

REPUBLIC OF THE PHILIPPINES  
SUGAR REGULATORY ADMINISTRATION  
North Avenue, Diliman, Quezon City

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **CONTRACT FOR THE SUPPLY OF JANITORIAL SERVICES CY 2024-2026**

**October 24, 2023, 1:30 PM**  
**SRA Social Hall, Sugar Regulatory Administration (SRA)**  
**North Avenue, Diliman, Quezon City**

**Sixth Edition**  
**July 2020**



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# ***Glossary of Acronyms, Terms, and Abbreviations***

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

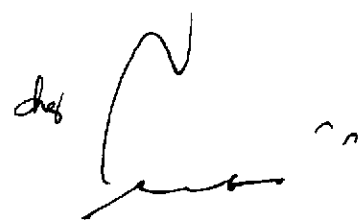
**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.



# ***Section I. Invitation to Bid***

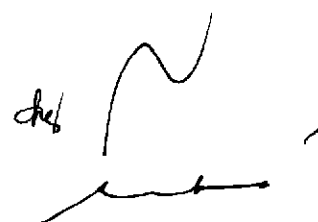
**SUGAR REGULATORY ADMINISTRATION  
North Avenue, Diliman, Quezon City**

## **INVITATION TO BID FOR THE CONTRACT FOR THE SUPPLY OF JANITORIAL SERVICES CY 2024-2026**

1. The **Sugar Regulatory Administration (SRA)**, through the **2024 SRA Corporate Operating Budget (COB)** intends to apply the sum of **Eighteen Million Pesos (Php18,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the Contract for **Supply of Janitorial Services CY 2024-2026**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Sugar Regulatory Administration (SRA)** now invites bids for the above Procurement Project. Delivery of the Goods shall commence on **January 1, 2024**. Bidders should have completed, within **three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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


4. Prospective Bidders may obtain further information from **BAC Secretariat, Sugar Regulatory Administration (SRA)** and inspect the Bidding Documents at the address given below during **8:00 AM – 5:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 02, 2023 to October 24, 2023** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php 25,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through a copy of Official Receipt (OR) to be presented vt the Authorized Representative.
6. The **Sugar Regulatory Administration (SRA)** will hold a Pre-Bid Conference **on-site** on **October 10, 2023, 01:30 PM** at **SRA Social Hall, Sugar Regulatory Administration (SRA), North Avenue, Diliman, Quezon City**, which shall be open to prospective bidders.



7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **October 24, 2023, 01:30 PM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. **Bid opening shall be on October 24, 2023, 01:30 PM** at the given address below **SRA Social Hall, Sugar Regulatory Administration (SRA), North Avenue, Diliman, Quezon City** through physical or face-to-face. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. *No bidder shall "Deal Secretly" or give commission to any SRA Officers/Employees pursuant to SRA Memorandum dated September 8, 2016. Violation of this restriction shall be a ground for disqualification.*
11. The **Sugar Regulatory Administration (SRA)** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

**Jenny Lou R. Flores**  
*Head, BAC Secretariat*  
*Sugar Regulatory Administration (SRA)*  
*North Avenue, Diliman, Quezon City*  
*Telephone No. (02) 8926-64-71*  
*Email Address: sra.bac@sra.gov.ph*

*October 02, 2023*

  
**ATTY. RONALD E. RIMANDO**  
Chairperson, Bids and Awards Committee

## ***Section II. Instructions to Bidders***

### **1. Scope of Bid**

The Procuring Entity, **Sugar Regulatory Administration (SRA)** wishes to receive **Bids for the Contract for the Supply of Janitorial Services CY 2021-2023**, with identification number *sra2023-012*.

The Procurement Project (referred to herein as "Project") is composed of one (1) lot, the details of which are described in Section VII (Technical Specifications).

### **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for **CY 2024 SRA Corporate Operating Budget (COB)** in the amount of **Eighteen Million Pesos (Php18,000,000.00)**.

2.2 The source of funding is **GOCC**, the Corporate Operating Budget.

### **3. Bidding Requirements**

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

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

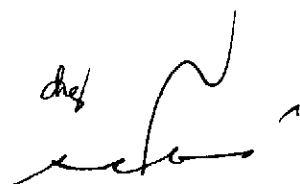
The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms,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

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

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

### **5. Eligible Bidders**

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





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

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

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

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

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

## 6. Origin of Goods

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

## 7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *{insert if applicable}* and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

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

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

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

## 11. Documents comprising the Bid: Financial Component

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

Handwritten signature and initials in the bottom right corner of the page.

## 12. Bid Prices

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

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

12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

## 13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the

BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

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

#### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *one hundred twenty (120) calendar days*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

#### 15. Sealing and Marking of Bids

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

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

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

#### 16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.
- 16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address

and on or before the date and time indicated in the Call for each mini-competition.

## 17. Opening and Preliminary Examination of Bids

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

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

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

## 18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

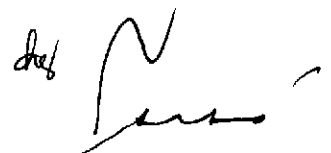
## 19. Detailed Evaluation and Comparison of Bids

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

*[Include the following options if Framework Agreement will be used:]*

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
- b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by ITB Clause 15 shall be submitted for each lot or item separately.



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

19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## 20. Post-Qualification

20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.

20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, *{[Include if Framework Agreement will be used:]}* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. *{[Include if Framework Agreement will be used:]}* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.}

## 21. Signing of the Contract



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

*[Include the following clauses if Framework Agreement will be used:]*

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
- a. Framework Agreement Form;
  - b. Bidding Documents;
  - c. Call-offs;
  - d. 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;
  - e. Performance Security or Performance Securing Declaration, as the case may be;
  - f. Notice to Execute Framework Agreement; and
  - g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

## Section III. Bid Data Sheet

### Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. <b>Provision of Janitorial Services</b></p> <p style="margin-left: 40px;">b. completed <b>within three (3) years</b> prior to the deadline for the submission and receipt of bids.</p>
7.1	<p><i>[Specify the portions of Goods to be subcontracted, which shall not be a significant or material component of the Project as determined by the Procuring Entity.]</i></p> <p><b>Subcontracting is not allowed.</b></p>
12	<p>The price of the Goods shall be quoted DDP <i>[state place of destination]</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.</p>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p style="margin-left: 40px;">a. The amount of not less than <b>Three Hundred Sixty Thousand Pesos (Php 360,000.00)</b> <i>[equivalent to two percent (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p style="margin-left: 40px;">b. The amount of not less than <b>Nine Hundred Thousand Pesos (Php 900,000.00)</b> <i>[amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.</p>
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>
20.2	<p><i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i></p>
21.2	<p><i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i></p>






## ***Section IV. General Conditions of Contract***

### **1. Scope of Contract**

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

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

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

### **2. Advance Payment and Terms of Payment**

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

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

*[Include the following clauses if Framework Agreement will be used:]*

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

### **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184. *[[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder*

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may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.}

#### **4. Inspection and Tests**

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

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

#### **5. Warranty**

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

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

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

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

# Section V. Special Conditions of Contract

## Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol>

e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

f. *[Specify additional incidental service requirements, as needed.]*

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

**Spare Parts --**

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

*Select appropriate requirements and delete the rest.*

a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and

b. in the event of termination of production of the spare parts:

i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and

ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

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

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

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

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**Packaging –**

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

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

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity  
Name of the Supplier  
Contract Description  
Final Destination  
Gross weight  
Any special lifting instructions  
Any special handling instructions  
Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

**Transportation –**

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.

Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.

The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.

**Intellectual Property Rights –**

The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.


2.2	<i>[If partial payment is allowed, state]</i> "The terms of payment shall be as follows: _____."
4	The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i>

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## Section VI. Schedule of Requirements

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

Item No.	Description	Quantity	Total	Delivered, Weeks/Months
	<b>Contract for the Supply of Janitorial Services CY 2021-2023</b>			
	<b>Number of Janitors</b>	<b>17 Janitors</b>	<b>17 Janitors</b>	<b>January 1, 2024</b>
	<b>RESOURCES:</b>			
	<b>A. EQUIPMENT</b>			<b>January 1, 2024</b>
1	Polisher	6 units	6 units	
2	Aluminum Folding Ladder Step Multi purpose.	2 units	2 units	
3	Fabricated 3 wheels garbage push cart, Heavy duty (see details)	2 units	2 units	
4	Extension (10 meters)	4 sets	4 sets	
5	Janitorial Cart Flat Form (Heavy Duty)	3 units	3 units	
6	Trash bin/ Container with swing cover, 50 liters	30 pcs	30 pcs	
7	Trash bin/ Container with swing cover, small	20 pcs	20 pcs.	
7	Hose (50 meters) ¾ diameter	2 pcs	2 pcs	
8	Mop Squeezer	3 pcs	3 pcs	
9	Vacuum w/ accessories	2 units	2 units	
10	Grass Cutter complete with necessary blade	1 pc	1 pc	
11	Stainless Steel Tissue Holder/Dispenser - Big Roll Round - (Wall Mounted)	25 pcs	25 pcs	
12	Liquid Hand Soap Dispenser Bottle	25 pcs	14 pcs	
13	Pressure washer 1 Hp	1 unit	1 unit	
	Glass Wiper	5 pcs	5 pcs	
	Garden trowel	5 pcs	5 pcs.	
	<b>B. MONTHLY CONSUMMABLES SUPPLIES TO BE DELIVERED/SUPPLIED MONTHLY</b>			<b>Every first (1<sup>st</sup>) week of the month</b>
1	Powder Soap Branded (Tide or Pride)	40 kls	40 kls	
2	Scotch Brite	100 pcs	100 pcs	
3	Deodorant cake	100 pcs	100 pcs	
4	Lysol Disinfectant	25 gals	25 gals	
5	Rugs (Franela)	200 pcs	200 pcs	
6	Mop Head	50 pcs	50 pcs	
7	Toilet Bowl Cleaner	10 pcs	10 pcs	
8	Tissue Paper (2ply)	10 doz	10 doz	
9	Plastic Garbage Bag (Green and Black, XL)	200 pcs	200 pcs	
10	Plastic Garbage Bag (Green and Black M-13x13x32)	200 pcs	200 pcs	
11	Steel Wool	20 tubes	20 tubes	
12	Emulsion Wax	15 gals	15 gals	
13	Furniture Polish (Pledge) 330 ml.	25 pcs	25 pcs	
14	Insecticide	25 cans	25 cans	
15	Feather Duster	20 pcs	20 pcs	
16	Zonrox/Chlorox	15 pcs	15 pcs	
17	Safeguard Soap	50 pcs	50 pcs	



18	Bathroom Tissue big roll	100 pcs	100 pcs
19	Metal Polish	2 pcs	2 pcs
20	Hand Towel	40 pcs	40 pcs
21	Bottle Pledge Natural Wax	15 pcs	15 pcs
22	Glade Air Freshener	30 pcs	30 pcs
23	Rubber hand Gloves	50 pcs	50 pcs
24	Alcohol	30 pcs	30 pcs
25	Bars Detergent Bar soap	30 pcs	30 pcs
26	Sand paper	30 pcs	30 pcs
27	Mop Handle	20 pcs	20 pcs
28	Soft Broom (Tambo, Kawayan)	24 pcs	24 pcs
29	Stick Broom	24 pcs	24 pcs
30	Toilet Bowl Brush round with holder	15 pcs	15 pcs
31	Hand Brush	15 pcs	15 pcs
32	Doormat (Oblong)	100 pcs	100 pcs
33	Stripping Pad	10 pcs	10 pcs
34	Dust Pan	20 pcs	20 pcs
35	Polishing Pad	10 pcs	10 pcs
36	Ceiling Broom	6 pcs	6 pcs
37	Toilet Rubber Pump	17 pcs	17 pcs
38	Spray Gun	17 pcs	17 pcs
39	Push Brush	10 pcs	10 pcs
40	Jungle Bolo	2 pcs	2 pcs
41	Water Pail / Water Dipper	20 pcs	20 pcs
42	Doormat (Rubber)	10 pcs	10 pcs
43	Metal Dust Pan	2 pcs	2 pcs
44	Spatula	15 pcs	15 pcs
45	Garbage Trash Can	15 pcs	15 pcs
46	Rain Coats with pants XL	3 pcs	3 pcs
47	Rain Boots (pairs) Size 7	3 pairs	3 pairs

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## ***Section VII. Technical Specifications***

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# Technical Specifications

Item	Specification	Statement of Compliance
	<p style="text-align: center;"><b>CONTRACT FOR THE SUPPLY OF JANITORIAL SERVICES CY 2021 – 2023</b></p> <p>I. General maintenance, sanitation, janitorial works and other services in connection with and necessary or incidental thereto, twenty six (26) days per month –</p> <p>A) All public areas, parking areas, lobbies, hallways, stairways, elevators, grounds, motorpool, all rooms, comfort rooms of the entire Administration Building from Ground Floor to roof deck except those occupied by tenants.</p>	<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

B) Annex Building, Stockroom, other areas within the SRA compound premises except those occupied by tenants.

II. To furnish supplies and equipment necessary to carry out the said general scope of work

III. Number of required personnel - 17

Bid price should be supported by a detailed breakdown of cost of labor, supplies, equipment to be used as per attached minimum quantity of supplies and equipment.

#### DESCRIPTION OF WORK:

##### 1. DAILY ROUTINE OPERATION

- 1.1 Sweeping, Mopping and polishing of floors, lobbies, offices, stairways, elevators surrounding and other areas that require cleaning; areas where there is a constant number of visitors shall be serviced continuously;
- 1.2. Cleaning and sanitizing of all comfort rooms with the use of special disinfecting solutions on the wash basins urinals and toilet bowls;
- 1.3. Dusting and/or damp wiping of glass tops, glass doors, counter and furniture;
- 1.4. Dusting of inside, window ledges, air vent, stair railings and other horizontal and vertical surfaces;
- 1.5. Cleaning of trash receptacles;
- 1.6. Sweeping and watering of lawn within the perimeter of the driveway;
- 1.7. Sweeping of driveways and parking areas;
- 1.8. Reporting of all breakage and electrical malfunction and others which require attention of management;
- 1.9. Vacuum cleaning of rugs, carpets and draperies;
- 1.10. Cleaning of glass walls and glass partitions;
- 1.11. Removing spots and stains on floor, carpets and rugs;
- 1.12. Assist in the transfer of tables, chairs, cabinets, counters etc. upon instruction of the client's authorized officers;
- 1.13. Collection of waste materials as often as necessary to be disposed of at designated disposal area;

1.14. Frequent spraying with air fresheners of good smell and quality;

1.15. Other services within the building which may be assigned by the management from time to time within the scope of janitorial service.

## **2. WEEKLY PERIODIC OPERATIONS**

2.1. Washing of inside windows and doors, frames & screens;

2.2. Cleaning and polishing of office furniture and fixtures and counters excluding items of equipment that requires specialized maintenance;

2.3. Scrubbing and polishing of floors;

2.4. Washing and sweeping of the driveway

2.5. Applying of special sanitizing and waxing solutions to hallways, lobbies and offices;

2.6. Washing and polishing stairways;

2.7. General cleaning of all public comfort rooms;

2.8. High dusting and removing of cobwebs in rooms, offices and hallways;

2.9. Removing of stains and finger marks on walls.

## **3. MONTHLY PERIODIC OPERATIONS**

3.1. Washing and cleaning of all window glass reach by the hands;

3.2. Cleaning of all light and diffusers;

3.3. Thorough general cleaning of all areas.

## **4. QUARTERLY PERIODIC OPERATIONS**

Shampooing of rugs, carpets and draperies

## **5. MAINTENANCE OF ORNAMENTAL PLANTS, GARDEN AND SURROUNDINGS**

5.1. Daily watering of plants and gardens;

5.2. Regular trimming of grasses and removal of dried leaves on plants and grasses;

5.3 Regular applications of fertilizers to plants and garden.

**6. ADDITIONAL PROVISIONS OF SERVICE FREE OF CHARGE**

6.1. Provision of monthly supplies and materials (see attach list) including Indoor/Ornamental plants;

6.2. Regular supply of bathroom tissue papers (big) with dispenser, alcohol and hand wash liquid soap with dispenser for:

Office of the SRA Officials (Administrator, Deputy Administrator, Board Members, Managers, Division Chief)

Common and executive rest room (per cubicle)

6.3 Occasional pest control services against crawling and flying insects by using professional fogging equipment;

6.4. To insure maximum cleanliness of the building premises and surroundings, the contractor must be responsible for the daily disposal to prevent accumulation of the same;

6.5. The janitorial services contemplated herein shall include among other labor required in transporting offices equipment, supplies, materials and accessories within the premises as may be directed by SRA provided that the same shall be done during working hours of the contractor. Provided further that the personnel of **CONTRACTOR** shall not be required to perform personal errand for SRA employees or other jobs in pursuit of the personal interest of SRA employees.

**Note:**

Bid for cost of labor should include and conform to the pertinent provisions of labor laws and other social legislation such as minimum wage, SSS, Pagibig, etc.

Non-remittance of statutory contributions such as the Social Security System (SSS), Pagibig, Philhealth shall be grounds for pre-termination of the contract.

**Technical Parameters:**

**Janitorial Services**

1. Stability
  - (a) Year of Experience
  - (b) Liquidity of the Contractor

(c) Organizational Set-up

2. Resources

- (a) No. and Kind of Equipment
- (b) No. of Janitors and Supervisors

3. Housekeeping Plan

4. Other Factors

- (a) Recruitment and Selection Criteria
- (b) Completeness of Uniforms and other Paraphernalia

The service provider/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 the following as part of the Technical Specifications:

- i) Quality of service delivered
- ii) Time Management
- iii) Management and suitability of personnel
- iv) Contract administration and management
- v) Provisions of regular progress reports

Provisions of the progress reports to be submitted by the provider/contractor on a quarterly basis.

Housekeeping Plan should be submitted separately with that of performance criteria.

**SRA MINIMUM REQUIREMENTS OF SUPPLY AND MATERIALS  
TO BE USED IN CARRYING OUT THE PROPOSED JANITORIAL SERVICES**

ITEM NO.	DESCRIPTION	SRA MINIMUM REQUIREMENTS	OFFER (QUANTITY)
	<b>RESOURCES:</b>		
	<b>A. EQUIPMENT</b>		
1	Polisher	4 pcs	
2	Ladder	1 pc	
3	Garbage Cart Buggy	2 units	
4	Extension (10 meters)	4 pcs	
5	Janitorial Cart Flat Form (heavy Duty)	3 pcs	
6	Trash Container Door Style	20 pcs	
7	Hose (50 meters)	2 pcs	
8	Mop Squeezer	3 pcs	
9	Vacuum	1 pc	
10	Grass Cutter	1 pc	
11	Stainless Steel Tissue Holder/Dispenser – Big Roll Round – (Wall Mounted)	14 pcs	
12	Liquid Hand Soap Dispenser (Wall Mounted)	14 pcs	
	<b>B. MONTHLY CONSUMMABLES SUPPLIES TO BE DELIVERED /SUPPLIED MONTHLY</b>		
1	Powder Soap	40 kls	
2	Scotch Brite	100 pcs	
3	Deodorant cake	100 pcs	
4	Lysol Disinfectant	25 gals	
5	Rugs (Franela)	200 pcs	
6	Mop Head	50 pcs	
7	Toilet Bowl Cleaner	10 pcs	
8	Tissue Paper (2ply)	10 doz	
9	Plastic Garbage Bag (Green and Black, XL)	200 pcs	
10	Plastic Garbage Bag (Green and Black M-13x13x32)	100 pcs	
11	Steel Wool	15 tubes	
12	Emulsion Wax	15 gals	
13	Furniture Polish (Pledge)	20 pcs	
14	Insecticide	25 cans	
15	Feather Duster	15 pcs	
16	Zonrox/Chlorox	15 pcs	
17	Safeguard Soap	50 pcs	
18	Bathroom Tissue (small/big)	50 pcs	
19	Metal Polish	2 pcs	
20	Hand Towel	40 pcs	
21	Bottle Pledge Natural Wax	15 pcs	
22	Glade Air Freshener	30 pcs	
23	Rubber hand Gloves	50 pcs	
24	Alcohol	30 pcs	
25	Bars Detergent Bar soap	15 pcs	
26	Sand paper	30 pcs	
27	Mop Handle	20 pcs	
28	Soft Broom (Tambo, Kawayan)	24 pcs	
29	Stick Broom	24 pcs	
30	Toilet Bowl Brush	15 pcs	
31	Hand Brush	15 pcs	
32	Doormat (Oblong)	100 pcs	
33	Stripping Pad	6 pcs	





[Use this form for Framework Agreement:]

## **Framework Agreement List**

Limited to repeatedly required goods and services that are identified to be necessary and desirable, but, by its nature, use or characteristic, the quantity and/ or exact time of need cannot be accurately pre-determined and are not advisable to be carried in stock.

Prepared by the End-User, attached to the APP and submitted to the BAC for the approval of the HOPE.

<b>FRAMEWORK AGREEMENT LIST (AGENCY)</b>			
<b><i>Item / Service Type and nature of each item/service</i></b>	<b><i>Cost per item or service</i></b>	<b><i>Maximum Quantity</i></b>	<b><i>Total Cost per Item</i></b>
<b>TOTAL (Approved Budget for the Contract)</b>			
<i>Expected delivery timeframe after receipt of a Call-Off.</i>	<i>Within [no. of days] calendar days upon issuance of Call-off.</i>		
<i>Remarks</i>	<i>Indicate here any other appropriate information as may be necessary.</i>		
<b>SIGNATURE OVER PRINTED NAME</b>	<b>POSITION</b>	<b>DEPARTMENT/DIVISION</b>	

# ***Section VIII. Checklist of Technical and Financial Documents***

## **Checklist of Technical and Financial Documents**

### **I. TECHNICAL COMPONENT ENVELOPE**

#### ***Class "A" Documents***

##### Legal Documents

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

##### Technical Documents

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

##### Financial Documents

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the

BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

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

***Class "B" Documents***

- (m) 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.

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

- (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

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



*SRA TECHNICAL CRITERIA FOR THE EVALUATION OF JANITORIAL SERVICES  
(CONTRACT FOR THE SUPPLY OF JANITORIAL SERVICES CY 2024 – 2026)*

**1. Bid offer**

**60%**

Lowest bid offer gets the maximum percentage of 60% using the following pre-determined schedule as follows:

Rank (Bid Price Offer)	Factor	Weigh Allocation, %	Percentage Points, %
1	100	60	60
2	95	60	57
3	90	60	54
4	85	60	51
5	80	60	48
6	75	60	45
...Xn	...Xn	...Xn	...Xn

**2. Track Record**

**15%**

Percentage allocation is based on the following pre-determined schedule as follows:

Present Client, 7.5%	No. of Janitors, 7.5%
21 up = 100 x 7.5% = 7.500%	401 - 500 up = 100 x 7.5% = 7.500%
16 - 20 = 95 x 7.5% = 7.125%	301 - 400 = 95 x 7.5% = 7.125%
11 - 15 = 90 x 7.5% = 6.750%	201 - 300 = 90 x 7.5% = 6.750%
6 - 10 = 85 x 7.5% = 6.375%	101 - 200 = 85 x 7.5% = 6.375%
1 - 5 clients = 80 x 7.5% = 6.000%	1 - 100 Janitors = 80 x 7.5% = 6.000%

**3. Stability**

**10%**

Percentage allocation is based on the following pre-determined schedule as follows:

Years in Business, 5%	Liquidity of the Contractor, 5% (from FS)
9 - up = 100 x 5% = 5.000%	6:1 or more = 100 x 5% = 5.000%
7 - 8 = 95 x 5% = 4.750%	5:1 = 95 x 5% = 4.750%
5 - 6 = 90 x 5% = 4.500%	4:1 = 90 x 5% = 4.500%
3 - 4 = 85 x 5% = 4.250%	3:1 = 85 x 5% = 4.250%
1 - 2 years = 80 x 5% = 4.000%	2:1 = 80 x 5% = 4.000%

**4. Performance**

**15%**

- a) Submission of performance certificate from all existing clients (Evaluation forms shall be provided by SRA to participating bidders and in turn forward them to their clients for their assessment and evaluation. The accomplished form shall be **sealed** in the accompanying envelop by the bidder's existing clients. It will then be retrieved by the participating bidder to submit them to SRA during the public bidding proper in an envelop properly **sealed** by the bidder's clients themselves to ensure its **confidentiality** ).
- b) Submitted evaluation form (performance ratings) shall be tabulated and ranked.

Percentage allocation is based on the following pre-determined schedule as follows:

Rank (Performance)	Factor	Weigh Allocation, %	Percentage Points,
1	100	15	15.000
2	95	15	14.250
3	90	15	13.500
4	85	15	12.750
5	80	15	12.000
...Xn	...Xn	...Xn	...Xn