

PHILIPPINE BIDDING DOCUMENTS

PROCUREMENT OF JANITORIAL SERVICES FOR CY 2025

PHILIPPINE STATISTICS AUTHORITY
Regional Statistical Service Office V
Regional Government Center, Rawis, Legazpi City

November 04, 2024
9:30 AM
Conference Room, PSA RSSO V



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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

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY
REGIONAL STATISTICAL SERVICE OFFICE V
BIDS AND AWARDS COMMITTEE

INVITATION TO BID FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR CY 2025

1. The Philippine Statistics Authority Regional Statistical Service Office V (PSA RSSO V), through the General Appropriations Act of 2024 intends to apply the sum of One Million Six Hundred Thousand Six Hundred Forty Eight and 33/100 Pesos Only (₱1,600,648.33) being the Approved Budget for the Contract (ABC) to payments under the contract for Procurement of Janitorial Services for CY 2025. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The PSA RSSO V now invites bids for Provision of Eight (8) Janitorial Services, to maintain cleanliness of the premises of the Philippine Statistics Authority, Regional Statistical Service Office V, and PSA Provincial Statistics Offices in Albay, Camarines Norte, Camarines Sur, Catanduanes, Masbate and Sorsogon. Delivery of the Goods shall be in accordance with the Delivery Schedule under Section IV of this Bidding Documents. Bidders should have completed, within two (2) 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.
 - a. 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 *PSA RSSO V* and inspect the Bidding Documents at the address given below during office hours from 8:00 AM to 5:00 PM.

5. A complete set of Bidding Documents may be acquired by interested Bidders on *October 14, 2024* 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 Five Thousand Pesos (P5,000.00).*

The Procuring Entity shall allow the bidder to present its proof of payment for the fees, provided that the proof of payment must be submitted in person and through the email address provided.

6. The *PSA RSSO V* will hold a Pre-Bid Conference on *October 23, 2024, 9:30 AM* at the Conference Room of *PSA RSSO V, Regional Government Center, Rawis, Legazpi City* and through video conferencing or webcasting *via Zoom* 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 *November 04, 2024, 9:30AM*. 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 *November 04, 2024, 9:30AM* at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *PSA RSSO V* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

CONEY FRANCES B. BALEDA
Head, BAC Secretariat
PSA Regional Office V
PSA Bldg, Government Regional Center
Rawis, Legazpi City
Tel. No. (052) 201-8349
CP Number: 09664627903
Email Address: rss005@psa.gov.ph and rss005bac@psa.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: www.procurement.psa.gov.ph

October 14, 2024

SGD CECILLE A. BRIONES
BAC Chairperson



Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.



1. Scope of Bid

The Procuring Entity, *PSA RSSO V* wishes to receive Bids for the Procurement of Janitorial Services for CY 2025, with identification number *2024-10-180-CRASD*.

The Procurement Project (referred to herein as “Project”) is composed of one lot as described in Section VII (Technical Specifications).

2. Funding Information

The GOP through the source of funding as indicated below for 2025 in the amount of One Million Six Hundred Thousand Six Hundred Forty-Eight and 33/100 Pesos Only (₱1,600,648.33).

The source of funding is

- a. NGA, the General Appropriations Act.

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. *Not Applicable*
- 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 *October 23, 2024*; 9:30 AM and either at its physical address at PSA RSSO V, Regional Government Center, Rawis, Legazpi City and/or through videoconferencing/webcasting via Zoom as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

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

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

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

13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **March 04, 2025**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on or before **November 04, 2024 9:30am** at its physical address as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

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

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

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

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "passed," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by ITB Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as 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. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

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

Bid Data Sheet

ITB Clause																			
1.1	Procurement of Janitorial Services for the CY 2025 with identification number 2024-10-180-CRASD.																		
1.2	<p>The lot(s) and reference is/are:</p> <p>Provision of eight (8) Janitor, complete with the necessary clearances and to maintain cleanliness in the premises of the Philippine Statistics Authority, Regional Statistical Service Office V and PSA Provincial Statistics Offices in Albay, Camarines Norte, Camarines Sur, Catanduanes, Masbate and Sorsogon.</p> <p>Distribution of Janitors are as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Office/Location</th> <th style="text-align: center;">Number of Security Guards</th> </tr> </thead> <tbody> <tr> <td>PSA RSSO Legazpi City</td> <td style="text-align: center;">2</td> </tr> <tr> <td>PSA Albay</td> <td style="text-align: center;">1</td> </tr> <tr> <td>PSA Camarines Norte</td> <td style="text-align: center;">1</td> </tr> <tr> <td>PSA Camarines Sur</td> <td style="text-align: center;">1</td> </tr> <tr> <td>PSA Catanduanes</td> <td style="text-align: center;">1</td> </tr> <tr> <td>PSA Masbate</td> <td style="text-align: center;">1</td> </tr> <tr> <td>PSA Sorsogon</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: center;">8</td> </tr> </tbody> </table>	Office/Location	Number of Security Guards	PSA RSSO Legazpi City	2	PSA Albay	1	PSA Camarines Norte	1	PSA Camarines Sur	1	PSA Catanduanes	1	PSA Masbate	1	PSA Sorsogon	1	Total	8
Office/Location	Number of Security Guards																		
PSA RSSO Legazpi City	2																		
PSA Albay	1																		
PSA Camarines Norte	1																		
PSA Camarines Sur	1																		
PSA Catanduanes	1																		
PSA Masbate	1																		
PSA Sorsogon	1																		
Total	8																		
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. <i>Janitorial Services.</i> b. completed within the last three years prior to the deadline for the submission and receipt of bids. 																		
7.1	<i>No further instructions</i>																		
12	The price of the Goods shall be quoted DDP Philippine Peso or the applicable International Commercial Terms (INCOTERMS) for this Project.																		
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:																		

	<ul style="list-style-type: none">a. The amount of not less than 2% of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; orb. The amount of not less than 5% of ABC if bid security is in Surety Bond.
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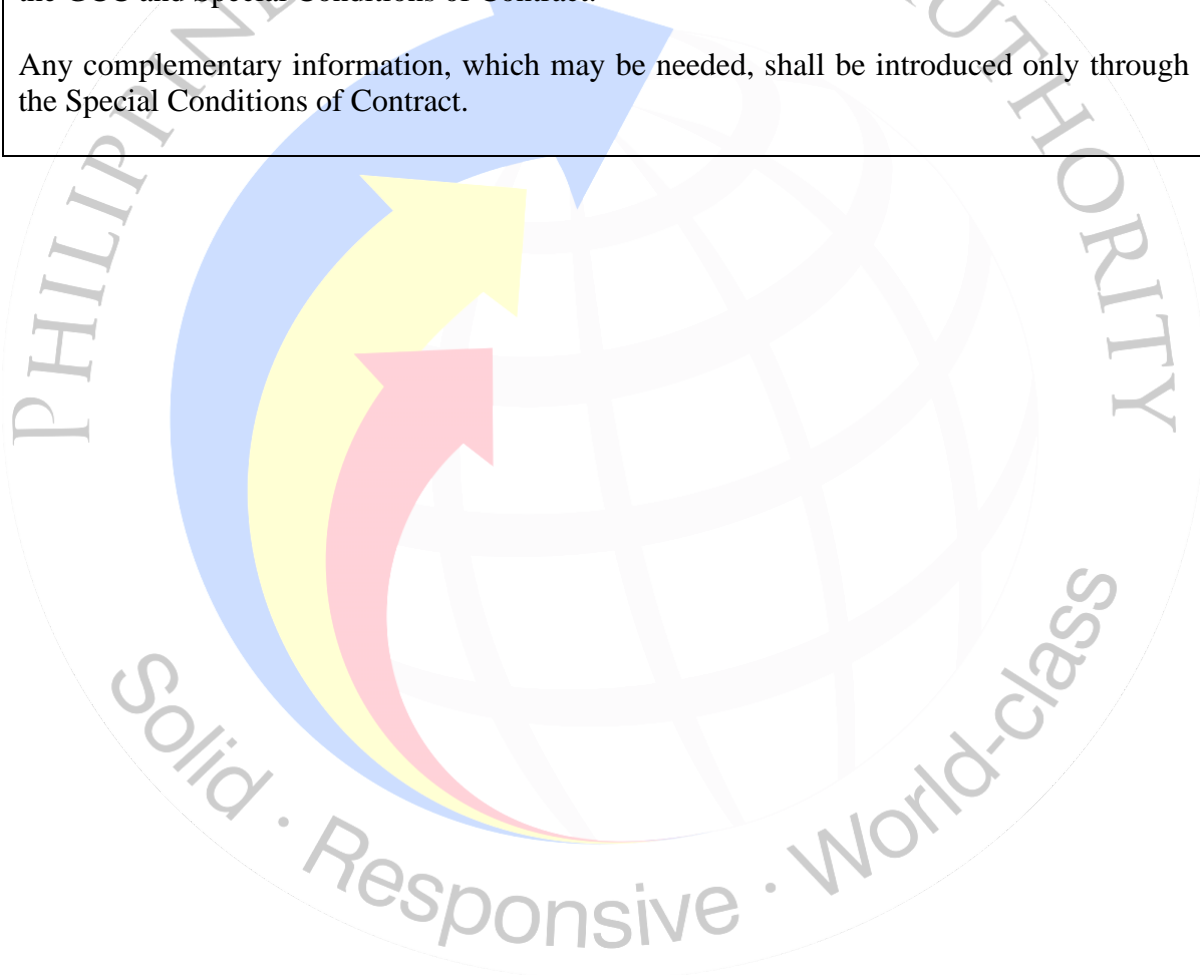
Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.



1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

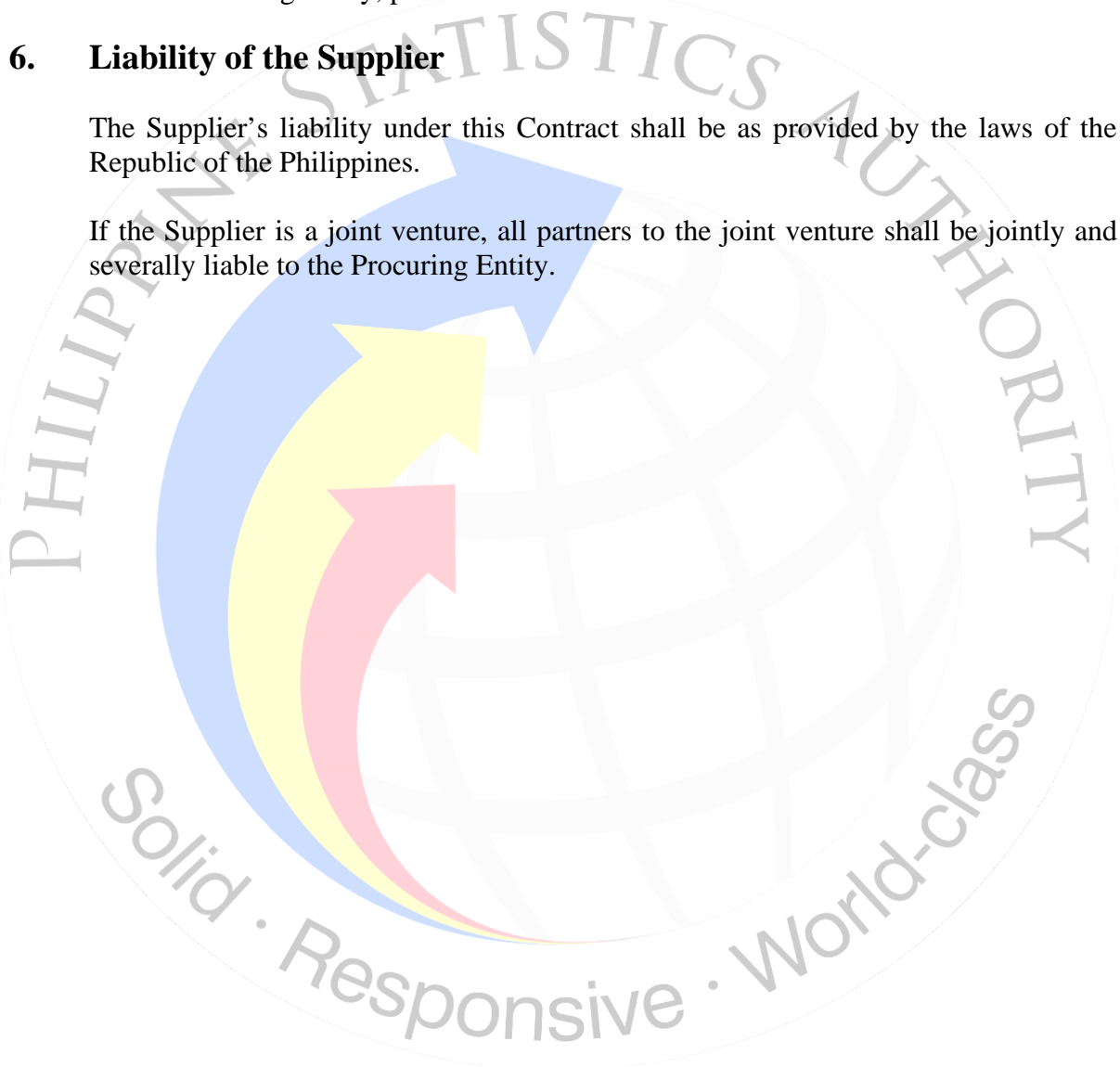
5. Warranty

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

6. Liability of the Supplier

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

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



Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p>The Project Sites are:</p> <p>PSA RSSO V Regional Government Center, Rawis Legazpi City</p> <p>PSA Albay Provincial Statistics Office Regional Government Center, Rawis Legazpi City</p> <p>PSA Camarines Norte Provincial Statistics Office Camarines Norte - 2F LJR Building III, J. Lukban Street, corner Carlos II Street, Barangay III, Daet, Camarines Norte</p> <p>PSA Camarines Sur Provincial Statistics Office Camarines Sur - PSA Bldg., #774, Panganiban Drive, Naga City, Camarines Sur</p> <p>PSA Catanduanes Provincial Statistics Office Catanduanes - BL Jastrid Bldg., National Road Cavinitan, Virac Catanduanes</p> <p>PSA Masbate Provincial Statistics Office Masbate – Ten-7 Bldg., Mabini St., Bgy. Kalipay, Masbate City</p> <p>PSA Sorsogon Provincial Statistics Office Sorsogon - 2nd/3rd Flr, Clemente Bldg., Garcia St., Sulucan, Sorsogon</p>
	<p>SCOPE OF UNDERTAKING</p> <p>The Service Provider shall provide a total of Eight (8) qualified and skilled personnel with sufficient experience in general cleaning/maintenance of public office.</p> <p>1.1. Qualifications of Janitors/Utilities</p> <ul style="list-style-type: none"> i) Filipino citizen; ii) Male or female; iii) Not less than 18 years old; iv) At least high school graduate; v) Well-trained, physically and mentally fit, of good moral character and covered by appropriate clearances from DOH accredited health centers, NBI, Police and Barangay; vi) Agency training on proper housekeeping, cleaning and use of janitorial equipment

1.2. Janitorial services shall render eight (8)-hour work per day, six (6) days a week (Monday to Saturday) in accordance with the scope of service/work, standards, approved janitorial plan and manpower compliment and deployment plan.

1.3. In the event of resignation, absence with or without authorized leave of the janitor, the Service Provider undertakes to deploy a substitute/replacement immediately, without need of demand from the PSA. In case of failure of the Service Provider to comply with this term, the PSA has the right to deduct the corresponding payment from the monthly billing.

1.4. The Service Provider shall endorse and submit the names and information of the eight (8) utility personnel that will be deployed in PSA and two (2) utility substitutes/replacement.

1.5. The Service Provider shall be responsible in supervising and monitoring its employees to ensure that they efficiently perform their duties and responsibilities as herein indicated;

The following scope of work shall be observed by the Service Provider:

ITEM	SERVICES	ITEMS/AREAS TO BE CLEANED FREQUENCY	(Min. Requirements)
A.	JANITORIAL SERVICES		
1.	Sweeping, mopping, spot scrubbing	Floor areas of the office building	Daily
2	Dusting/damp wiping and polishing	Vertical and horizontal surfaces; tables; chairs; cabinets; racks; computers /printers and other furniture/equipment	Daily
3	Trash removal: emptying and cleaning of waste cans/baskets and proper disposal of garbage	Waste cans and baskets	Daily/at the end of the day
4	Cleaning, deodorizing and disinfecting	Comfort rooms; washrooms and pantries	Daily
5	Shampooing / Vacuuming	Carpeted floor areas; fabric upholstery	Once a week
6	Cleaning	Electric fans; refrigerators; lighting casings; window blinds; drinking water dispensers; shelves or filing cabinet	Daily
7	General cleaning	All areas	Every Saturday

B	MISCELLANEOUS SERVICES	
1.	Carrying or hauling of furniture and fixtures, supplies, records, <u>etc</u>	As needed
2	Other janitorial activities and related services that maybe assigned from time to time by PSA officials and employees	As needed
3	Reporting of all breakage and electrical malfunctions, plumbing, necessary repair works, etc.	Immediately

2. PERFORMANCE ASSESSMENT

The Service Provider shall maintain satisfactory level of performance throughout the duration of the contract as prescribed in GPPB Resolution No. 24-2007 dated September 28, 2007. The performance assessment shall be done every six (6) months.

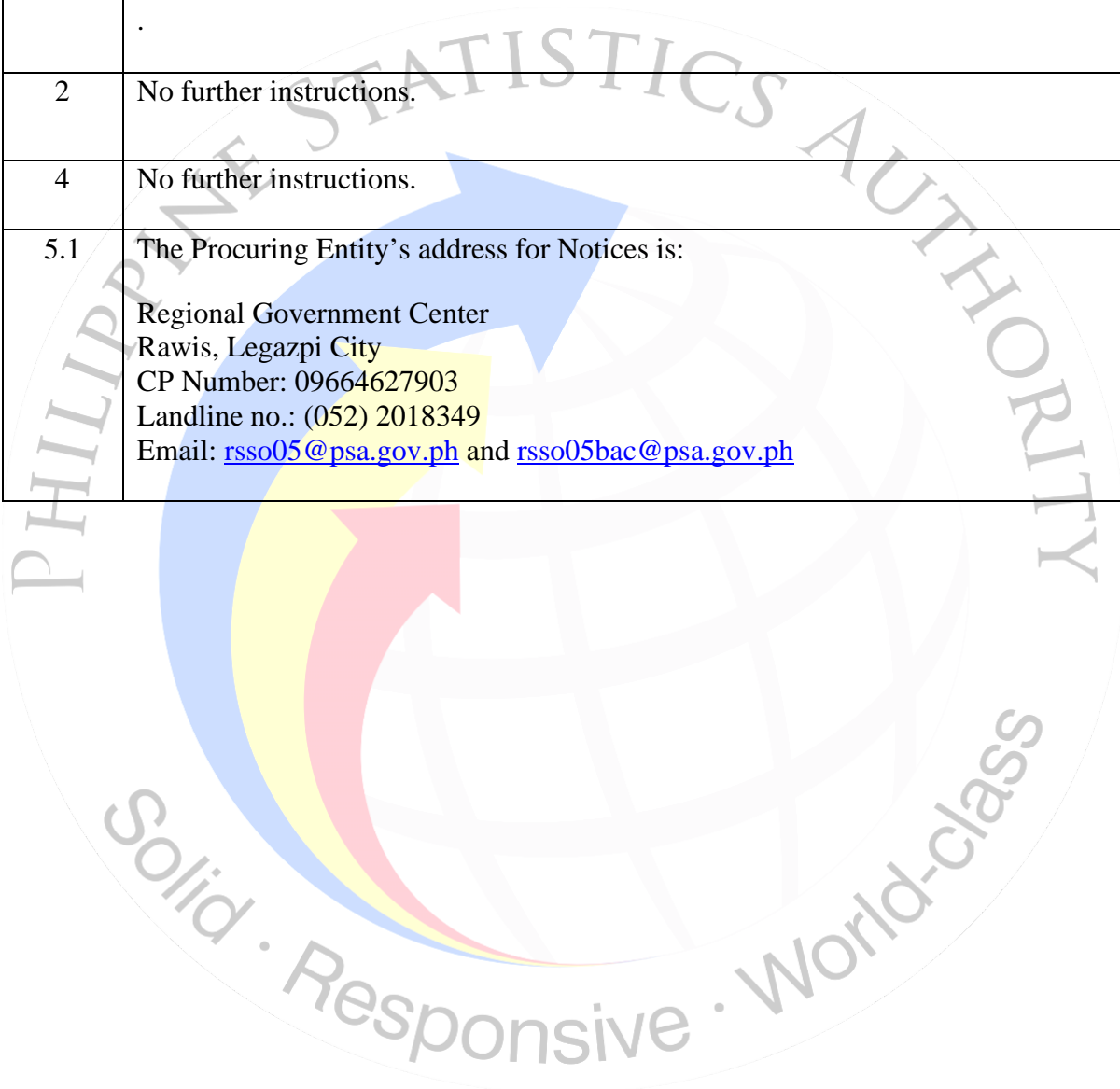
3. TECHNICAL CAPABILITIES

The Technical Proposal of prospective bidders shall also be evaluated in terms of the Bidders' technical competence to deliver efficient and quality janitorial services to the procuring entity prescribed in the GPPB Resolution No. 24-2007 (September 28, 2007).

4. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

- 4.1. Provide and deliver, at its own expense all the required services such as: personnel;
 - 4.2. In case of breakdown/malfunction of any supplied tools and equipment, the Service Provider shall provide the immediate replacement of the same.
 - 4.3. The Service Provider shall be held responsible for any damage/destruction to any office furniture and fixtures, equipment, and plumbing fixtures due to the fault or negligence of its personnel.
 - 4.4. Observe office rules and regulations prescribed by the PSA including subjecting all janitors to appropriate security inspection every time they enter and leave the premises.
 - 4.5. The Service Provider shall comply with existing applicable labor laws, rules and regulations and warrant the payment of salaries and allowances to its personnel within legal rates provided under applicable laws, rules and regulations.
 - 4.6. Statutory increase in salaries, allowances, benefits, additional compensation shall be borne by PSA but the agency fee shall not be included in the computation of the increase.
 - 4.7. Require their employees to always wear the prescribed uniform, identification card and safety gadgets.
 - 4.8. The Service Provider must provide all necessary equipment and/or transportation services, if necessary, to its personnel in case of community emergencies or calamities to continuously provide its service to PSA.
5. The PSA, through its Administrative Services Division shall monitor the implementation of the utility services in accordance with the specifications and conditions of the contract.
 6. Payment by PSA to the Service Provider shall be on a monthly basis upon submission of billing statement and acceptance of output of the Service Provider in compliance with the provision of labor laws, rules and regulations. 28

	<p>7. In case of violation of any of the provisions of this Contract, the PSA shall issue written notice to the Service Provider of the violation on the provisions of this Contract with corresponding penalties:</p> <ul style="list-style-type: none"> • 1st offense: Verbal warning thru head utility personnel • 2nd offense: Written warning • 3rd offense: Termination of Contract and liquidated damages in accordance to government rules and regulations
2	No further instructions.
4	No further instructions.
5.1	<p>The Procuring Entity's address for Notices is:</p> <p>Regional Government Center Rawis, Legazpi City CP Number: 09664627903 Landline no.: (052) 2018349 Email: rss05@psa.gov.ph and rss05bac@psa.gov.ph</p>



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 Number	Description	Quantity	Total	Delivered, Weeks/Months
1	<p>Eight (8) Janitorial Services (2 RSSO V, 1 per PSO), Monday to Saturday from January 1-December 31 (313 Days), Uniform should be shouldered by the Janitorial Agency, cleaning equipment and consumable supplies will be provided by the PSA.</p> <p>(RSSO V and PSA Provincial Statistics Offices in Albay, Camarines Norte, Camarines Sur, Catanduanes, Masbate and Sorsogon.)</p> <p>Duties and Functions:</p> <ul style="list-style-type: none"> A. Sweep the common areas: B. Sweep the rooms and dust office equipment; C. Clean thoroughly the comfort rooms; D. Dispose the biodegradable and non-biodegradable materials; E. Visit and maintain cleanliness of comfort rooms F. Mop, scrub and polish the floor/vacuum carpet and blinds G. Clean window glasses and venetian blinds H. clean fire exits/garages and others; I. Remove cobwebs and stains on the wall: 	8	8	12 months

	<p>Other Activities</p> <p>J. Wash Dishes used during meetings;</p> <p>K. Haul of supplies, documents, equipment and furniture</p> <p>L. Perform liaison works and</p> <p>M. Do other related work that may be assigned from time to time</p>			
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Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.



Technical Specifications

Item	Specification	Statement of Compliance
1	<p>Eight (8) Janitorial Services (2 RSSO 5, 1 per PSO - PSA Provincial Statistics Offices in Albay, Camarines Norte, Camarines Sur, Catanduanes, Masbate and Sorsogon), Monday to Saturday from January 1-Dec. 31(313 Days), Uniform should be shouldered by the Janitorial Agency, cleaning equipment and consumable supplies will be provided by the PSA.</p> <p>Duties and Functions:</p> <ul style="list-style-type: none"> A. Sweep the common areas; B. Sweep the rooms and dust office equipment; C. Clean thoroughly the comfort rooms; D. Dispose the biodegradable and non-biodegradable materials; E. Visit and maintain cleanliness of comfort rooms F. Mop, scrub and polish the floor/vacuum carpet and blinds G. Clean window glasses and venetian blinds H. clean fire exits/garages and others; I. Remove cobwebs and stains on the wall: <p>Other Activities</p> <ul style="list-style-type: none"> J. Wash Dishes used during meetings; K. Haul of supplies, documents, equipment and furniture L. Perform liaison works and M. Do other related work that may be assigned from time to time 	
	<p>1.0 SCOPE OF UNDERTAKING</p> <p>The Service Provider shall provide a total of Eight (8) qualified and skilled personnel with sufficient experience in general cleaning/maintenance of public office.</p> <p>1.1. Qualifications of Janitors/Utilities</p> <ul style="list-style-type: none"> i) Filipino citizen; ii) Male or female; iii) Not less than 18 years old; iv) At least high school graduate; v) Well-trained, physically and mentally fit, of good moral character and covered by appropriate clearances from DOH accredited health centers, NBI, Police and Barangay; vi) Agency training on proper housekeeping, cleaning and use of janitorial equipment <p>1.2. Janitorial services shall render eight (8)-hour work per day, six (6) days a week (Monday to Saturday) in accordance with the scope of service/work,</p>	

standards, approved janitorial plan and manpower compliment and deployment plan.

1.3. In the event of resignation, absence with or without authorized leave of the janitor, the Service Provider undertakes to deploy a substitute/replacement immediately, without need of demand from the NPC. In case of failure of the Service Provider to comply with this term, the NPC has the right to deduct the corresponding payment from the monthly billing.

1.4. The Service Provider shall endorse and submit the names and information of the Eight (8) utility personnel that will be deployed in PSA RSSO 5 and PSA Provincial Offices and two (2) utility substitutes/replacement.

1.5. The Service Provider shall be responsible in supervising and monitoring its employees to ensure that they efficiently perform their duties and responsibilities as herein indicated;

The following scope of work shall be observed by the Service Provider:

ITEM	SERVICES	ITEMS/AREAS TO BE CLEANED FREQUENCY	(Min. Requirements)
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5	Shampooing / Vacuuming	Carpeted floor areas; fabric upholstery	Once a week
6	Cleaning	Electric fans; refrigerators; lighting casings; window blinds; drinking water dispensers; shelves or filing cabinet	Daily
7	General cleaning	All areas	Every Saturday
B MISCELLANEOUS SERVICES			
1.	Carrying or hauling of furniture and fixtures, supplies, records, etc.		As needed
2	Other janitorial activities and related services that maybe assigned from time to time by PSA officials and employees		As needed
3	Reporting of all breakage and electrical malfunctions, plumbing, necessary repair works, etc.		Immediately

2. PERFORMANCE ASSESSMENT

The Service Provider shall maintain satisfactory level of performance throughout the duration of the contract as prescribed in GPPB Resolution No. 24-2007 dated September 28, 2007. The performance assessment shall be done every six (6) months.

3. TECHNICAL CAPABILITIES

The Technical Proposal of prospective bidders shall also be evaluated in terms of the Bidders' technical competence to deliver efficient and quality janitorial services to the procuring entity prescribed in the GPPB Resolution No. 24-2007 (September 28, 2007).

4. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

- 4.1. In case of breakdown/malfunction of any supplied tools and equipment, the Service Provider shall provide the immediate replacement of the same.
- 4.2. The Service Provider shall be held responsible for any damage/destruction to any office furniture and fixtures, equipment, and plumbing fixtures due to the fault or negligence of its personnel.
- 4.3. Observe office rules and regulations prescribed by the PSA including subjecting all janitors to appropriate security inspection every time they enter and leave the premises.
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- 4.5. Statutory increase in salaries, allowances, benefits, additional compensation shall be borne by NPC but the agency fee shall not be included in the computation of the increase.
- 4.6. Require their employees to always wear the prescribed uniform, identification card and safety gadgets.
- 4.7. The Service Provider must provide all necessary equipment and/or transportation services, if necessary, to its personnel in case of community emergencies or calamities to continuously provide its service to PSA.
5. The PSA, through its Administrative Services Division shall monitor the implementation of the utility services in accordance with the specifications and conditions of the contract.

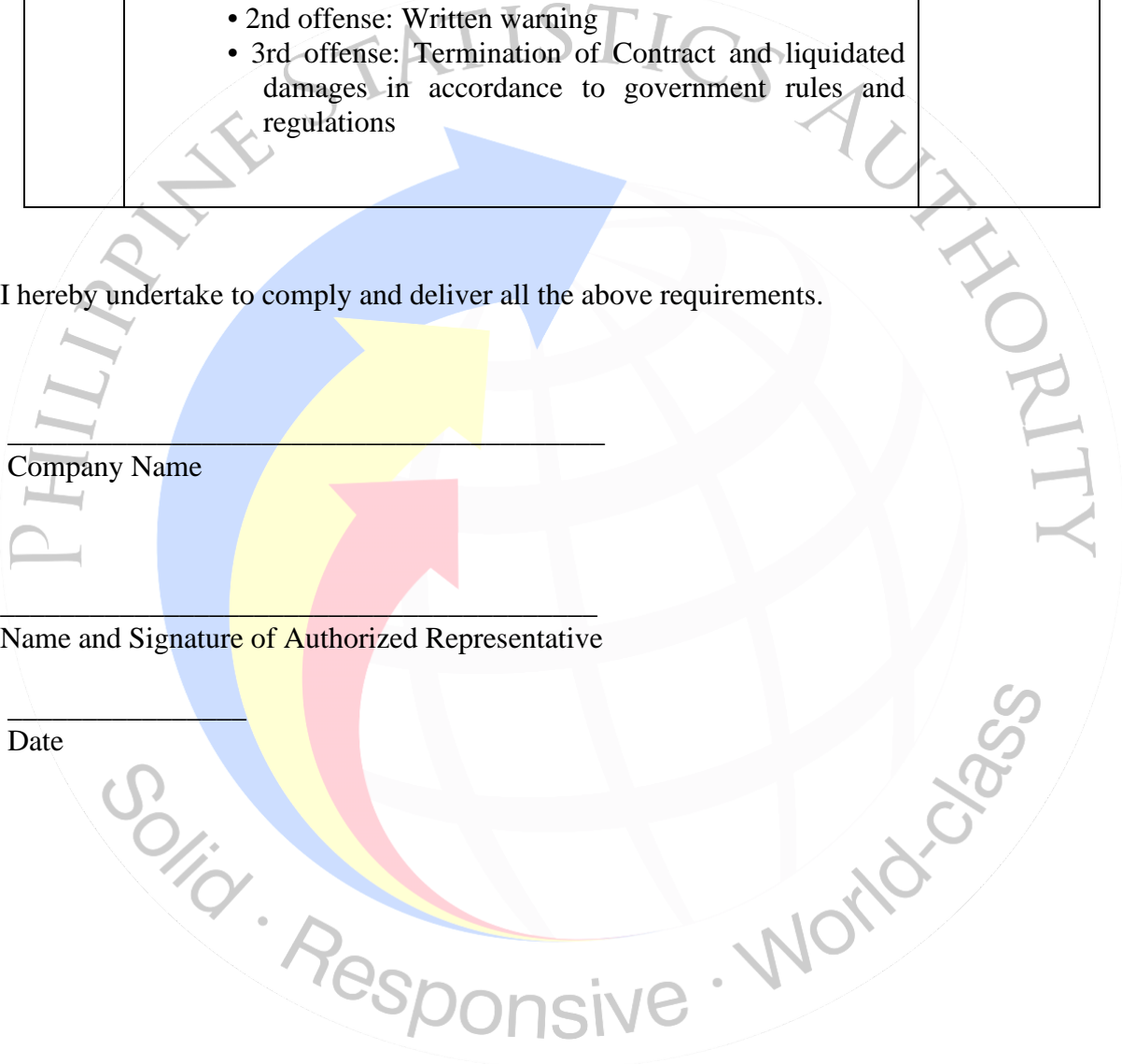
	<p>6. Payment by PSA to the Service Provider shall be on a monthly basis upon submission of billing statement and acceptance of output of the Service Provider in compliance with the provision of labor laws, rules and regulations. 28</p> <p>7. In case of violation of any of the provisions of this Contract, the PSA shall issue written notice to the Service Provider of the violation on the provisions of this Contract with corresponding penalties:</p> <ul style="list-style-type: none"> • 1st offense: Verbal warning thru head utility personnel • 2nd offense: Written warning • 3rd offense: Termination of Contract and liquidated damages in accordance to government rules and regulations 	
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I hereby undertake to comply and deliver all the above requirements.

Company Name

Name and Signature of Authorized Representative

Date



Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

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; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **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; **and**
- (e) Conformity with the Technical Specifications, which may include 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.

Financial Documents

- (g) 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

- (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; **and**
- (j) Original of duly signed and accomplished Price Schedule(s).

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

- (k) [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

- (l) government procurement activities for the same item or product.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.



