as may be practicable, when not prevented by the *force majeure*, and shall seek all reasonable alternative means in the performance of its obligation.

24) Termination for Convenience

24.1 The Procuring Entity, through a written notice sent to the Supplier, may terminate this Contract, in whole or in part, at any time, if it has determined the existence of any of the following conditions that make contract implementation economically, financially, or technically impractical or unnecessary:

- a) When physical and economic conditions have significantly changed so as to render the project no longer economically, financially, or technically feasible, as determined by the HoPE;
- b) When the HoPE has determined the existence of conditions that make project implementation impractical or unnecessary, such as, but not limited to, fortuitous event/s, changes in laws, and government policies;
- c) When funding for the Project has been withheld or reduced by higher authorities through no fault of the Procuring Entity; or
- d) Any circumstance analogous to the foregoing.

24.2 The Goods that have been performed or are ready to be delivered or performed within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices thereof. For Goods not yet delivered, performed and/or ready to be delivered or performed, the Procuring Entity may elect:

- a) To have any portion delivered and/or performed and paid at the contract terms and prices thereof; or
- b) To cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.

25) Termination for Unlawful Acts

25.1 The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier, including any joint venture partner therein, has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:

- a) Corrupt, fraudulent, collusive, and coercive practices as defined in ITB Clause 3.1;
- b) Drawing up or using forged documents;
- c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
- d) Any other act analogous to the foregoing.

26) Procedures for Termination of Contracts

26.1 The following provisions shall govern the procedures for termination of this Contract:

- a) **Verification** - Upon receipt of a written report of acts or causes which may constitute grounds for termination as aforementioned, or upon its own initiative, the End-User or Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such grounds and cause the execution of a Verified Report, with all relevant evidence attached.
- b) **Notice to Terminate** - Upon recommendation by the End-User or Implementing Unit, the HoPE shall terminate contracts only by written notice to the supplier conveying the termination of the contract. The notice shall state:
 - i) That the contract is being terminated for any of the grounds aforementioned, and a statement of the acts that constitute the grounds constituting the same;
 - ii) The extent of termination, whether in whole or in part;
 - iii) An instruction to the Supplier, to show cause as to why the contract should not be terminated; and
 - iv) Special instructions of the Procuring Entity, if any.

The Notice to Terminate shall be accompanied by a copy of the Verified Report.

- c) **Show Cause** - Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the HoPE a verified position paper stating why the contract should not be terminated. If the Supplier, fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating the contract.
- d) **Rescission of Notice of Termination** - The Procuring Entity may, at any time before receipt of the Supplier's verified position paper, withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice.
- e) **Decision** - Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate the contract. It shall serve a a written notice to the Supplier of its decision and, unless otherwise provided, the contract is deemed terminated from receipt of the Supplier of the notice of the decision. The termination shall only be based on the grounds stated in the Notice to Terminate.
- f) **Contract Termination Review Committee (CTRC)** - The HoPE may create a committee to assist in the discharge of its functions under the IRR. All decisions recommended by the CTRC shall be subject to the approval of the HoPE.

- g) **Take-over of Contracts** - If a Procuring Entity terminates the contract due to default, insolvency, or for a cause, it may enter into a Negotiated Procurement (Take-over of Contracts) pursuant to Section 35(c) of RA No. 12009.
- h) **Procuring Entity's Options in Termination for Convenience in Contracts for Goods** - The Goods that have been performed or are ready for delivery within thirty (30) calendar days after the supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed or ready for delivery, the Procuring Entity may elect:
 - i) To have any portion delivered or performed and paid at the contract terms and prices; or
 - ii) To cancel the remainder and pay to the supplier an agreed amount for partially completed or performed goods and for materials and parts previously procured by the supplier.

27) Assignment of Rights

The Supplier shall not assign its rights or obligations under this Contract, in whole or in part, except upon prior written consent of the Procuring Entity.

28) Amendment to Order

No variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties in accordance with the provisions on Amendment to Order, subject to applicable laws, rules and regulations.

29) Application

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

Section V. Special Conditions of Contract

Special Conditions of Contract

| GCC Clause | |
|------------|---|
| 1(a) | The Procuring Entity is <i>Philippine International Convention Center (PICC)</i> . |
| 1(b) | The Supplier is <i>[to be inserted at the time of contract award]</i> . |
| 1(c) | The Funding Source is: The PICCI through the Approved CY 2026 Budget in the amount of ₱15,172,027.64 |
| 1(d) | The Project Site is <i>PICC, PICC Complex, 1307 Pasay City</i> . |
| 2 | No further instructions. |
| 5.1 | The Procuring Entity's address for Notices is: <p style="text-align: center;"><i>BIDS AND AWARDS COMMITTEE PHILIPPINE INTERNATIONAL CONVENTION CENTER PICC Complex, Pasay City 1307 87894759 to 61 Email: procurement@picc.gov.ph</i></p> The Supplier's address for Notices is: <i>[Insert address including, name of contact, fax and telephone number]</i> . |
| 5.2 | No further instructions. |
| 6.2 | <i>Kindly refer to PICC Technical Specifications for instructions, if any</i> |
| 10.3 | The terms of payment shall be as follows: For the services rendered by the CONTRACTOR, the PICC shall pay the former the amount of compensation of the personnel to be deployed as reflected in its bid offer and accepted by PICC payable in equal semi-monthly payments or every 15 th and end of each month. Payment of salaries to Janitorial personnel assigned to PICC by the CONTRACTOR shall be made through a Commercial Bank's ATM access facility. Payment for equipment including carpet cleaning equipment to be billed at the first month of billing. Payment of janitorial supplies shall be included together with the monthly billings of salaries of janitorial manpower services scheduled every 15 th and end of each month, billings shall include proof of delivery with pass-in forms signed by FPD personnel. Payment for the Laundry services shall be paid separately after every service rendered. Service shall be done on an |

oncall basis and as requested by the FPD authorized representative.

The PICC shall make monthly payments, particularly every end of each month only after the PICC has received a billing statement in duplicate, supported with a certification, under oath, that all its workers who are subject of this Contract have been paid in accordance with pertinent and prevailing laws, rules and regulations. The said certification shall, likewise state that the CONTRACTOR has no outstanding obligation to any of its workers as of the date of the billing statement.

The CONTRACTOR shall assign an Accountant or Bookkeeper who shall submit the billing statements for a payment period on or before the 7th working day after each reference period.

For the first billing, processing of payments will be supported with the following documents:

- a) Valid Tax Clearance
- b) Contractor's Billing Statement
- c) Certified Photocopy of the letter of award
- d) Certified photocopy of notarized Agreement (with attachments) between PICC and the CONTRACTOR
- e) Performance Security issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and
- f) Certificate of Deposit issued by a Commercial Bank with ATM access facility.

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

- a) Monthly billing invoice duly certified as true and correct by the PICC officials concerned;
- b) Invoice supported by signed payrolls for regular services personnel and the corresponding deposit slip with the designated depository bank for ATM accounts. ATM must be for payroll and without maintaining balance. For relievers, cash vouchers duly signed by such reliever janitor/s evidencing receipt of payment maybe submitted in lieu of payroll;
- c) Duly accomplished and approved daily time records of the Contractor's personnel deployed at PICC;
- d) Certified True Copy of the latest paid-up payroll complete with the personnel's signatures;

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- e) Certified True Copy of the withholding tax or BIR remittances (for taxes deducted from all deployed personnel);
- f) Certification of Balance of Bank Deposit of the CONTRACTOR's depository bank with ATM access facility.
- g) Certification from FPD representative that no infractions or violations were committed by CONTRACTOR's staff for the month covered by the billing period;
- h) Certified Duplicate Copy of pay slips of each personnel assigned at the center;
- i) Proof of delivery of supplies and materials duly acknowledged/signed/received by the FPD authorized representative; and
- j) Affidavit under oath that the CONTRACTOR has paid the salaries/wages, and other mandatory contributions of the janitorial staff and supervisors assigned to PICC for the previous pay period.

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

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

The CONTRACTOR hereby guarantees that the janitorial staff detailed at PICC shall be paid their salaries on time and in the exact amount as reflected in the payroll submitted to PICC;

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any repetitive and unjustified delays in the payment of the janitorial staff; salaries attributed mainly to the CONTRACTOR and/or the CONTRACTOR not paying the exact amount due the staff as reflected in the payroll, shall be sufficient ground for the termination of this Contract.

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

The CONTRACTOR hereby guarantees that all employer's share being paid by the PICC for the CONTRACTOR, such as SSS premiums, Pag-ibig, Philhealth, and others and the corresponding employee's share being pre-deducted, shall be remitted properly and on time to the concerned agencies and any unjustified delay or non remittance of payments shall be sufficient ground for the termination of this Contract.

It is agreed that should there be a mandated wage increase during the effectivity of this Contract, the rate herein agreed shall be proportionately adjusted.

The absence of janitors or supervisors which results in the presence of less than SIXTY EIGHT (68) workers at any given time shall cause the corresponding deduction from the billing statement, based on the worker's daily rate, as prescribed by the existing minimum wage requirements for every eight (8) hours work shift.

The PICC shall pay the CONTRACTOR, upon presentation of the bill for any overtime on Sundays, Legal Holidays or on any ordinary days as may be required by PICC including night differential & additional manpower services e.g. for disposal and inventory.

The CONTRACTOR shall deposit with its depository bank or any Commercial Banks with ATM access facility, an amount equivalent to one (1) month's salary of all its personnel assigned to PICC withdrawable only for payment of the salaries of the staff in case of delay on the part of the PICC to release the check representing payment of wages of the janitors/ carpet cleaners for a corresponding billing period; upon final release of the check, however, the same should be deposited to its bank so as to replenish the amount withdrawn. At any time, PICC may require the CONTRACTOR to submit an updated certification from the Bank Manager as to the current balance of their deposit.

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| | All payments under this Contract shall be subject to the usual accounting and auditing requirements of PICC. |
| 11.4 | Not applicable |
| 11.5 | Payment using LoC is not allowed. |
| 13.4(c) | <i>Kindly refer to PICC Technical Specifications for instructions, if any</i> |
| 16.1 | <i>Kindly refer to PICC Technical Specifications for instructions, if any</i> |
| 17.3 | <i>Kindly refer to PICC Technical Specifications for instructions, if any</i> |
| 17.3(c) | Not applicable. |
| 17.4 | No further instructions. |
| 17.5 | No further instructions. |
| 20.2 | <p>SEC. 88. Dispute Resolution. - Any and all disputes arising from the implementation of a contract covered by this Act may be submitted to arbitration or other forms of alternative dispute resolution in the Philippines according to the provisions of Republic Act No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004": Provided, that construction disputes that are within the competence and jurisdiction of the Construction Industry Arbitration Commission shall be referred thereto.</p> <p>To ensure efficiency in the procurement process, parties to the dispute are encouraged to select the most expeditious mode of dispute resolution</p> |
| 21.1 | No further instructions. |

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Section VI. Schedule of Requirements

The delivery schedule, expressed in weeks or months, indicates the required delivery date which shall be understood as the date the Goods are to be delivered to the project site.

REFER TO PICC TERMS OF REFERENCE

Section VII. Technical Specifications

Technical Specifications

Regular Janitorial, Sanitation, Carpet/Fabric Upholstered Furniture Maintenance Services

| Item No. | Specification | Statement of Compliance |
|----------|---|-------------------------|
| | <p>SCOPE OF WORKS AND SPECIFICATIONS</p> <p>I. SCOPE OF WORKS</p> <p>A. Provision of seventy two (72) personnel: a.) sixty five (65) janitors, b.) three (3) working supervisors and; c.) four (4) relievers/replacements</p> <p>B. Supply and delivery of janitorial equipment</p> <p>C. Supply and delivery of carpet cleaning equipment and supplies</p> <p>D. Supply and delivery of janitorial and cleaning supplies</p> <p>E. Laundry services</p> <p>II. SPECIFICATIONS</p> <p>A. Provision of seventy two (72) personnel which consist of sixty five (65) regularly assigned janitors, three (3) working supervisors and four (4) relievers/ replacements workers, as janitors and carpet cleaners.</p> <p>1. Janitorial Contractor with a minimum of four (4) year experience in janitorial sanitation and carpet cleaning service maintenance in any commercial buildings, high-end malls, 3-5 star hotels, hospitals, shopping centers. Said contractor should submit company profile and list of companies served within the past three (3) years</p> <p>2. The CONTRACTOR shall provide seventy two (72) personnel which consist of sixty five (65) assigned janitors, three (3) working supervisors and four (4) relievers/ replacements workers, as janitors and carpet cleaners, for the approval of the PICC to be assigned to the different areas in the PICC during the contract period.</p> <p>3. The Contractor's Operations Manager shall act and make decisions in behalf of the CONTRACTOR on</p> | |

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matters arising from questions or complaints raised by PICC or by the CONTRACTOR's personnel.

4. The three (3) dedicated Working Supervisors shall have the following qualifications:

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

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

5. The sixty five (65) assigned janitors shall have the following qualifications:

- At least high school graduate with a minimum of five (5) years of experience in janitorial housekeeping work;
- Has undergone basic housekeeping janitorial training/ seminar;
- Should be physically and mentally fit, dedicated, disciplined, and of good moral character.
- For carpet cleaners – must possess technical skills on carpet maintenance and should have at least five (5) years of experience in carpet care.
- Capable of hauling as part of job description.

6. (The replacement workers/ relievers must also possess the above qualifications of janitors.) Relievers are entitled as the same as the regular janitors with existing wage order, sss, philhealth, pag-ibig fund, 5 days leave incentive and 13th month pay.

7. CONTRACTOR must submit its guidelines on Employee Code of Discipline and Conduct together with penalties;

8. The CONTRACTOR's employees shall, at all times, be in proper and clean uniforms. For purposes of identification, only one type of uniform and color

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scheme shall be adopted. The CONTRACTOR, at its own expense, shall provide the 1 set of uniforms (top and pants with belt bags as part of the uniforms). Uniforms will not be shouldered by the supervisors/cleaners/janitors/relievers. The CONTRACTOR shall present to PICC a prototype of the male and female uniform for prior approval.

9. CONTRACTOR shall submit a list of equipment, supplies and materials to be used in PICC with the complete specifications as part of Post Qualification to demonstrate how these comply with PICC's specifications;
10. The CONTRACTOR shall submit a profile of their manpower to be assigned to PICC in terms of educational attainment, experience in terms of janitorial and sanitation maintenance services, and competencies in order to determine how manpower qualifications comply with PICC's requirements. A resume of each personnel must be submitted to the Assistant Director of FPD, PICC, for approval subject to an on-the-spot test and interview to be conducted at least one month before the Contractor's assumption of work at the PICC;
11. The CONTRACTOR shall provide the FPD with a list of their regular service personnel and relievers including copies of their Transcript of record (for supervisors), certificate of housekeeping seminars, NBI Clearance, Medical Certificate, results of drug test, SSS ID Card, 1"x1" ID pictures and bio-data. All service personnel are subject to background investigation by PICC. In case there are incoming relievers who will report to PICC to replace absent janitors during the implementation of the contract the above mentioned documents will also be submitted to FPD;
12. The Contractor's Operations Manager shall: conduct a weekly inspection of equipment, check the performance of assigned personnel at PICC, and the cleanliness of the Center.
13. PICC reserves the right to demand the immediate replacement of any worker assigned to PICC who, in the opinion of PICC, is incompetent or undesirable, or

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whose services are prejudicial to the discipline and good order among its employees.

14. The CONTRACTOR shall replace any worker only with the prior written consent of the authorized official of PICC. The replacement worker shall be drawn from the list prepared by the CONTRACTOR.
15. Under no circumstances shall the CONTRACTOR allow trainees or apprentices to perform janitorial services in the premises of PICC.
16. The CONTRACTOR's employees shall be allowed access to the premises of PICC premises only during their respective work schedules, as approved by the Management of PICC. They shall confine themselves within their respective designated or assigned area of work.
17. Appropriate disciplinary action shall be taken by the CONTRACTOR against any worker who violates any of the provisions of this Contract. To ensure strict compliance therewith, supervisors for each area must, at all times, have a floor plan indicating the names of workers assigned to their respective areas at particular times of the day.
18. The CONTRACTOR shall provide their employees with the proper identification cards.
19. The CONTRACTOR shall strictly comply with the required schedule and flow of work presented to PICC.
20. The CONTRACTOR should absorb at least Sixty percent (60%) of personnel from the present CONTRACTOR as recommended by PICC-FPD-Facilities and Property Division
21. The CONTRACTOR shall advise the PICC the cause/s of the removal from PICC of any of its workers or supervisors, within a reasonable time.

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22. The CONTRACTOR agrees to adhere, and hereby submits itself, its representatives and all its workers, to the rules and regulations of PICC as regards to sanitation, security and safety.
23. PICC may require the CONTRACTOR to increase or decrease the number of personnel assigned to the PICC when, in its opinion the exigencies of the work so demand; and
24. PICC will provide the CONTRACTOR an office space with office tables and chairs and a telephone line with access to local and outside calls (except long distance and international calls). The CONTRACTOR, however shall provide their personnel office equipment such as computer with printer, calculator and other office supplies and materials needed.
25. The CONTRACTOR shall see to it that any breakdown/malfunctioning of any of the PICC' installations such as, but not limited to, water faucets, toilet flush functions, soap dispensers, clogged lavatory drains/floor drains, busted electrical lightings, and other similar installations, within their areas of responsibility shall be reported immediately by its personnel to their respective supervisors who, in turn, shall relay the same to the concerned PICC Officials for immediate action.
26. It is understood that the failure of the PICC to demand compliance with any of the terms and conditions stipulated in this Contract shall not be considered a waiver on its part for the enforcement of any of its provision.
27. This Contract and the fulfillment of the CONTRACTOR's obligations hereunder, shall not be assigned to any other party or parties without the prior written conformity of PICC
28. The CONTRACTOR shall perform quality regular janitorial, sanitation, and carpet and fabric upholstered furniture maintenance and other related

services for the PICC, particularly in the following areas:

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

29. The total floor area to be serviced per measurements provided by the Technical Services Department of PICC is approximately 60,706.11 square meters, categorized as follows:

| | | |
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| i. Vinyl flooring | - | 6,749.10 sq.meters |
| ii. Homogeneous tiles | - | 4,940.80 sq.meters |
| iii. Synthetic Marble flooring | - | 388.80 sq.meters |
| iv. Marble flooring | - | 4,924.48 sq.meters |
| v. Wood parquet | - | 3,719.00 sq.meters |
| vi. Wash-out flooring | - | 3,320.25 sq.meters |
| vii. Carpet flooring | - | 27,418.63 sq.meters |
| viii. Tile flooring (restrooms) | - | 2,394.05 sq.meters |
| ix. Cement flooring | - | 6,851.00 sq.meters |

OTHERS:

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

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

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

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

JANITORIAL SERVICES

1. DAILY ROUTINE OPERATIONS

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

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- h. Reporting of leaking faucets, busted bulbs, and damages incurred during events that need repair or replacement.
- i. Hauling and Arrangement of sofa, chairs, tables, furniture and other PICC properties with supervision of PICC (FPD) employee
- j. Cleaning and sanitizing of assigned garbage disposal area.

2. WEEKLY PERIODIC OPERATIONS:

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

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

4. MONTHLY PROJECT OPERATIONS:

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

5. OTHER DUTIES:

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

Other related duties as may be required.

B. SUPPLY AND DELIVERY OF JANITORIAL EQUIPMENT

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

| | EQUIPMENT | QUANTITY |
|------|--|-----------------|
| 1.1 | <p><i>Floor Polisher, low speed heavy duty 16" Diameter with round bumper rubber, Bumper 1 meter stainless tube chassis made in aluminum with metal bracket wooden frame and pad holder each</i></p> <p>Pad size: 16" Speed : 175 rpm</p> <p>Motor: ¼ hp Power supply: 220V</p> <p>Mains cable : 12 mts. Net : 30kg</p> | 7 units |
| 1.2. | <p><i>Floor Polisher, high speed, heavy duty 20" Diameter High sleek and simple in design yet delivers power-packed cleaning. Efficiently cleans 1,600 sq. ft. per hour – coverage almost twice as fast compared to burnishing with 300 rpm. For significant savings in manpower time with bracket and pad holder</i></p> | 3 units |

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| | <p>Pad size: 20" Speed : 1500 rpm</p> <p>Motor: 2hp Power supply: 220V</p> <p>Size: 57 inches x 20 inches Cleaning path 20 inches</p> | |
| 1.3. | <p><i>Wall Polisher</i> plate of 160mm or 7" dia.: Power input :1,400W: Weight 3.5kg with disc diamond cutter grinder (or its equivalent) 220V</p> | 1 unit |
| 1.4. | <p><i>Pressurized Water Pump with rubber Hose to fit for water out</i></p> <p>Maximum permissible pressure: 140 bar</p> <p>Water Flow : at not lower than 800 r.p.m.</p> <p>Maximum suction height : 2,5 m</p> <p>Dimensions : 350 x 330mm x 9000mm or depending on the model</p> <p>Weight : 32kg Power supply : 220V</p> <p>Basic Feature:</p> <p>Integrated trolley, 5 m power cable, cable reel, 10m steel fabric hose, switch-off spray gun with handgrip, spray lance (high and low pressure), fully adjusted pressure control, brass pump head, receptacle for trigger gun assembly and lance, dry run safety, ceramic coated pump plunger, overflow return, place for dirt killer (accessory), detergent injector with filter, 0.8m, detergent probe and with 30 meter hose for water refill on sprayer</p> | 2 units |
| 1.5. | <p><i>Aluminum Ladder 6 feet (foldable)</i></p> | 8 pieces |
| | <p><i>12 feet (foldable)</i></p> | 1 piece |
| 1.6. | <p><i>A-3 Step Ladders (foldable, metal powder coated fin.)</i></p> | 8 pieces |
| 1.7. | <p><i>Scaffolding (metal) for outside surface glass cleaning maximum for 5 levels w/</i></p> | 1 set |

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| | | detachable wheel with stopper and 2 pieces harness | |
| 1.8. | | <i>Water Hose with 50 meter long in ½ inch diameter</i> | 2 rolls |
| 1.9. | | <i>Cleaning Janitorial Cart w/ Zippered Yellow vinyl bag, 34 Liters storage compartment, 9.5 Liters Sanitizing, Patent-pending 2 way rubbish door, slim jim hooks, brutehooks, bucket retainer hooks, ergonomic comfort grip handle, safety sign holder, 3 rubber tool grips and 4 marking swivel caster polyliner 56.5 cm w x 96.7 cm L x 105.2 cm. h</i> | 10 units |
| 1.10. | | <i>Cleaning Janitorial Cart w/ Zippered Yellow vinyl bag, 34 Liters storage compartment, 9.5 Liters Sanitizing, Patent-pending 2 way rubbish door, slim jim hooks, brutehooks, bucket retainer hooks, ergonomic comfort grip handle, safety sign holder, 3 rubber tool grips and 4 marking swivel caster polyliner 56.5 cm w x 96.7 cm L x 105.2 cm. h</i> <i>NOTE: WITH TISSUE AND PAPER TOWEL KEEPER</i> | 12 units |
| 1.12. | | <i>Floor Signs: "CLOSED" – Multilingual "CLOSED" Imprint, 2 sided, yellow color, size 25"h or 63.5cm (Open foldable) Dimension 66cm x 27.9cm x 30.5cm</i> <i>"CAUTION WET FLOOR" – Multilingual "CAUTION WET FLOOR" Imprint, 2 sided, yellow color, size 25"h or 63.5cm (Open foldable) Dimension 66cm x 27.9cm x 30.5cm</i> | 16 pieces 16 pieces |
| 1.13. | | <i>Barrier Chain; Yellow Color; 20 feet length 1/16. 1m – polypropylene fill with hook on both ends of the chain</i> | 25 pieces |
| 1.14. | | <i>Square Brute; Big Wheel Container with lid 57.5cm x 72cm x 104cm., metric capacity of 120L in Gray color Polypropylene fill.</i> | 3 units |

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| 1.15. | <i>All Purpose Carry Caddy in Gray Color, size 16" x 11" x 6 ¾"h Polypropylene fill</i> | 12 pieces |
| 1.16. | <i>Bucket/ Wringer Combination, yellow with multilingual "CAUTION" Imprint (bucket features sediment screen to trap dirty residue) non marking and non rusting casters for reduce touch up cleaning.</i> | 25 pieces |
| 1.17. | <i>Steel Roller Sponge Mop – 12" L in Bronze Finish. Front pull lever on mop handle allows for squeeze-action wringing. Cellulose sponge mop head absorbs liquids fast. Gripper for foam in up and down direction.</i> | 30 pieces |
| 1.18. | <i>Double pail bucket color 18"L x 14.5"W x 10" H 19 qt</i> | 5 pcs. |
| 1.19. | <i>Rechargeable Flash Lights (220 Watts) – Halogen search light with pin light lamp (Replaceable Lamp) with nylon strap</i> <i>Illuminate time: strong light -1.5Hs.</i> <i>Input Voltage : 220V 60Hz</i> <i>Lamps : 6V 15 Watts Halogen Bulb (torch Light)</i> <i>7 Watts Pin Light Lamp</i> <i>Battery Type : 6V 4.5Ah Lead Acid Battery</i> <i>Rechargeable flash light with recharging time that last at least 5 to 8 hours</i> | 2 units |
| 1.20. | <i>Utility Bucket Pail - Round 12" diameter x 11 ¼ "h. 13.2L with water dipper Polypropylene fill in blue or black color</i> | 30 pieces |
| 1.21. | <i>Upright Lobby Dust Pan w/ Cover and Nylon Broom Polypropylene fill 12 ¾ "l x 11 ¼"w x 5"h 13lb Black Color. Self opening and closing lid, Adjustable handle grip enhance user comfort.</i> | 20 pieces |

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| | Made in USA or Germany (or its equivalent) | |
| 1.22. | <i>Chemical Applicator with 18" quick connect wet/dry frame and 58" connect handle and mop 18" room dust pad</i> | 5 sets |
| 1.23. | <i>Changing bucket for Chemical applicator 23.88L x 9.5"W x 13.63"H for applicator pad</i> | 4 units |
| 1.24. | <i>Rectangular Wring bucket for mop applicator 14.5"L x 26.2"w x 16.1"H</i> | 6 units |
| 1.25. | <i>Swinger Loop Mops w/ Handle (for wet mopping) with handle, Super stitch cotton looped end wet mop, large</i> | 18 pieces |
| 1.26. | <i>Super Stitch Cotton Mops (for stripping floors), with handle, Super stitch cotton looped end wet mop, large</i> | 18 pieces |
| 1.27. | <i>Finish System Mop with Handle(for finishing) with handle, Super stitch cotton looped end wet mop, large</i> | 18 pieces |
| 1.28. | <i>Tufted Dust Mop, with handle, loop ends, tufted dust mop 24"</i> | 13 pieces |
| | <i>Tufted Dust Mop, with handle, loop ends, tufted dust mop 36"</i> | 5 pieces |
| 1.29. | <i>Glass Squeegee, straight blade Soft, natural 16 1/2"l x 1 7/8" w extended handle of 50"h double moss blade conforms to uneven surfaces in Black and Aluminum finish with extendable handle. (Durable) rubber refill included</i> | 4 pieces |
| 1.30. | <i>Fabric Glass Scraper with long handle, straight foam like durable rubber 16"L with 60" long wooden handle</i> | 4 pieces |
| 1.31. | <i>Flat Form push CART 300 kgs.</i> | 2 units |
| 1.32. | <i>Spotlight Fixture with Stand – with Built-in electronic ballast, 15,000 burning hours, IP44 protection, with 40 watts HC0104i CFL bulb, High defined and advanced</i> | 3 units |

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

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

C. SUPPLY AND DELIVERY OF CARPET CLEANING EQUIPMENT AND SUPPLIES

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

| | EQUIPMENT | QUANTITY |
|------|---|-----------------|
| 2.1) | <p><i>Vacuum Cleaner for Carpet, Wet & Dry pick-up, heavy duty, made of shock resistant materials, stainless steel body container, sound proof, with high efficiency polyester, automatic cut-off valve (on wet pick-up), ventilation circulation and washable cotton filter/ changeable, with Float / Cage, Filter replacement, Accessory caddy/ caster, with suction pressure, detachable blower, drum latch safety clip, mbar: 2400, cooling: by pass, consumption (electric) watts: 1080 watts/ 1.3hp, airflow, 1 min.: 3000, container capacity 60liters/ 15 gals, power 220V w/ caster for easy moving while cleaning.</i></p> <p>Standard Accessories: for each vacuum unit</p> <p>16 Gallon Wet/ Dry Vac., Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, blower nozzle, wet nozzle, Male-</p> | 4 units |

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| | | <p>male adaptor, Diffuser blowing, Extension wands, Owners manual, accessory caddy, Caster wheel, Caster foot for storage.</p> <p>Made in USA, Germany, Italy or Singapore assembled only in China</p> | | |
| | 2.2 | <p><i>Vacuum Cleaner for Carpet, Wet & Dry pick-up</i>, heavy duty, made of shock resistant materials, stainless steel body container, sound proof, with high efficiency polyester, automatic cut-off valve (on wet pick-up), ventilation circulation and cleanable cotton filter/ changeable, with Float / Cage, Filter replacement, Accessory caddy/ caster, with suction pressure.</p> <p>Standard Accessories: for each vacuum unit</p> <p>12 Liters Gallon Wet/ Dry Vac., 220V Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, blower nozzle, wet nozzle, Male-male adaptor, Diffuser blowing, Extension wands, Owners manual, accessory caddy, Caster wheel, Caster foot for storage.</p> <p>Made in USA, Germany, Italy or Singapore assembled only in China</p> | 12 units | |
| | 2.3 | <p><i>UPRIGHT VACUUM CLEANER: 7ltrs, 800w-220-240v 40cm work width, 40w motor brush</i> Standard Accessories: for each vacuum unit</p> <p>7 Liters Gallon Dry Vac., 220V Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, brush nozzle, Male-male adaptor, Diffuser blowing, Extension wands, Owners manual,</p> <p>Made in USA, Germany, Italy or Singapore assembled only in China</p> | 3 units | |
| | 2.4 | <p><i>Backpack Vacuum Cleaner, 220v</i></p> | 2 units | |

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|---|---|---------------------------------------|-------------|---------------------|--------------|-------------------|--------------|---|--------------------------|------------------------------------|--------------------|--------------|--------------|-------------------|---------------|--------|
| | <p>Standard Accessories: for each vacuum unit</p> <p>220V Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, blower nozzle, wet nozzle, Male-male adaptor, Diffuser blowing, Extension wands, Owners manual, accessory caddy, Caster wheel, Caster foot for storage.</p> <p>Made in USA, Germany, Italy or Singapore assembled only in China</p> | | | | | | | | | | | | | | | |
| 2.5 | <p><i>Shampooing/ Extractor Machine Cleaner with power brush professional power brush boosts performance spraying with warm water and detergent penetrate the pile and dissolve the dirt, roller brush rotates at 2,800rpm to wash out the dirt spray rate with standard accessories such as :</i></p> <p><i>2.5M flexible spray extraction hose w/ integrated water supply, floor tool w/ bend, suction tube and with power brush PW10 – for approval of FPD personnel</i></p> <table border="1"> <tr> <td>PERFORMANCE : 15-20 m²/h</td> <td>Floor tools</td> </tr> <tr> <td>Hand tools : 110 MM</td> <td>Air Flow rat</td> </tr> <tr> <td>Vacuum : 220M Bar</td> <td>Spray rate :</td> </tr> <tr> <td>Spray pressure/ ram press: 2.0/ 2.5 Bar</td> <td>Fresh water water : 10/9</td> </tr> <tr> <td>Max. cleaning solution temp.: 50 c</td> <td>Motor rating phase</td> </tr> <tr> <td>Fan : 1250 W</td> <td>Pump : 2 x 4</td> </tr> <tr> <td>Weight : 12.1 kg.</td> <td>Dimension 435</td> </tr> </table> <p>Made in USA, Germany, Italy or Singapore assembled only in China</p> | PERFORMANCE : 15-20 m ² /h | Floor tools | Hand tools : 110 MM | Air Flow rat | Vacuum : 220M Bar | Spray rate : | Spray pressure/ ram press: 2.0/ 2.5 Bar | Fresh water water : 10/9 | Max. cleaning solution temp.: 50 c | Motor rating phase | Fan : 1250 W | Pump : 2 x 4 | Weight : 12.1 kg. | Dimension 435 | 1 unit |
| PERFORMANCE : 15-20 m ² /h | Floor tools | | | | | | | | | | | | | | | |
| Hand tools : 110 MM | Air Flow rat | | | | | | | | | | | | | | | |
| Vacuum : 220M Bar | Spray rate : | | | | | | | | | | | | | | | |
| Spray pressure/ ram press: 2.0/ 2.5 Bar | Fresh water water : 10/9 | | | | | | | | | | | | | | | |
| Max. cleaning solution temp.: 50 c | Motor rating phase | | | | | | | | | | | | | | | |
| Fan : 1250 W | Pump : 2 x 4 | | | | | | | | | | | | | | | |
| Weight : 12.1 kg. | Dimension 435 | | | | | | | | | | | | | | | |
| 2.6 | <p><i>Brushless Carpet Sweeper/ Groomer Wt 13.84 lb in Gray Color, 6.5" sweep path with natural boar bristle brushes in each corner, easy to open debris pan for</i></p> | 10 pieces | | | | | | | | | | | | | | |

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

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| and can dry out carpet easily especially in high speed control. 900 watts, 220V, 60 Hz., 3 speed air delivery (low- 110m2/min., med-120m2/min, high- 160m2/min, 3 speed rotation, (1000rpm, 1200rpm, 1400rpm) 270mm fan wheel size, 7m powercord. |
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Note: The above enumerated tools and equipment shall be provided as for the requirements of PICC and the CONTRACTOR shall maintain the same tools and equipment provided they are in **good operating condition**.

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

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

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

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

D. SUPPLY AND DELIVERY OF JANITORIAL AND CLEANING SUPPLIES

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

CLEANING AGENTS/AIDES SUPPLIES

| | ITEM AND DESCRIPTION | QUANTITY |
|----|--|--------------------------------------|
| 1. | Air Freshener in Gel – decorative air freshener that provides up to 30 days of Non-fade freshening. The Gel comes in adjustable container to control the amount of fragrance in each room. | 50 cans in 180-200 Grams / container |
| 2. | Baking Soda 30 grams | 20 packs |
| 3. | Broom (in abaca material) | 200 pcs. |
| 4. | All Purpose Cleaner/stain remover | 15 gallons |
| 5. | Automatic diffuser sprayer scent for communal CR's | 10 pieces |
| 6. | Carpet shampoo extraction rinse (wool-safe) | 15 gallons 5 liters/cont ainer |
| 7. | Ceiling Duster with launderable head, 8 ½" - Flexible head conforms to virtually any shape. Launderable dust mitt can be worn on the hand or use with a flexible head dusting tool. Flexible head with 60" L polypropylene handle extendable to 14'. | 20 pieces |
| 8. | Cotton Mop Head – super stitch cotton loop end; (large) in white colors Cotton Mop Head – super stitch cotton loop end; (large) in blue, green and red colors | 100 pieces 100 pieces |
| 9. | Cotton Hand Gloves – made in flexible cotton with rubber grip on the palm side in free size (XL) | 80 pairs |

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| 10. | Counter Brushes/ Dusters – plastic block counter brush, flagged polypropylene fill with 8” bristle coverage. Size: 12 ¼”L silver color | 60 pieces |
| 11. | Deodorizer Aerosol Can– deodorizes by killing many germs that causes odors, eliminates odor and their sources in aerosol container 330ml | 130 cans in 330ml/ can |
| 12. | Dirt and stain remover, General purpose spotter – woolsafe approved chemical for general spotter /stain remover | 30 liters/ (1 liter / cont.) |
| 13. | Dirt, stain and adhesives remover - used for office equipment, modern electronic devices, leatherette goods plastics, glass, metal and nickel brass, furniture and shellac surfaces.(wipe-out) | 50 cans 250 Grams |
| 14. | Dirt Picker (Tong)– in aluminum/ light weight metal, clamps dirt with teeth 2” width x 6”length | 60 pieces |
| 15. | Disinfectant for Cleaning Waste Storage Room/Area – Concentrated heavy duty neutral disinfectant cleaner, quart based bactericidal, virucidal hospital grade disinfectant. (Concentrate Solution) (should be certified environmental friendly product)BFAD approved | 25 gallons |
| 16. | Dust Cloth Flannel, for dusting wiping surfaces 24”x24”- Soft cotton cloth for dusting furniture | 200 pieces |

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| | and other items in five (5) colors <i>light blue, light green, pink, yellow and white.</i> | |
| 17. | Dust Mop Head (loop end) – No sagging, fraying, or unraveling, slide on slip through backing for easy set-up, durable polyester backing designed for printing that will not launder out, with antimicrobial agent with opening on side to fit dust mop handle in blue color 24” width Dust Mop Head (loose end) – No sagging, fraying, or unraveling, slide on slip through backing for easy set-up, durable polyester backing designed for printing that will not launder out, with antimicrobial agent with opening on side to fit dust mop handle in blue color 36” width | 50 pieces 30 pieces |
| 18. | Duster (cloth) (microfiber) | 60 pcs. |
| 19. | Fabric Softener in 30ml sachet – fabric softener with mild scent for shampooing of carpets and upholstered chairs | 70 sachets 30ml/sach et |
| 20. | Fish Net - for fabric upholstered cleaning made from nylon net used for laundry | 50 pieces |
| 21. | Floor Cleaner (Neutral floor cleaner) Use all type of floors and surfaces. It should effectively remove surface dirt without hurting the shine, Can be mopped | 20 liters 5 liters per container |

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| | | or used in automatic scrubber. for follow up cleaning of marble, wood parquets, and vinyl tiles | |
| 22. | Floor Disinfectant (Forward) , An effective germicide and disinfectant. Contains 762 ppm of a potent quaternary germicide which is effective against a wide spectrum of microorganism when used at a 1:20 dilution. | 15 liters 5 liters /container | |
| 23. | Furniture Polish in aerosol can – with anti-dust formula with allergen trappers removes dust and common allergens from pet dander and pollen | 50 cans 330 ml/ can | |
| 24. | Glass Cleaner/Solutions – Water based effective cleaner for windows, mirrors, Glass counters, table tops displays and other similar surface with pleasant smell. Basic ingredient: Organic, solvent, elating agent, dye and aqueous vehicle. (Concentrate Solution) | 20 gallons (1 gallon per container) | |
| 25. | Glass Squeegee for comfort room mirror and counter top – 10” L x 3” W x 4.5” H Glass squeegee cleaner with hard plastic handle replaceable blades leaves the glass virtually dry to the touch and removes water marks on counter virtually dry to the touch. Use to clean counters tops and mirror inside comfort rooms (Durable) | 50 pieces | |

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| 26. | Gum Remover Agent – removes gums easily with no harsh chemical that will stain the floor/ paint, oil, grease and gum remover (cement, tiles, granite, marble or carpets) (Concentrate Solution) | 15 gallons (1 gallon / container) |
| 27. | Hand Brush for Pebbles with handle – Iron like handle scrubber in 5” x 2” length designed to make scrubbing tile and grout lines and cleaning floor baseboards, walls and countertops | 60 pieces |
| 28. | Liquid All Purpose Detergent – all purpose washing detergent. (should be certified environmental friendly) (Concentrate solution) BFAD approved | 20 gallons (1 gallon per container) |
| 29. | Liquid Soap All Purpose cleaning, concentrated organic and environment friendly solution, superior, deodorizing, cleaning and disinfecting power. BFAD approved, 100% biodegradable, safe for human and animals | 20 gallons (1 gallon/con tainer) |
| 30. | Metal Polish – that instantly cleans and shines brass, copper, chrome, gold and silver with metal oxides, emulsifiers and solvent | 20 cans (150 ml/ can) |
| 31. | Molds and Mildew Remover – Specialize in easily removing stain remover attacks molds, mildew, hard water deposits and rust stain with Hypochlorite surfactant fragrance and aqueous vehicle (Concentrate Solution) | 50 bottles (500 ml/ bottle) |
| 32. | Mop Handle (plastic mop head holder) – steady mop | 50 pieces |

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| | handle for cleaning all floor surfaces with long handle (Durable) 60" long | |
| 33. | Mop chemical applicator dust mop with 14" extension handle | 20 pieces |
| 34. | Open dust pan in black color | 50 pieces |
| 35. | 4100 White Super Polish Pad /spray buffing pad– (for polishing) with estimated life : 250,000 sq .ft. in 16" dia. x 20mm thick | 20 pieces |
| 36. | 5100 Red buffing pad / polishing pad (for buffing) with estimated pad life: 225,000 sq. ft. in 16" dia. x 20mm thick | 20 pieces |
| 37. | 4100 White Super Polish Pad /spray buffing pad– (for polishing) with estimated life : 250,000 sq .ft. in 20" dia. x 20mm thick | 20 pieces |
| 38. | 5100 Red buffing pad / polishing pad (for enhancing floor appearance) with estimated pad life: 225,000 sq. ft. in 20" dia.x 20mm thick | 20 pieces |
| 39. | Brown pad, for floor preparation (brown), 16" x 20mm thick | 20 pieces |
| 40. | face mask, gloves, hair net | 50 set |
| 41. | Raincoat (for garbage collector) | 2 pieces |
| 42. | Garbage Rubber boots size 10 | 2 pairs |
| 43. | Stripsol | 5 gallons |
| 44. | Scents for spray olive scent and seasonal scent | 10 gallons |

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| 45. | Paint Brush Soft Bristle 2" in 50.8mm – paint brush with soft bristle and wooden brush handle for detailed cleaning of dust | 15 pieces |
| 46. | Plastic garbage bags for refuse – clear color for bio-degradable and for non-biodegradable in extra-large size (50" L x 30"w) expandable. (Does not break easily(see sample) | 8,000 pieces |
| 47. | Black scrubbing pad in 16" diameter | 20 pieces |
| 48. | Polishing brush – nylon brush of 16" dia. For intensive cleaning of rough floor surface | 20 pieces |
| 49. | Powder Soap – all purpose washing soap. (can be used for upholstery and does not fade fabric) | 300 kilograms |
| 50. | Rugs (stupa rugs) – white cotton in wide pieces rugs in bundles. (in large cotton retasos) | 282 bundles (1 Kilo/ bundle) |
| 51. | Rubber Hand Gloves – durable rubber material in extra-large size | 200 pairs |
| 52. | Ethyl Alcohol – 70% Solution (scent should be approved) | 5 bottles (gallon) |
| 53. | Safety goggles for cleaning in plastic transparent material | 5 pieces |
| 54. | Sand paper #000 not too rough for vinyl stains (see sample) | 50 sheets (8" x 13"size per sheet) |
| 55. | Spatula or Dirt Scrapers/Scrubbers – 7.5"L x 3"w with wooden handle and stainless metal. | 50 pieces |

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| 56. | Sponges Absorbent – 6” x 4” sponge in 4 different colors (Durable should last at least 1 month) | 50 pieces |
| 57. | Spray Gun Cleaning Dispenser for chemicals with spray gun – w/ adjustable pressure sprayer spring covered with plastic so as not to breakout easily (Durable) in 500ml | 80 bottles (500 ml/ bottle) |
| 58. | Spray Gun (small) | 80 pieces |
| 59. | Automatic Sprayer ULV 7 liters container with shoulder strap | 2 pieces |
| 60. | Squeegee blade rubber refill (durable) in 18” long – thick and durable | 20 pieces |
| 61. | Stainless Steel Polish – Odorless white liquid polish, which cleans polishes and protect metals. Removes water spots as well as greasy stains leaving a unique, greaseless coating which resist further soiling | 20 container (5 liters/ container) |
| 62. | Stair Brush (Push) | 30 pieces |
| 63. | Steel Brush – steel brush for metal surface for polishing with handle in 11” length | 10 pieces |
| 64. | Steel Wool – 16 Giant Pads, 200 grams average net weight for floor polisher. | 20 boxes (25pcs./ box) |
| 65. | Stick Broom – 40”L made out of coconut palm.(aka: walis tingting) | 35 pieces |
| 66. | Soft Broom / Abaca Broom– 31” L made out of coconut palm/ abaca palm (aka: walis tambo) | 50 pieces |

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| 67. | Toilet Bowl Brush – Stain and odor resistant, flexible plastic fill 17 ¾”L blue color (Flexible material) | 50 pieces |
| 68. | Upright glass scrapper (cotton) 14” width with detachable long handle | 5 sets |
| 69. | Upright glass scrapper (cotton) 14” width | 12 pieces |
| 70. | Vinegar 4 liters | 4 gallons 4 liters/gallon |
| 71. | Wax Complete – A non buffable finish containing polymers, resin and metal interlocks to provide maximum durability and resistance to detergent scrubbing | 10 containers (5 liters/ container) |
| 72. | Wax Maintainer / Snapback for vinyl and wood parquet floors (spraybuff maintainer) – a balance blend of unique diverse polymer, hard wax, solvent and surfactants. It is a balance formulation that ensures excellent performance surfactants. An innovative and unique spraybuff formulation used as a spray buff agent on resilient floors. It delivers the “just-finished” shine without causing finish build-up <i>Ingredients : Resin, Wax, Solvents, Surfactants, Alkali and Preservative</i> | 8 container / (5 liters/ container) |
| 73. | Wax for Marble Flooring (Crystallizer) – liquid floor crystallizer Major Ingredients: Magnesium Silicofluoride | 8 containers (5 liters/ container) |
| 74. | Wax Liquid Sealer (over and under) A water emulsion sealer – undercoater containing polymers and metal interlocks. It fills the pores of the floor, | 8 container / (5 liters/ container) |

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| | <p>levels off the hills and valleys, and binds tightly to the floor providing a highly detergent resistant base coat for all floor finishes, buffable or non-buffable</p> <p>Ingredients: Resin, Wax, Solvents, Surfactants, Plasticizers, Ammonia and metal oxide</p> | |
| 75. | <p>Wax Stripping Solution for Vinyl – An amine type concentrated liquid stripper formulated to penetrate and re-emulsify metal interlock finishes and sealers and suspend the broken film to permit easy removal. It can readily strip old waxes and most other water emulsion finishes.</p> <p>Ingredients : Amine, Surfactants, Alkali and chelating Agents</p> | 8 container / (5 liters/ container) |

NOTE:

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

(2) Must have at least two (2) weeks supply on stock at the PICC

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

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

REGULAR MAINTENANCE SERVICES OF CARPET AND FABRIC UPHOLSTERED FURNITURE

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

- a. Conference Rooms 1, 2, 3, 4, 5, 6, A, B, C
- b. Meeting Halls 1, 2, 3, 4, 5, 6
- c. Plenary/Reception Halls
- d. Summit Halls 1, 2, 3, 4, 5, 6
- e. East and West Banquet Halls
- f. Balconies (Summit Halls and Plenary Hall)
- g. D-201 Series, MEMD offices and other VIP rooms
- h. Amorsolo Fine Dining Restaurant
- i. Secretariat Lounge at the Secretariat Building
- j. All carpeted stairways
- k. All area rugs on the lobbies, platforms and/or stages
- l. Banquet Halls 1, 2, 3
- m. Function Rooms 1/2 and its Foyer
- n. All other carpeted areas.

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

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

E. LAUNDRY SERVICES

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

| Quantity | PARTICULARS |
|----------|---|
| | 1) BATH/HAND TOWELS |
| 3.6 kgs. | a) White (big) = 2 8" x 48" inches (6 pcs.) (twice) |
| 2.6 kgs. | b) White (small) = 18" x 29" inches (13 pcs.) (twice) |

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| 40 kgs. | c) White and Beige (extra small) = 11" x 11" inches (13 pcs.) (twice) |
| 0.9 kg. | d) Green (small) = 16" x 24" inches (9 pcs.) (twice) |
| 0.5 kg. | e) Light Blue (small) = 16" x 24" (5 pcs.) (twice) |
| 0.2 kg. | f) Yellow (small) = 16" x 24" inches (2 pcs.) (twice) |
| 0.1 kg. | g) Pink (small) = 16" x 24" inches (1 pc.) (twice) |
| 0.5 kg. | h) Light Green (small) = 16" x 24" (5 pcs.) (twice) |
| 5.5 kgs. | 2) PIANO COVERS (5 PCS.) (twice) |
| | |
| | 3) "White" SKIRTINGS OF THE STAGE PLATFORMS |
| 5.4 kgs. | a) one foot (1') high x four feet (4') long (18 pcs.) (thrice) |
| 7.5 kgs. | b) one foot (1') high x eight feet (8') long (19 pcs.) (thrice) |
| 10.2 kgs. | c) two feet (2') high x four feet (4') long (18 pcs.) (thrice) |
| 4.0 kgs. | d) two feet (2') high x eight feet (8') long (5pcs.) (thrice) |
| 4.8 kgs. | e) three feet (3') high x four feet (4') long (13 pcs.) (thrice) |
| 19.20 kgs. | f) three feet (3') high x eight feet (8') long (16 pcs.) (thrice) |
| | |
| | 4) "Maroon/Red" SKIRTINGS FOR THE STAGE PLATFORMS |
| 1.4 kgs. | a) one foot (1') high x four feet (4') long (7 pcs.) (thrice) |
| 1.2 kgs. | b) one foot (1') high x eight feet (8') long (4 pcs.) (thrice) |
| 2.8 kgs. | c) two feet (2') high x four feet (4') long (12 pcs.) (thrice) |
| 10.5 kgs. | d) two feet (2') high x eight feet (8') long (12 pcs) (thrice) |
| 4.8 kgs. | e) three feet (3') high x four feet (4') long (7 pcs.) (thrice) |
| 14.4 kgs. | f) three feet (3') high x eight feet (8') long (4 pcs.) (thrice) |
| | |
| | 5) "Blue Green" SKIRTINGS FOR THE STAGE PLATFORMS |
| 4 kgs. | a) two feet (2') high x four feet (4') long (10 pcs.) (twice) |
| 8.4 kgs. | b) two feet (2') high x eight feet (8') long (12 pcs.) (twice) |

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

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| 18 kgs. | Flat Sheets Ladies and Mens Quarter & Clinic 36 pcs. (thrice) |
| 8.8 kgs. | Seat Covers of Toyota Altis , Toyota Revo and Toyota Innova (2 units) 72 pcs. (thrice) |
| 4.4 kgs. | Mass Table Cover 2 pcs. (2.2/kg/pc.) (thrice) |
| 1 kg. | Side Table covers 2 pcs. (1kg./2 pcs.) (thrice) |
| | |

CONDITIONS :

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

III. SPECIFIC PROVISIONS

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

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

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

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

2. The CONTRACTOR shall provide:

5 UNITS- Cellular Phone with unlimited call, text and data plan for each unit with 10 to 15 hour battery time, handy,

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

3. **Contract Amendment**

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

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

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

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calendar days from the date of its receipt of the contract amendment.

3.3 Contract price shall be fixed and shall not be adjusted during, the contract implementation, except for the following;

3.1.1 Increase in minimum daily wage pursuant to law or new wage order including by laws R.A.6727 or Wage Rationalization Act that are issued after date of bidding;

3.1.2 Increase in Taxes; and

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

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

4. **REGULAR HOLIDAYS AND NATIONWIDE SPECIAL DAYS**

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

a) Regular Holidays:

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

b) Nationwide Special Holidays:

- | | | |
|---------------------------------------|---|--------------|
| 1) Chinese New Year | - | Movable Date |
| 2) Black Saturday | - | Movable Date |
| 3) Ninoy Aquino Day | - | August 21 |
| 4) All Saints Day | - | November 1 |
| 5) All Souls' Day | - | November 2 |
| 6) Feast of the Immaculate Conception | - | December 8 |
| 7) Christmas Eve | - | December 24 |
| 8) Last Day of the year | - | December 31 |

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

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

5. WITHHOLDING TAXES

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

6. ACKNOWLEDGEMENT AND WARRANTY

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

7. NO EMPLOYER-EMPLOYEE RELATIONSHIP

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

laws, rules and regulations and those that may be promulgated thereafter.

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

8. DURATION OF THE AGREEMENT

This Contract for Janitorial Services and Maintenance shall be effective for a period of 7 months to commence on the date which will be indicated in the Notice to Proceed, subject, however, to performance evaluation towards the end of the first year. The Contractor shall maintain a satisfactory level of performance throughout the term of contract. Failure by the Contractor to perform at least satisfactory is a ground for pre-termination of the contract.

9. SCHEDULE OF REQUIREMENTS

| Item Number | Description | Contract Duration/Delivery Period |
|-------------|--|---|
| 1 | 7 months contract for Janitorial Contract Services and Maintenance | The contract shall be for 7 months |
| 2 | Supply and delivery of Janitorial Equipment | Within 30 calendar days from receipt of NTP |
| 3 | Supply and delivery of carpet cleaning equipment and supplies | Within 30 calendar days from receipt of NTP |

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| 4 | Supply and delivery of Janitorial and cleaning supplies | <ul style="list-style-type: none"> Divided equally in 7 months of the year of the contract |
| 5 | Laundry Service | Service to commence on the start of Contract (as required) |

CONTRACTORS' RESPONSIBILITIES

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

12. OBSERVANCE OF LABOR AND LIABILITY FOR DAMAGES

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

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

13. Performance Security

The following are the acceptable Forms of Performance Security from which the Supplier may choose:

- i. Cash, certified check, cashier's check, manager's check in the amount of five percent (5%) of the Contract Price.
- iii. Surety bond in the amount of thirty percent (30%) of the Contract Price issued by an accredited private

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insurance company as authorized by the Office of the Insurance Commissioner to issue such surety.

iv. Notarized Bid Securing Declaration

At the end of the contract, the Performance Security shall be renewed for another period (if extended) provided the contract is not pre-terminated.

The Performance Security and its associated costs shall be for the account of the CONTRACTOR.

The Performance Security shall serve as a guarantee against any claim of the PICC for loss, injury or damage to life and property/personnel of the PICC and shall remain valid, enforceable and in full force and effect during the life of this Contract.

A Performance Security which does not reflect the correct amount and purpose as required by the PICC (i.e., the Performance Security shall answer for all loss/damage/s due to theft, pilferage, robbery, and/or unlawful acts suffered by the PICC by reason of the negligence of the janitors/cleaners) shall be considered a defective performance security and thus, would constitute a valid ground to terminate and cancel the Contract awarded to CONTRACTOR.

14. Termination for Default

In case the CONTRACTOR fails or refuses, willfully or by negligence, to furnish the services as herein called for and agreed upon within the specified time stated in the

contract, or willfully violates any of the conditions, covenants and stipulation thereof, the PICC shall have the right and power to terminate the Contract by sending a thirty (30) day written notice of such termination to the CONTRACTOR. Upon such termination, the Performance Security shall be made answerable for whatever damages the PICC shall suffer by reason of termination of the Contract.

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

15. DISQUALIFICATION

Should the CONTRACTOR be retained/awarded the next two (2) year contract, it is understood that in line with the PICC' policy not to maintain the same Janitorial agency for more than four (4) consecutive years, the CONTRACTOR hereby acknowledges and agrees that the latter and/or any of its affiliate janitorial agencies, shall no longer qualify to participate in the public bidding for janitorial and carpet maintenance contract to be conducted by PICC at the expiration of the fourth (4th) year Contract. It may, however, if it so desires and subject to the condition that it has not obtained a Performance Rating of below "SATISFACTORY" during the term of its contract/s with PICC, participate anew after the one (1) year reprieve period.

16. DURATION OF CONTRACT

This Contract shall be binding and effective for a period of seven (7) months June 1, 2026 – December 31, 2026.

Bidders must indicate the word "**COMPLY**" or "**NOT COMPLY**" for each specification and must **sign every page** of the Technical Specifications to signify conformity with the requirements. The indication of compliance may be written **line by line for each specification** or by placing **one clearly written "COMPLY"** covering the entire page, provided that such indication clearly manifests the bidder's conformity with all the specifications listed on that page.

Handwritten initials and a symbol.

Section VIII. Philippine Bidding Document Related Forms

Notes to the Philippine Bidding Document Related Forms

The Bidder shall complete and submit with its Bid the **Bid Form** and **Price Schedules** in accordance with ITB Clause 13 with the requirements of the Bidding Documents and the format set out in this Section.

When requested in the BDS, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Procuring Entity, pursuant to ITB Clause 16.

The **Contract Form** should incorporate any correction or modification to the accepted Bid resulting from price corrections when it is finalized at the time of contract award. The Price Schedule and Schedule of Requirements which form part of the contract should be modified accordingly.

The **Omnibus Sworn Statement** must be completed by all Bidders in accordance with ITB Clause 4.2. Failure to submit it with the Bid shall result in the rejection of the Bid and the Bidder's disqualification.

The **Performance Securing Declaration, if allowed and Bank Guarantee Form for Advance Payment** shall be completed only by the successful Bidder in accordance with one of the forms indicated herein by the Procuring Entity, and pursuant to **GCC** Clause 13 and its corresponding SCC provision.

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| Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration | Annex "C" |
| Conformity with the Technical Specifications (Section VII -signed on each and every page), which includes production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable | |
| Original duly signed Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder | Annex "D" |
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Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) ***If any of the documents listed in Annex "A" are expired, updated or current versions must be included in the technical component of the bid submission;***

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (**Annex "A"**); **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within the relevant period as provided in the Bidding Documents (**Annex "B"**); **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration (**Annex C"**); **and**
- (e) Conformity with the Technical Specifications (**Section VII**-signed on each and every page), which includes production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder (**Annex "D"**).

Financial Documents

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

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

- (i) Original of duly signed and accomplished Financial Bid Form.
- (j) Summary of Bid Prices

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

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

BID SECURING DECLARATION
Project Identification No.: [Number]

To: *[Insert name 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;

[Insert paragraph for Unsolicited Offer with Bid Matching]

I/We understand that upon conferment of the original offeror status under Section 30.6 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, the offeror shall submit a Bid Securing Declaration within ten (10) days from the receipt of the certificate of conferment;

- 2) Select one, delete the other:
 - I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any Procuring Entity upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under 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 52.2 (a), 63.2, 69.1 and 100, except 100.3 (c), of the IRR of Republic Act No. 12009; without prejudice to other legal action the government may undertake; and

(For Unsolicited Offer with Bid Matching)

- I/We accept that: I/we will be automatically disqualified from any procurement opportunity of the Procuring Entity for a period of one (1) year on the first offense, two (2) years on the second offense, and perpetually on the third offense 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;

[Insert this paragraph for Unsolicited Offer with Bid Matching]

- b) Upon contract award and the LCCRB is not the original offeror; or
- c) I am/we are declared the bidder with the *[Insert Award Criterion¹]* 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]*.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

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

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

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

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

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

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

OMNIBUS SWORN STATEMENT

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

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If 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]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]* *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

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;

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 others:*
 - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.*
 - *In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.*
8. *[Name of Bidder] complies with existing labor laws and standards; and*
9. *[Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:*
- a) *Carefully examine all of the Bidding Documents;*
 - b) *Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;*
 - c) *Made an estimate of the facilities available and needed for the contract to be bid, if any; and*
 - d) *Inquire or secure Supplemental Bid Bulletin(s) issued for the [Project Title].*
10. *[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.*
11. *In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.*

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

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

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

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

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

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

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.

PHILIPPINE INTERNATIONAL CONVENTION CENTER

Name of the Project: Janitorial, Sanitation, Carpet/Fabric Upholstered Furniture Maintenance Services

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

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

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

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

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

NFCC = P _____

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

or

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

Submitted by:

Name of Supplier / Distributor / Manufacturer

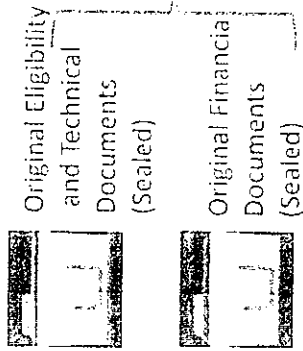
Signature of Authorized Representative

Date: _____

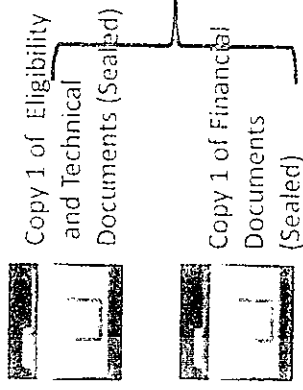
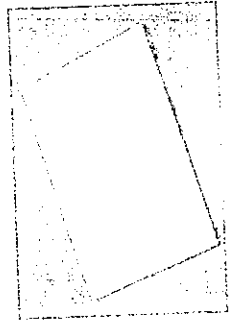
Note:

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

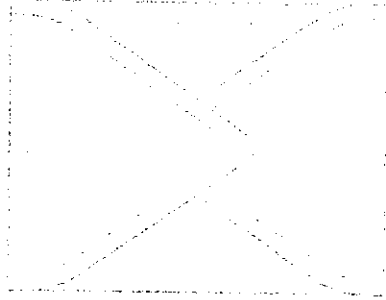
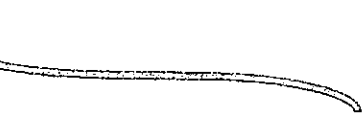
SEALING AND MARKING OF BIDS



ORIGINAL BID (Sealed)



COPY 1 (Sealed)



MAIN ENVELOPE (Sealed)

NAME OF CONTRACT TO BE BID

NAME AND ADDRESS OF BIDDER

BAC/PROCURING ENTITY

DO NOT OPEN BEFORE _____

BID FORM

Project Identification No.: **APP 2026-021**

To: *Philippine International Convention Center*

Having examined the Philippine Bidding Documents (PBD) including the Supplemental Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a) I/We have no reservation to the PBD, including the Supplemental Bid Bulletins, for the Procurement Project **Regular Janitorial, Sanitation, Carpet/Fabric Upholstered Furniture Maintenance Services**;
- b) Select one, delete the other
 - I/We undertake to deliver the Goods in accordance with the delivery schedule in the Schedule of Requirements;
 - I/We offer to execute the Works for this Contract in accordance with the PBD;
- c) The total price of our Bid in words and figures, excluding any discount offered below:

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

TOTAL AMOUNT OF BID IN WORDS _____
_____ (₱ _____) VAT Inclusive

- d) The discounts offered and the methodology for their application, if any, are: *[insert information]*; or indicate N/A if no discount offered]
- e) The total bid price in words and figures, after applying the applicable discount, 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 in the *[Select one, delete the other: the Price Schedules/ Detailed Estimates]*.
- f) This Bid shall remain valid within a period stated in the PBD, and it shall be binding upon me/us at any time before the expiration of that period;

- g) If our bid is accepted, I/we commit to enter to a contract and provide a performance security in the form, amounts, and within the times prescribed in the PBD, and hereby acknowledge the consequences under the IRR of RA No. 12009 on forfeiture of Bid Security or enforcement of Bid Securing Declaration and on Blacklisting.

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 the Bidder.

I/We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

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

The undersigned is authorized to submit the bid on behalf of [Name of the Bidder] as evidenced by the attached [State the Written Authority].

I/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.

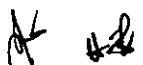
Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Signature over Printed Name]

[Position/Designation]

[Date]



SUMMARY OF BID PRICES
REGULAR JANITORIAL, SANITATION, CARPET/FABRIC UPHOLSTERED FURNITURE
MAINTENANCE SERVICES

A. JANITORIAL MANPOWER COST

| DESCRIPTION | SUPERVISOR (3) | CLEANERS (65) |
|---|----------------|---------------|
| Daily Wage per Day per Wage Order NCR 25 | | |
| | | |
| 1. Amount to Cleaners and Supervisors | | |
| 1.1 Monthly Basic Wage per person (Daily wage at 8 hrs. 26.16 days per month) | | |
| 1.2 COLA | | |
| 1.3 13th Month Pay (Monthly pay/12) | | |
| 1.4 Service Incentive Leave (Daily wage x 5/12) | | |
| Sub-total (1) | | |
| | | |
| 2. Amount Payable to the Government | | |
| 2.1 SSS Premium (2024 rate) | | |
| 2.2 Philhealth Contribution | | |
| 2.3 ECC Share | | |
| 2.4 Pag-ibig Fund share | | |
| Sub-total (2) | | |
| | | |
| Total (Sub total 1 + Sub total 2) | | |
| | | |
| 3. Add: Admin cost | | |
| Profit | | |
| Sub-total (3) | | |
| | | |
| 4. VAT (12%) | | |
| | | |
| MONTHLY RATE PER WORKER | | |
| | X 3 | X 65 |
| | - | - |
| | X 12 | X 12 |
| | | |
| TOTAL: | | |

Name: _____

Signature: _____

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

B. JANITORIAL EQUIPMENT COST

| ITEM NO. | EQUIPMENT DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL AMOUNT (VAT INCLUSIVE) |
|----------|--|----------|------------|------------------------------|
| 1.1 | <p><i>Floor Polisher</i>, low speed heavy duty 16" Diameter with round bumper rubber, Bumper 1 meter stainless tube chassis made in aluminum with metal bracket wooden frame and pad holder each</p> <p>Pad size: 16" Speed : 175 rpm</p> <p>Motor: ¾ hp Power supply: 220V</p> <p>Mains cable : 12 mts. Net : 30kg</p> | 7 units | | |
| 1.2. | <p><i>Floor Polisher</i>, high speed, heavy duty 20" Diameter High sleek and simple in design yet delivers power-packed cleaning. Efficiently cleans 1,600 sq. ft. per hour – coverage almost twice as fast compared to burnishing with 300 rpm. For significant savings in manpower time with bracket and pad holder</p> <p>Pad size: 20" Speed : 1500 rpm</p> <p>Motor: 2hp Power supply: 220V</p> <p>Size: 57 inches x 20 inches Cleaning path 20 inches</p> | 3 units | | |
| 1.3. | <p><i>Wall Polisher</i> plate of 160mm or 7" dia.: Power input :1,400W: Weight 3.5kg with disc diamond cutter grinder (or its equivalent) 220V</p> | 1 unit | | |
| 1.4. | <p><i>Pressurized Water Pump with rubber Hose to fit for water out</i></p> <p>Maximum permissible pressure: 140 bar</p> <p>Water Flow : at not lower than 800 r.p.m.</p> <p>Maximum suction height : 2,5 m</p> <p>Dimensions : 350 x 330mm x 9000mm or depending on the model</p> <p>Weight : 32kg Power supply : 220V</p> <p>Basic Feature:</p> <p>Integrated trolley, 5 m power cable, cable reel, 10m steel fabric hose, switch-off spray gun with handgrip, spray</p> | 2 units | | |

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

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| 1.15. | <i>All Purpose Carry Caddy in Gray Color, size 16" x 11" x 6 ¾"h Polypropylene fill</i> | 12 pieces | | |
| 1.16. | <i>Bucket/ Wringer Combination, yellow with multilingual "CAUTION" Imprint (bucket features sediment screen to trap dirty residue) non marking and non rusting casters for reduce touch up cleaning.</i> | 25 pieces | | |
| 1.17. | <i>Steel Roller Sponge Mop – 12" L in Bronze Finish. Front pull lever on mop handle allows for squeeze-action wringing. Cellulose sponge mop head absorbs liquids fast. Gripper for foam in up and down direction.</i> | 30 pieces | | |
| 1.18. | <i>Double pail bucket color 18"L x 14.5"W x 10" H 19 qt</i> | 5 pcs. | | |
| 1.19. | <i>Rechargeable Flash Lights (220 Watts) – Halogen search light with pin light lamp (Replaceable Lamp) with nylon strap</i> <i>Illuminate time: strong light -1.5Hs.</i> <i>Input Voltage : 220V 60Hz</i> <i>Lamps : 6V 15 Watts Halogen Bulb (torch Light)</i> <i>7 Watts Pin Light Lamp</i> <i>Battery Type : 6V 4.5Ah Lead Acid Battery</i> <i>Rechargeable flash light with recharging time that last at least 5 to 8 hours</i> | 2 units | | |
| 1.20. | <i>Utility Bucket Pail - Round 12" diameter x 11 ¼ "h. 13.2L with water dipper Polypropylene fill in blue or black color</i> | 30 pieces | | |
| 1.21. | <i>Upright Lobby Dust Pan w/ Cover and Nylon Broom Polypropylene fill 12 ¾ "l x 11 ¼"w x 5"h 13lb Black Color. Self opening and closing lid, Adjustable handle grip enhance user comfort.</i> <i>Made in USA or Germany (or its equivalent)</i> | 20 pieces | | |
| 1.22. | <i>Chemical Applicator with 18" quick connect wet/dry frame and 58" connect handle and mop 18" room dust pad</i> | 5 sets | | |
| 1.23. | <i>Changing bucket for Chemical applicator 23.88L x 9.5"W x 13.63"H for applicator pad</i> | 4 units | | |
| 1.24. | <i>Rectangular Wring bucket for mop applicator 14.5"L x 26.2"w x 16.1"H</i> | 6 units | | |
| 1.25. | <i>Swinger Loop Mops w/ Handle (for wet mopping) with handle, Super stitch cotton looped end wet mop, large</i> | 18 pieces | | |

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| 1.26. | <i>Super Stitch Cotton Mops (for stripping floors), with handle, Super stitch cotton looped end wet mop, large</i> | 18 pieces | | |
| 1.27. | <i>Finish System Mop with Handle(for finishing) with handle, Super stitch cotton looped end wet mop, large</i> | 18 pieces | | |
| 1.28. | <i>Tufted Dust Mop, with handle, loop ends, tufted dust mop 24"</i> <i>Tufted Dust Mop, with handle, loop ends, tufted dust mop 36"</i> | 13 pieces 5 pieces | | |
| 1.29. | <i>Glass Squeegee, straight blade Soft, natural 16 ½"l x 1 7/8" w extended handle of 50"h double moss blade conforms to uneven surfaces in Black and Aluminum finish with extendable handle. (Durable) rubber refill included</i> | 4 pieces | | |
| 1.30. | <i>Fabric Glass Scrapper with long handle, straight foam like durable rubber 16"L with 60" long wooden handle</i> | 4 pieces | | |
| 1.31. | <i>Flat Form push CART 300 kgs.</i> | 2 units | | |
| 1.32. | <i>Spotlight Fixture with Stand – with Built-in electronic ballast, 15,000 burning hours, IP44 protection, with 40 watts HC0104i CFL bulb,High defined and advanced reflector to provide the best lighting effect. Highly energy output at low cost. Low temperature of the fixture. Easy fixing. Adjustable because of its light weight and with stand and caster.</i> Power output : 220-240V Frequency : 50/60Hz Max power : 60w Dimension : 272 x 222 x 330 Weight : 1750g Lamp Holder :E27 Equivalence : Halogen Flood light or 40 to 60watts Use : Outdoor - Indoor | 3 units | | |
| 1.33. | <i>Floor squeegee curved 24" with pvc detachable long handle</i> | 4 pieces | | |
| 1.34 | <i>Iron Steamer - powerful model designed for commercial purposes, durable die cast aluminum outer housing unit, built-in, easy-to-read water level sight gauge also indicates sediment build-up, color coded high temperature wiring, convenient pre-heat and steam settings, corrosion-proof internal 304 stainless steel boiler tank, 1500 watt in color heating element, 50/60 hertz electrical system</i> | 1 unit | | |

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| SUB-TOTAL: | ₱ |
|-------------------|----------|

Name: _____

Signature: _____

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



C. CARPET CLEANING EQUIPMENT AND SUPPLIES

| ITEM NO. | EQUIPMENT | QUANTITY | UNIT COST | TOTAL AMOUNT (VAT INCLUSIVE) |
|----------|--|----------|-----------|------------------------------|
| 2.1 | <p><i>Vacuum Cleaner for Carpet, Wet & Dry pick-up</i>, heavy duty, made of shock resistant materials, stainless steel body container, sound proof, with high efficiency polyester, automatic cut-off valve (on wet pick-up), ventilation circulation and washable cotton filter/ changeable, with Float / Cage, Filter replacement, Accessory caddy/ caster, with suction pressure, detachable blower, drum latch safety clip, mbar: 2400, cooling: by pass, consumption (electric) watts: 1080 watts/ 1.3hp, airflow, 1 min.: 3000, container capacity 60liters/ 15 gals, power 220V w/ caster for easy moving while cleaning.</p> <p>Standard Accessories: for each vacuum unit</p> <p>16 Gallon Wet/ Dry Vac., Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, blower nozzle, wet nozzle, Male-male adaptor, Diffuser blowing, Extension wands, Owners manual, accessory caddy, Caster wheel, Caster foot for storage.</p> <p>Made in USA, Germany, Italy or Singapore assembled only in China</p> | 4 units | | |
| 2.2 | <p><i>Vacuum Cleaner for Carpet, Wet & Dry pick-up</i>, heavy duty, made of shock resistant materials, stainless steel body container, sound proof, with high efficiency polyester, automatic cut-off valve (on wet pick-up), ventilation circulation and cleanable cotton filter/ changeable, with Float / Cage, Filter replacement, Accessory caddy/ caster, with suction pressure.</p> <p>Standard Accessories: for each vacuum unit</p> <p>12 Liters Gallon Wet/ Dry Vac., 220V Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, blower nozzle, wet nozzle, Male-male adaptor, Diffuser blowing, Extension wands, Owners manual, accessory caddy, Caster wheel, Caster foot for storage.</p> | 12 units | | |

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|---|--|---------------------------------------|---------------------|---------------------|---------------------------|-------------------|----------------------|---|---------------------------------------|------------------------------------|-------------------------------|--------------|-----------------|--------|--|--|
| | Made in USA, Germany, Italy or Singapore assembled only in China | | | | | | | | | | | | | | | |
| 2.3 | <p><i>UPRIGHT VACUUM CLEANER: 7ltrs, 800w-220-240v 40cm work width, 40w motor brush Standard Accessories: for each vacuum unit</i></p> <p>7 Liters Gallon Dry Vac., 220V Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, brush nozzle, Male-male adaptor, Diffuser blowing, Extension wands, Owners manual,</p> <p>Made in USA, Germany, Italy or Singapore assembled only in China</p> | 3 units | | | | | | | | | | | | | | |
| 2.4 | <p><i>Backpack Vacuum Cleaner, 220v</i></p> <p>Standard Accessories: for each vacuum unit</p> <p>220V Hose, Filter Nut, Filter Plate, Filter, Utility nozzle, car nozzle, blower nozzle, wet nozzle, Male-male adaptor, Diffuser blowing, Extension wands, Owners manual, accessory caddy, Caster wheel, Caster foot for storage.</p> <p>Made in USA, Germany, Italy or Singapore assembled only in China</p> | 2 units | | | | | | | | | | | | | | |
| 2.5 | <p><i>Shampooing/ Extractor Machine Cleaner with power brush professional power brush boosts performance spraying with warm water and detergent penetrate the pile and dissolve the dirt, roller brush rotates at 2,800rpm to wash out the dirt spray rate with standard accessories such as :</i></p> <p><i>2.5M flexible spray extraction hose w/ integrated water supply, floor tool w/ bend, suction tube and with power brush PW10 – for approval of FPD personnel</i></p> <table border="1"> <tr> <td>PERFORMANCE : 15-20 m²/h</td> <td>Floor tools : 330MM</td> </tr> <tr> <td>Hand tools : 110 MM</td> <td>Air Flow rate : 54 l/ Sec</td> </tr> <tr> <td>Vacuum : 220M Bar</td> <td>Spray rate : 2L/Min.</td> </tr> <tr> <td>Spray pressure/ ram press: 2.0/ 2.5 Bar</td> <td>Fresh water/ dirty tap water : 10/9 L</td> </tr> <tr> <td>Max. cleaning solution temp.: 50 c</td> <td>Motor rating : 230 Volt phase</td> </tr> <tr> <td>Fan : 1250 W</td> <td>Pump : 2 x 40 W</td> </tr> </table> | PERFORMANCE : 15-20 m ² /h | Floor tools : 330MM | Hand tools : 110 MM | Air Flow rate : 54 l/ Sec | Vacuum : 220M Bar | Spray rate : 2L/Min. | Spray pressure/ ram press: 2.0/ 2.5 Bar | Fresh water/ dirty tap water : 10/9 L | Max. cleaning solution temp.: 50 c | Motor rating : 230 Volt phase | Fan : 1250 W | Pump : 2 x 40 W | 1 unit | | |
| PERFORMANCE : 15-20 m ² /h | Floor tools : 330MM | | | | | | | | | | | | | | | |
| Hand tools : 110 MM | Air Flow rate : 54 l/ Sec | | | | | | | | | | | | | | | |
| Vacuum : 220M Bar | Spray rate : 2L/Min. | | | | | | | | | | | | | | | |
| Spray pressure/ ram press: 2.0/ 2.5 Bar | Fresh water/ dirty tap water : 10/9 L | | | | | | | | | | | | | | | |
| Max. cleaning solution temp.: 50 c | Motor rating : 230 Volt phase | | | | | | | | | | | | | | | |
| Fan : 1250 W | Pump : 2 x 40 W | | | | | | | | | | | | | | | |

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| | Weight : 12.1 kg. | Dimension : 665 x 320 x 435 | | |
| | Made in USA, Germany, Italy or Singapore assembled only in China | | | |
| 2.6 | <i>Brushless Carpet Sweeper/ Groomer</i> Wt 13.84 lb in Gray Color, 6.5" sweep path with natural boar bristle brushes in each corner, easy to open debris pan for effortless cleaning, constructed with durable galvanized steel and tough high impact resistant plastic. | 10 pieces | | |
| 2.7 | <i>Upright Lobby Dust Pan w/ Cover and Nylon Broom</i> Polypropylene fill 12 3/4 "l x 11 1/4"w x 5"h 13lb Black Color. Self opening and closing lid, Adjustable handle grip enhance user comfort. Made in USA, Germany, Italy or Singapore assembled only in China (or its equivalent) | 20 pieces | | |
| 2.8 | <i>Hand Brush Pilator</i> 15" l w/ soft bristle in plastic or wood handle for carpet | 10 pieces | | |
| 2.9 | <i>Furniture Brush/ duster</i> 15" L w/ soft bristle in plastic or wood handle for upholstered furniture with small dustpan. | 40 pieces | | |
| 2.10 | <i>Floor Signs, (CLOSED), Yellow Color</i> size: 37"H; 38" x 12" x 1 1/2" Imprint, 4 sided, MULTI-LINGUAL (Open foldable) <i>Floor Signs, "CAUTION WET FLOOR"</i> – Multilingual "CAUTION WET FLOOR" Yellow Color size: 37"H; 38" x 12" x 1 1/2" Imprint, 4 sided, MULTI-LINGUAL (Open foldable) | 15 pieces 15 pieces | | |
| 2.11 | <i>Barrier Chain; Yellow Color; 20 feet length</i> 1/16. 1m – polypropylene fill with hook on both ends of the chain | 20 pieces | | |
| 2.12 | <i>Extension Cords at least 15mts. long, 2.0mm flat cord surface mounted outlet in 15 amps., 250volts with 2 prong plug.</i> <i>Extension Cords at least 10mts. long, 2.0mm flat cord surface mounted outlet in 15 amps., 250volts with 2 prong plug.</i> | 15 pieces 15 pieces | | |
| 2.13 | <i>Pail/ Buckets w/ water dipper- Plastic</i> 12" diameter with metal handle can contain 2.5 gallons | 20 pieces | | |

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| 2.14 | <i>All Purpose Carry Caddy</i> in Gray Color, size 16" x 11" x 6 ¾" h Polypropylene fill. | 6 pieces | | |
| 2.15 | <i>Carpet Dryer/ Blower</i> (220V), 60hz adjustable in all directions with small rubber wheels and extendable handle and can dry out carpet easily especially in high speed control. 900 watts, 220V, 60 Hz., 3 speed air delivery (low-110m2/min., med-120m2/min, high-160m2/min, 3 speed rotation, (1000rpm,1200rpm,1400rpm) 270mm fan wheel size, 7m powercord. | 2 units | | |
| SUB-TOTAL: | | | | ₱ |

Name: _____

Signature: _____

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

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D. JANITORIAL SUPPLIES AND MATERIALS COST

| ITEM NO. | ITEM AND DESCRIPTION | QUANTITY | UNIT COST | TOTAL AMOUNT (VAT INCUSIVE) |
|----------|--|--------------------------------------|-----------|-----------------------------|
| 1. | Air Freshener in Gel – decorative air freshener that provides up to 30 days of Non-fade freshening. The Gel comes in adjustable container to control the amount of fragrance in each room. | 50 cans in 180-200 Grams / container | | |
| 2. | Baking Soda 30 grams | 20 packs | | |
| 3. | Broom (in abaca material) | 200 pcs. | | |
| 4. | All Purpose Cleaner/stain remover | 15 gallons | | |
| 5. | Automatic diffuser sprayer scent for communal CR's | 10 pieces | | |
| 6. | Carpet shampoo extraction rinse (wool-safe) | 15 gallons 5 liters/container | | |
| 7. | Ceiling Duster with launderable head, 8 ½" - Flexible head conforms to virtually any shape. Launderable dust mitt can be worn on the hand or use with a flexible head dusting tool. Flexible head with 60" L polypropylene handle extendable to 14'. | 20 pieces | | |
| 8. | Cotton Mop Head – super stitch cotton loop end; (large) in white colors Cotton Mop Head – super stitch cotton loop end; (large) in blue, green and red colors | 100 pieces 100 pieces | | |

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| 9. | Cotton Hand Gloves – made in flexible cotton with rubber grip on the palm side in free size (XL) | 80 pairs | | |
| 10. | Counter Brushes/ Dusters – plastic block counter brush, flagged polypropylene fill with 8” bristle coverage. Size: 12¼”L silver color | 60 pieces | | |
| 11. | Deodorizer Aerosol Can– deodorizes by killing many germs that causes odors, eliminates odor and their sources in aerosol container 330ml | 130 cans in 330ml/ can | | |
| 12. | Dirt and stain remover, General purpose spotter – woolsafe approved chemical for general spotter /stain remover | 30 liters/ (1 liter / cont.) | | |
| 13. | Dirt, stain and adhesives remover - used for office equipment, modern electronic devices, leatherette goods plastics, glass, metal and nickel brass, furniture and shellac surfaces.(wipe-out) | 50 cans 250 Grams | | |
| 14. | Dirt Picker (Tong)– in aluminum/ light weight metal, clamps dirt with teeth 2” width x 6”lenght | 60 pieces | | |
| 15. | Disinfectant for Cleaning Waste Storage Room/Area – Concentrated heavy duty neutral disinfectant cleaner, quart based bactericidal, virucidal hospital grade disinfectant. (Concentrate Solution) (should be certified environmental friendly product)BFAD approved | 25 gallons | | |

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| 16. | Dust Cloth Flannel, for dusting wiping surfaces 24"x24"- Soft cotton cloth for dusting furniture and other items in five (5) colors <i>light blue, light green, pink, yellow and white.</i> | 200 pieces | | |
| 17. | Dust Mop Head (loop end) – No sagging, fraying, or unraveling, slide on slip through backing for easy set-up, durable polyester backing designed for printing that will not launder out, with antimicrobial agent with opening on side to fit dust mop handle in blue color 24" width Dust Mop Head (loose end) – No sagging, fraying, or unraveling, slide on slip through backing for easy set-up, durable polyester backing designed for printing that will not launder out, with antimicrobial agent with opening on side to fit dust mop handle in blue color 36" width | 50 pieces 30 pieces | | |
| 18. | Duster (cloth) (microfiber) | 60 pcs. | | |
| 19. | Fabric Softener in 30ml sachet – fabric softener with mild scent for shampooing of carpets and upholstered chairs | 70 sachets 30ml/sachet | | |
| 20. | Fish Net - for fabric upholstered cleaning made from nylon net used for laundry | 50 pieces | | |

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| 21. | Floor Cleaner (Neutral floor cleaner) Use I all type of floors and surfaces. It should effectively remove surface dirt without hurting the shine, Can be mopped or used in automatic scrubber. for follow up cleaning of marble, wood parquets, and vinyl tiles | 20 liters 5 liters per container | | |
| 22. | Floor Disinfectant (Forward) , An effective germicide and disinfectant. Contains 762 ppm of a potent quaternary germicide which is effective against a wide spectrum of microorganism when used at a 1:20 dilution. | 15 liters 5 liters /container | | |
| 23. | Furniture Polish in aerosol can – with anti-dust formula with allergen trappers removes dust and common allergens from pet dander and pollen | 50 cans 330 ml/ can | | |
| 24. | Glass Cleaner/Solutions – Water based effective cleaner for windows, mirrors, Glass counters, table tops displays and other similar surface with pleasant smell. Basic ingredient: Organic, solvent, elating agent, dye and aqueous vehicle. (Concentrate Solution) | 20 gallons (1 gallon per container) | | |
| 25. | Glass Squeegee for comfort room mirror and counter top – 10” L x 3” W x 4.5” H Glass squeegee cleaner with hard plastic handle replaceable blades leaves the glass virtually dry to the touch and removes water marks on counter virtually dry to the touch. Use to clean | 50 pieces | | |

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| | counters tops and mirror inside comfort rooms (Durable) | | | |
| 26. | Gum Remover Agent – removes gums easily with no harsh chemical that will stain the floor/ paint, oil, grease and gum remover (cement, tiles, granite, marble or carpets) (Concentrate Solution) | 15 gallons (1 gallon / container) | | |
| 27. | Hand Brush for Pebbles with handle – Iron like handle scrubber in 5” x 2” length designed to make scrubbing tile and grout lines and cleaning floor baseboards, walls and countertops | 60 pieces | | |
| 28. | Liquid All Purpose Detergent – all purpose washing detergent. (should be certified environmental friendly) (Concentrate solution) BFAD approved | 20 gallons (1 gallon per container) | | |
| 29. | Liquid Soap All Purpose cleaning, concentrated organic and environment friendly solution, superior, deodorizing, cleaning and disinfecting power. BFAD approved, 100% biodegradable, safe for human and animals | 20 gallons (1 gallon/cont ainer) | | |
| 30. | Metal Polish – that instantly cleans and shines brass, copper, chrome, gold and silver with metal oxides, emulsifiers and solvent | 20 cans (150 ml/ can) | | |
| 31. | Molds and Mildew Remover – Specialize in easily removing stain remover attacks molds, mildew, hard water deposits and rust stain with Hypochlorite surfactant fragrance and aqueous vehicle (Concentrate Solution) | 50 bottles (500 ml/ bottle) | | |

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| 32. | Mop Handle (plastic mop head holder) – steady mop handle for cleaning all floor surfaces with long handle (Durable) 60” long | 50 pieces | | |
| 33. | Mop chemical applicator dust mop with 14” extension handle | 20 pieces | | |
| 34. | Open dust pan in black color | 50 pieces | | |
| 35. | 4100 White Super Polish Pad /spray buffing pad– (for polishing) with estimated life : 250,000 sq .ft. in 16” dia. x 20mm thick | 20 pieces | | |
| 36. | 5100 Red buffing pad / polishing pad (for buffing) with estimated pad life: 225,000 sq. ft. in 16” dia. x 20mm thick | 20 pieces | | |
| 37. | 4100 White Super Polish Pad /spray buffing pad– (for polishing) with estimated life : 250,000 sq .ft. in 20” dia. x 20mm thick | 20 pieces | | |
| 38. | 5100 Red buffing pad / polishing pad (for enhancing floor appearance) with estimated pad life: 225,000 sq. ft. in 20” dia.x 20mm thick | 20 pieces | | |
| 39. | Brown pad, for floor preparation (brown), 16” x 20mm thick | 20 pieces | | |
| 40. | face mask, gloves, hair net | 50 set | | |
| 41. | Raincoat (for garbage collector) | 2 pieces | | |
| 42. | Garbage Rubber boots size 10 | 2 pairs | | |
| 43. | Stripsol | 5 gallons | | |
| 44. | Scents for spray olive scent and seasonal scent | 10 gallons | | |

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| 45. | Paint Brush Soft Bristle 2" in 50.8mm – paint brush with soft bristle and wooden brush handle for detailed cleaning of dust | 15 pieces | | |
| 46. | Plastic garbage bags for refuse – clear color for bio-degradable and for non-biodegradable in extra-large size (50" L x 30"w) expandable. (Does not break easily(see sample) | 8,000 pieces | | |
| 47. | Black scrubbing pad in 16" diameter | 20 pieces | | |
| 48. | Polishing brush – nylon brush of 16" dia. For intensive cleaning of rough floor surface | 20 pieces | | |
| 49. | Powder Soap – all purpose washing soap. (can be used for upholstery and does not fade fabric) | 300 kilograms | | |
| 50. | Rugs (stupa rugs) – white cotton in wide pieces rugs in bundles. (in large cotton retasos) | 282 bundles (1 Kilo/ bundle) | | |
| 51. | Rubber Hand Gloves – durable rubber material in extra-large size | 200 pairs | | |
| 52. | Ethyl Alcohol – 70% Solution (scent should be approved) | 5 bottles (gallon) | | |
| 53. | Safety goggles for cleaning in plastic transparent material | 5 pieces | | |
| 54. | Sand paper #000 not too rough for vinyl stains (see sample) | 50 sheets (8" x 13" size per sheet) | | |
| 55. | Spatula or Dirt Scrapers/Scrubbers – 7.5"L x 3"w with wooden handle and stainless metal. | 50 pieces | | |

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| 56. | Sponges Absorbent – 6” x 4” sponge in 4 different colors (Durable should last at least 1 month) | 50 pieces | | |
| 57. | Spray Gun Cleaning Dispenser for chemicals with spray gun – w/ adjustable pressure sprayer spring covered with plastic so as not to breakout easily (Durable) in 500ml | 80 bottles (500 ml/ bottle) | | |
| 58. | Spray Gun (small) | 80 pieces | | |
| 59. | Automatic Sprayer ULV 7 liters container with shoulder strap | 2 pieces | | |
| 60. | Squeegee blade rubber refill (durable) in 18” long – thick and durable | 20 pieces | | |
| 61. | Stainless Steel Polish – Odorless white liquid polish, which cleans polishes and protect metals. Removes water spots as well as greasy stains leaving a unique, greaseless coating which resist further soiling | 20 container (5 liters/ container) | | |
| 62. | Stair Brush (Push) | 30 pieces | | |
| 63. | Steel Brush – steel brush for metal surface for polishing with handle in 11” length | 10 pieces | | |
| 64. | Steel Wool – 16 Giant Pads, 200 grams average net weight for floor polisher. | 20 boxes (25pcs./ box) | | |
| 65. | Stick Broom – 40”L made out of coconut palm.(aka: walis tingting) | 35 pieces | | |
| 66. | Soft Broom / Abaca Broom– 31” L made out of coconut palm/ abaca palm (aka: walis tambo) | 50 pieces | | |

Handwritten initials/signature

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| 67. | Toilet Bowl Brush – Stain and odor resistant, flexible plastic fill 17 ¾”L blue color (Flexible material) | 50 pieces | | |
| 68. | Upright glass scrapper (cotton) 14” width with detachable long handle | 5 sets | | |
| 69. | Upright glass scrapper (cotton) 14” width | 12 pieces | | |
| 70. | Vinegar 4 liters | 4 gallons 4 liters/gallon | | |
| 71. | Wax Complete – A non buffable finish containing polymers, resin and metal interlocks to provide maximum durability and resistance to detergent scrubbing | 10 containers (5 liters/ container) | | |
| 72. | Wax Maintainer / Snapback for vinyl and wood parquet floors (spraybuff maintainer) – a balance blend of unique diverse polymer, hard wax, solvent and surfactants. It is a balance formulation that ensures excellent performance surfactants. An innovative and unique spraybuff formulation used as a spray buff agent on resilient floors. It delivers the “just-finished” shine without causing finish build-up <i>Ingredients : Resin, Wax, Solvents, Surfactants, Alkali and Preservative</i> | 8 container / (5 liters/ container) | | |
| 73. | Wax for Marble Flooring (Crystallizer) – liquid floor crystallizer Major Ingredients: Magnesium Silicofluoride | 8 containers (5 liters/ container) | | |
| 74. | Wax Liquid Sealer (over and under) A water emulsion sealer – undercoater containing polymers and metal interlocks. It fills the pores of the floor, levels off the hills and valleys, and binds tightly to the floor providing a highly detergent resistant base coat for | 8 container / (5 liters/ container) | | |

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| | all floor finishes, buffable of non - buffable Ingredients: Resin, Wax, Solvents, Surfactants, Plasticizers, Amonia and metal oxide | | | |
| 75. | Wax Stripping Solution for Vinyl – An amine type concentrated liquid stripper formulated to penetrate and re-emulsify metal interlock finishes and sealers and suspend the broken film to permit easy removal. It can readily strip old waxes and most other water emulsion finishes. Ingredients : Amine, Surfactants, Alkali and chelating Agents | 8 container / (5 liters/ container) | | |
| SUB-TOTAL: | | | | ₱ |

Name: _____

Signature: _____

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

E. LAUNDRY SERVICES

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

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| | 5) "Blue Green" SKIRTINGS FOR THE STAGE PLATFORMS | | | |
| 4 kgs. | a) two feet (2') high x four feet (4') long (10 pcs.) (twice) | 2 | | |
| 8.4 kgs. | b) two feet (2') high x eight feet (8') long (12 pcs.) (twice) | 2 | | |
| 4.8 kgs. | c) three feet (3') high x four feet (4') long (12 pcs.) (twice) | 2 | | |
| 10.80 kgs. | f) three feet (3') high x eight feet (8') long (12 pcs.) (twice) | 2 | | |
| | | | | |
| | 6) "Black" SKIRTINGS FOR THE STAGE PLATFORMS | | | |
| 4 kgs. | a) three feet (3') high x eight feet (8') long (5 pcs.) (twice) | 2 | | |
| 9.6 kgs. | b) (16 inches) high x eight feet (8') long (24 pcs.) (twice) | 2 | | |
| 15 kgs. | c) (1.5') feet high x eight feet (8') long (40 pcs.) (twice)) | 2 | | |
| 9.6 kgs. | d) one feet (1') high x eight feet (8') long (30 pcs.) (twice) | 2 | | |
| 20 kgs. | e) two feet (2') high x eight feet (8') long (20 pcs.) (thrice) | 3 | | |
| 34.5 kgs. | f) three feet (16') high x eight feet (8') long (24 pcs.) (thrice) | 3 | | |
| 34.5 kgs. | g) tri-height (16 pcs.) (thrice) | 3 | | |
| | | | | |
| | 7) "Bronze" SKIRTINGS FOR THE STAGE PLATFORMS | | | |
| 3.6 kgs. | a) one foot six inches (1'6) high x four feet (4') long (18 pcs.) (twice) | 2 | | |
| 6.8 kgs. | b) one foot six inches (1'6) high x eight feet (8') long (23 pcs.) (twice) | 2 | | |
| 2.0 kgs. | c) two feet six inches (2'6") high x four feet (4') long (6 pcs.) (twice) | 2 | | |
| 5.6 kgs. | d) two feet six inches (2'6") high x eight feet (8') long (9 pcs.) (Quarterly) | 4 | | |
| | | | | |
| | 8) OTHER ITEMS FOR LAUNDRY | | | |
| 200 kgs. | Table Cloth for Conference 106 pcs. (thrice) | 3 | | |
| 16 kgs. | Fitted Sheets for Ladies Quarter 40 pcs. (thrice) | 3 | | |
| 18 kgs. | Mattress Covers Ladies & Men's Quarters 15 pcs. (thrice) | 3 | | |
| 8.0 kgs. | Pillow Case Ladies' and Mens' Quarter 80 pcs. (thrice) | 3 | | |
| 2.8 kgs. | Pillow Case PICC Clinic 28 pcs. (12 times) | 12 | | |
| 4 kgs. | Fitted Sheets for the clinic (8 pcs.) (12 times) | 12 | | |
| 4.5 kgs. | Flat Sheet for the Clinic (9 pcs.) (12 times) | 12 | | |
| 11 kgs. | Blankets for PICC clinic 11 pcs. (12 times) | 12 | | |
| 18 kgs. | Flat Sheets Ladiesand Mens Quarter & Clinic 36 pcs. (thrice) | 3 | | |

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|-------------------|---|---|--|----------|
| 8.8 kgs. | Seat Covers of Toyota Altis , Toyota Revo and Toyota Innova (2 units) 72 pcs. (thrice) | 3 | | |
| 4.4 kgs. | Mass Table Cover 2 pcs. (2.2/kg/pc.) (thrice) | 3 | | |
| 1 kg. | Side Table covers 2 pcs. (1kg./2 pcs.) (thrice) | 3 | | |
| SUB-TOTAL: | | | | P |

Name: _____

Signature: _____

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

