

PHILIPPINE BIDDING DOCUMENTS

Janitorial Services Provider CY 2024

(Early Procurement Activity)

RO-PG2024-001-EPA

October 2023

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	4
Section I. Invitation to Bid	7
Section II. Instructions to Bidders	4
1. Scope of Bid	5
2. Funding Information	5
3. Bidding Requirements	5
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	5
5. Eligible Bidders	5
6. Origin of Goods	6
7. Subcontracts	6
8. Pre-Bid Conference	6
9. Clarification and Amendment of Bidding Documents	6
10. Documents comprising the Bid: Eligibility and Technical Components	6
11. Documents comprising the Bid: Financial Component	7
12. Bid Prices	7
13. Bid and Payment Currencies	8
14. Bid Security	8
15. Sealing and Marking of Bids	8
16. Deadline for Submission of Bids	9
17. Opening and Preliminary Examination of Bids	9
18. Domestic Preference	9
19. Detailed Evaluation and Comparison of Bids	9
20. Post-Qualification	10
21. Signing of the Contract	10
Section III. Bid Data Sheet	11
Section IV. General Conditions of Contract	13
1. Scope of Contract	14
2. Advance Payment and Terms of Payment	14
3. Performance Security	14
4. Inspection and Tests	14
5. Warranty	15
6. Liability of the Supplier	15
Section V. Special Conditions of Contract	16
Section VI. Schedule of Requirements	25
Section VII. Technical Specifications	26
Section VIII. Checklist of Technical and Financial Documents	30
Section IX. Bidding Forms	40

Bid Form	41
Bank Guarantee Form for Advance Payment	52

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.

INVITATION TO BID FOR THE PROCUREMENT OF JANITORIAL SERVICES PROVIDER CY2024 (EARLY PROCUREMENT ACTIVITY) RO-PG2024-001-EPA

1. The Metropolitan Waterworks and Sewerage System Regulatory Office (MWSS RO), through the National Expenditure Program (NEP) 2024 intends to apply the sum of *Two Million Pesos Only (PhP2,000,000.00)* being the ABC to payments under the contract for Early Procurement of Janitorial Services (**RO-PG2024-001-EPA**). Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The MWSS RO now invites bids for the above Procurement Project. *The proposed Contract for Janitorial Services shall be for a period of one (1) year, from the issuance of the Notice to Proceed. The MWSS RO shall have the option to renew the contract for another year, subject to a maximum of three (3) years in total.* Bidders should have completed, within the past 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.
 - 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 MWSS RO and inspect the Bidding Documents at the address given below during 8:00 AM to 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *31 October 2023* from the given address and website(s) below *and upon payment of the **non-refundable** (applicable) fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (PhP5,000.00) per set.* The Procuring Entity shall allow the bidder to present its



proof of payment in person or through electronic funds transfer (EFT) or deposit at any Land Bank of the Philippines branch to the MWSS RO Current Account No. 1462-1011-78. Proof of payment shall be sent to Mr. Alan Chuegan, and the BAC Secretariat through the e-mail addresses alan.chuegan@ro.mwss.gov.ph, and bac@ro.mwss.gov.ph on or before the deadline of submission of bidding documents, subject to verification.

6. The MWSS RO will hold a Pre-Bid Conference¹ on 08 November 2023, 2:00 p.m. (Philippine Standard Time) at MWSS RO Conference Room and through video conferencing or webcasting *via* a video conferencing, e.g. Google Meet, Zoom platform, 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 21 November 2023, 11:30 a.m. (Philippine Standard Time). 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 21 November 2023, 1:00 p.m. (Philippine Standard Time) at the given address below and/or via video conferencing, e.g. Google Meet, Zoom platform. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. In accordance with Appendix 31 of the 2016 Revised Implementing Rules and Regulations of Republic Act No 9184, prospective bidders are informed that this is a Procurement Project undertaken through Early Procurement Activity (EPA), and requests that Prospective Bidders be informed of the implications including, but not limited to, the following:
 - a. rules and procedure of EPA;
 - b. fixed price rule in procurement;
 - c. extension of the bid validity and security;
 - d. validity of the eligibility requirements prior to the award of contract;
 - e. conditions of award; and
 - f. date of earliest delivery.
11. The MWSS RO reserves the right to reject any and all bids, declare a failure of bidding, at any time prior to contract award, or not award the contract 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:

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

JORIEL M. DAGSA

*MWSS Regulatory Office Bids and Awards Committee
Katipunan Ave. cor. H. Ventura St., Brgy. Pansol,
Balara, Quezon City 1105
E-mail address: bac@ro.mwss.gov.ph*

13. You may visit the following websites:

For downloading of Bidding Documents:

<https://ro.mwss.gov.ph>

Philippine Government Electronic Procurement System:

<https://www.philgeps.gov.ph>

31 October 2023

(Sgd.) JORIEL M. DAGSA

*MWSS Regulatory Office
Bids and Awards Committee
Katipunan Avenue, corner H. Ventura Street,
Barangay Pansol, Balara, Quezon City*

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, **Metropolitan Waterworks and Sewerage System Regulatory Office (MWSS RO)** wishes to receive Bids for the *Procurement of Janitorial Services Provider CY2024*, with identification number *RO-PG2024-001-EPA*.

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 FY2024 in the amount of *Two Million Pesos (PhP2,000,000.00)*

2.2. The source of funding is:

a. NGA, the National Expenditure Program.

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. 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.
- 5.3. 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 and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

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

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

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

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid for one hundred twenty (120) calendar days from the Bid Opening. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
 - a. In the case of EPA, PE may request the bidders to extend the validity of their bid securities beyond one hundred twenty (120) calendar days, prior to their expiration, if the funding source for the Procurement Project has yet to be approved and made effective.
 - b. A change in the form of the bid security is allowed if this is made prior to the expiration of the bid validity sought to be extended.
 - c. If the bidder refuses to extend the bid validity, the PE shall reject the bid submitted by said bidder.

15. Sealing and Marking of Bids

² 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.

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

The MWSS RO would like to request submission of One (1) Scanned Copy of the first and second components of its Bid, stored in a USB flash drive and placed inside the sealed bid. Failure to comply with this request shall not be a ground for disqualification.

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the

BDS for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as one project having 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.

The computation of a bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows: $NFCC = [(Current\ assets\ minus\ current\ liabilities)\ (15)]$ minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid. The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR. For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their Audited Financial Statements prepared in accordance with international financial reporting standards.(23.5.1.4a)

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	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. <i>Janitorial Services</i> valued not less than 50% of the ABC b. completed within three (3) years prior to the deadline for the submission and receipt of bids.
7.1	<i>No further instructions.</i>
12	<i>No further instructions.</i>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than PhP40,000.00 (<i>amount 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 b. The amount of not less than PhP100,000.00 (<i>amount equivalent to five percent (5%) of ABC</i>) if bid security is in Surety Bond.
19.3	One (1) Lot
20.2	<i>No further instructions.</i>
21.2	<i>No further instructions.</i>

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

- a. 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.
- b. 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>Scope of Services:</p> <p>The scope of services for the JSP shall cover the deployment of the required number of cleaners to perform routine cleaning activities, minor maintenance repairs and related services to ensure a comfortable, healthy and safe working environment within the MWSS RO premises located at the corner of H. Ventura St. and Katipunan Road, Balara, Q.C.</p> <p>The JSP shall render the required janitorial services more particularly described as follows;</p> <p>1. Daily Routine Operations</p> <p>1.1 Sweeping, mopping and spot scrubbing of all floors and other areas as may be defined by the <i>MWSS RO</i>;</p> <p>1.2 Dusting and cleaning of horizontal and vertical surfaces, glass tops, interior & exterior surfaces of glass windows, window edges, air vents, partitions and furniture and fixtures which require daily attention;</p> <p>1.3 Cleaning of office equipment and trash receptacles;</p> <p>1.4 Disposal of garbage and trash from the office to the Materials Recovery Facility (MRF) provided outside the building;</p> <p>1.5 Moving/hauling of supplies, materials and equipment to and from designated locations in the MWSS RO premises;</p> <p>1.6 Sweeping and cleaning of driveways, parking area, guard house, fences and other surrounding grounds, including the trimming and watering of plants;</p> <p>1.7 Perform minor repair and maintenance activities, as instructed and supervised by the Building Maintenance Technician; and</p>

- 1.8 Perform other functions, as may be determined by the MWSS RO not normally performed by regular employees related to the maintenance of a healthy, safe and comfortable office premises for the welfare of all MWSS RO talents, service providers and stakeholders transacting legitimate business with the MWSS RO.

2. Weekly Periodic Operations

- 2.1 General washing, scrubbing and polishing of all floors, hallways and stairways;
- 2.2 General washing of all glass windows and doors;
- 2.3 Cleaning/dusting of light fixtures suspended from the ceilings;
- 2.4 Cleaning, dusting, polishing of all office furniture and fixtures and computers except those which require special care for their maintenance; and
- 2.5 Removal of cobwebs and other dirt on walls and ceilings;
- 2.6 Conduct weekly inspection of the specific area of assignment per Cleaner of the surroundings, interior/exterior walls, floors, nooks, ceilings, storage area, equipment, furniture, etc. to determine need for further cleaning and/or to spot signs of needed repairs.

3. Monthly Operations

- 3.1 General cleaning of all areas, including furniture and fixtures, as may be determined by the MWSS RO. Work standard shall be in accordance with MWSS RO specifications referred to in VIII. Standard Level of Service, subject to inspection and evaluation by the MWSS RO's representative.

3.2 Conduct general inspection of MWSS RO premises to evaluate and to spot specific areas that may need improvements in terms of cleanliness, maintenance or minor repairs; and

3.3 Prepare and submit the Accomplishment and Status Reports.

Additional Special Conditions:

1. The JSP shall pay all wages, allowances, 13th month pay, service incentive, overtime pay or any monetary benefit due to each of the Cleaners through their respective Automatic Teller Machine (ATM) Bank Account;
2. The JSP shall issue a corresponding pay slip to each Cleaners every pay day;
3. The JSP shall deliver and or pick-up to and from the MWSS RO, Accomplishment Reports, Time cards & daily time records, payrolls, pay slips or any other document that needs the signature of concerned Cleaners, MWSS RO or the Contractor;
4. The JSP shall refrain from utilizing the duty hours of Cleaners for purposes of reporting to the Home Office for any concerns. Otherwise, it shall require approval from MWSS RO;
5. The JSP shall, on its account, provide at all times sufficient quantities of the above listed required service equipment, tools, supplies and materials, including personnel protective gears in carrying out the service;
6. The JSP shall submit its Billing Statement for services rendered on a monthly basis not later than fifteen (15) calendar days from the end of each month with the attached duly accomplished required supporting documents, such as;

	<ol style="list-style-type: none"> 6.1 Billing Statement; 6.2 Monthly Accomplishment Reports; 6.3 Approved Time Cards and Daily Time Records; 6.4 Certified true copy of Payrolls; 6.5 Certified true copy of the proof of remittance to the ATM bank accounts of Cleaners; 6.6 Certified true copy of Pay Slips; 6.7 Certified true copy of the Proof of Remittance to concerned government agency and/or GOCCs (BIR/SSS/Pag-ibig/Philhealth) of the preceding month of billing; 6.8 Affidavit of Compliance with the Labor Laws of the Philippines; and 6.9 Any other documents that may be required by the MWSS RO. <ol style="list-style-type: none"> 7. The JSP is required to provide a qualified reliever to cover any absences. Otherwise, a corresponding deduction in the monthly billing rate of the JSP shall be assessed; 8. Cleaners to be deployed should not be related to anyone of the Officers and employees of the MWSS RO by consanguinity or affinity up to the third civil degree; 9. The MWSS RO shall have the right to re-assign any of the cleaners to another area within the MWSS RO premises as the need arises; 10. The JSP shall be required to replace any Cleaner whose work ethics and attitude does not conform with the desired standards of service, such as: <ol style="list-style-type: none"> a) Frequency of tardiness based on actual Daily Time Records;
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	<ul style="list-style-type: none"> b) Frequency of absences with or without approved leave; c) Failure to wear prescribed uniform with ID; d) Failure to perform routine cleaning activities and to record into the prescribed checklist of activities performed; e) Disclosure or use of any information gathered in the conduct of cleaning services for any purpose it may serve without the consent of the MWSS RO management; f) Involvement in any altercation, argument, internal issues or actions against any of the officers or employees of the MWSS RO; g) Conduct unbecoming of a cleaning service provider; h) Adherence to reasonable office rules; i) Failure to wear protective gears when necessary; j) Failure to follow safety precautionary measures. <p>11. The MWSS RO may opt to renew the contract subject to the assessment of the JSP's level of service in terms of these measures:</p> <ul style="list-style-type: none"> a) Consistency and Quality of Services - The level of service shall be monitored through the accomplishment of the prescribed Checklist of routine activities by each of the Cleaners, subject to the validation, inspection, acceptance and approval by the MWSS RO; <ul style="list-style-type: none"> 1. Daily Routine Report - checklist of assigned areas for cleaning on a daily basis per Cleaners/s; 2. Weekly Routine Report - checklist of assigned areas for cleaning on a weekly basis per Cleaners/s; 3. Monthly Routine Report - checklist of assigned areas for cleaning on a monthly basis per Cleaners/s;
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	<p>4. Monthly Inventory Report and status of equipment, tools, supplies and materials;</p> <p>5. Submission of a quarterly Inspection Status Report on the MWSS RO premises requiring repairs/maintenance and recommendations to improve the cleaning routines for the purpose of continually improving the level of cleanliness in the MWSS RO premises.</p> <p>b) Availability and Responsiveness – This measure of service shall be determined in the following criteria:</p> <p>Incidence of absences without available relievers;</p> <p>Response time to deploy a reliever;</p> <p>Sufficiency of required equipment and tools at any given time;</p> <p>Response time to replace defective equipment.</p>
2.2	<p><i>Payment Terms:</i></p> <p>The Financial Proposal shall contain specific breakdown of all costs pertaining to the compensation of the Cleaners to be deployed and the cost of providing the necessary service equipment, tools, materials, administrative, related taxes and margin/agency fee for the execution of the contract.</p> <p>1. The equivalent number of days per year as presented below shall be used in the computation of costs necessary to execute the contract:</p> <p>The MWSS RO considered the following computation of the equivalent number of days per year to ensure that the Bidder shall pay the cleaners during holidays and special days as provided in the HANDBOOK ON WORKERS' STATUTORY MONETARY</p>

BENEFITS 2022 Edition - Sec. E 2(b) "For those who do not work and are not considered paid on Sundays or rest days."

COMPUTATION OF ESTIMATED EQUIVALENT NO. OF DAYS PER YEAR	6 days a week for 8hrs duty
ORDINARY WORKING DAYS	296
REGULAR HOLIDAYS CONSIDERED PAID EQUAL TO 12 DAYS + ACTUALLY WORKED EQUIVALENT TO 100%/DAY)	12
SPECIAL NON-WORKING DAYS CONSIDERED PAID + 30%/DAY, IF ACTUALLY WORKED.	6
Rest Days (Sundays)	0
TOTAL EQUIVALENT NO. OF DAYS/YEAR	314

2. Breakdown of Cost Component shall be presented in the prescribed format as follows:

PARTICULARS		Amount
	Number of days worked per week	6
	Number of Hours duty per day	8
	Number of days per Year	314
	New Daily Wage (DW)	P610.00
	COMPUTATIONS:	
	Average Pay Per Month	
	13th Month Pay	
	Service Incentive leave = 5 days with pay per year of service	
A.	TOTAL AMOUNT TO BE GIVEN DIRECTLY TO CLEANERS	
	SSS and EC Premium (based on 2023 table)	
	Philhealth Contribution (based on table)	
	Pag-Ibig Fund Contribution (based on table)	

	B.	TOTAL AMOUNT TO BE REMITTED TO GOV'T IN FAVOR OF CLEANERS	
	C.	TOTAL AMOUNT TO CLEANERS AND GOV'T. PER MONTH	
	D.	PROVISION FOR AGENCY FEE (Margin + supply cost of uniforms, safety shoes, rain coats, eye goggles, gas mask, gloves, rain coats and other safety/protective gears).	
	E.	12% VAT	
	F.	CONTRACT RATE/MONTH/CLEANER (C+D+E)	
	G.	Number of Required Cleaners	6
	H.	TOTAL CONTRACT RATE/MONTH (F x G)	
		TOTAL CONTRACT RATE/ YEAR (H x 12)	
4	No further instructions.		

Section VI. Schedule of Requirements

Contract Duration:

The contract for Janitorial Services shall be for a period of one (1) year, to commence on **01 March 2024 up to 28 February 2025** or for a twelve (12) month period. The MWSS RO shall have the option to renew the contract for another year, subject to a maximum of three (3) years in total.

<i>Schedule 1: March 1, 2024 to February 28, 2025;</i>	
<i>Requirement: Six (6) cleaners for deployment at the MWSS RO Premises.</i>	
Eight (8) hours/day for Six (6) days a week	No. of Cleaners
Third Floor (Office of the Chief Regulator and common areas)	One (1)
Third Floor (Administration and Legal Affairs and Common Areas)	One (1)
Second Floor (Financial Regulation and Common Areas)	One (1)
Second Floor (Technical Regulation and Common Areas)	One (1)
Ground Floor (Customer Service Regulation Area and Common Areas)	One (1)
Surrounding Grounds, Parking and Minor repairs (Team Leader-Admin Dept.)	One (1)
<i>Total</i>	6 (Six)

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.

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.

Technical Specifications

Item	Specification	Statement of Compliance
		<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</i></p>

		<i>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>
1	Provision of Janitorial Personnel, including the submission of Housekeeping Plan (See attached Annex “A” [Detailed Specifications], Item I)	
2	Provision of Cleaning Tools and Equipment (see attached Annex “A” [Detailed Specifications], Item II)	
3	Service Standards and Conditions (see attached Annex “A” [Detailed Specifications], Item III)	
4	General Conditions (see attached Annex “A” [Detailed Specifications], Item IV)	
5	Payment Terms (see attached Annex “A” [Detailed Specifications], Item V)	

I hereby verify to comply with all the above requirements.

Signature over printed name of the authorized representative

Company name

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 Schedule of Requirements; **and**
- ☐ (f) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (g) 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.
- ☐ (h) Housekeeping Plan.

Financial Documents

- ☐ (i) 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

- ☐ (j) 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

- ☐ (k) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (l) Original of duly signed and accomplished Price Schedule(s).

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

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

ANNEX “A”
DETAILED TECHNICAL SPECIFICATIONS

I. Provision of Janitorial Personnel, including submission of Housekeeping Plan

- A. The following Technical Requirements shall be added in evaluating the Technical Proposal of the bidder. Compliance of the bidder with the said additional technical requirements shall be determined using a “pass or fail” criteria, provided, however, that the BAC may require presentation of original documents or materials to support the bidder’s compliance with the given set of parameters during the post qualification.
- B. The Janitorial Service Provider (JSP) shall comply with the following:
1. The Contractor shall provide six (6) janitorial personnel.
 2. Submit Certificate of satisfactory performance of the JSP from at least three (3) clients other than the procuring entity within the past three (3) years;
 3. Submit Personal Data Sheets of at least Eight (8) qualified prospective cleaners where the MWSS RO shall select the needed Six (6) cleaners to be deployed with attached documents to support their minimum qualification, as follows;
 - 3.1 Duly signed commitment letter that he/she agrees to be deployed at the MWSS RO effective upon receipt of the Notice to Proceed (NTP), if the contract is awarded;
 - 3.2 Certificate of employment with at least two (2) years of work-related experience within the past five (5) years;
 - 3.3 Scholastic record of at least High School graduate;
 - 3.4 Medical Certificate of “Fit to Work”;
 - 3.5 Certificate of passing the required drug testing from a government accredited testing company;
 - 3.6 NBI or Police Clearance.
 4. Duly Notarized Affidavit of Compliance with the Labor Code of the Philippines and/or that the Contractor has never been adjudged liable in any labor case with the National Labor Relations Commission (NLRC);

II. Provision of Cleaning Tools and Equipment

- A. The JSP shall submit a duly signed commitment letter to provide the following brand new equipment, tools, supplies and materials to be assigned and made available for the MWSS RO from the date of NTP, if the contract is awarded;
1. Equipment and Tools for Cleaning:

Description	No. of units
1. Floor Polisher	2
2. Wet & Dry Vacuum Cleaner	2
3. Wet Floor Signs	6
4. Push Cart / Utility Cart	3
5. Garbage Hauler	4
6. Utility Ladder	2
7. And any other essential tools or equipment necessary in carrying-out the cleaning services	

2. Supplies and Materials:

ITEMS	
Ceiling brooms	Polisher Brush (cabo)
Cloth Dusters	Polisher Brush (Nylon)
Crystal Brite	Polishing Pad 16"
Dust Pans	Rubber Force Pump
Gas/Dust Masks	Scrubbing Pad 16"
Eye Goggles	Scrubbing Pad 20"
Garbage Bags	Soft Broom
Glass Squeegee	Spray Gun
Hand Brushes	Steel Wool
Hand Gloves	Stick Broom
Mop Handle (regular)	Stripping Pad 16"
Mop Handle (wide)	Stripper All Purpose
Plastic Pales	Toilet Brush
	Wax Stripper
And other items necessary in carrying out the services	

III. Service Standards and Conditions

Deployed janitorial personnel shall be professional, courteous and sensitive to the client's needs at all times. The expected service standards and conditions are as follows:

- A. Perform routine cleaning activities, minor maintenance repairs and related services to ensure a comfortable, healthy and safe working environment within the MWSS RO premises located at the corner of H. Ventura St. and Katipunan Road, Balara, Q.C.
- B. The JSP shall render the required janitorial services more particularly described as follows;

4. Daily Routine Operations

- 1.9 Sweeping, mopping and spot scrubbing of all floors and other areas as may be defined by the *MWSS RO*;
- 1.10 Dusting and cleaning of horizontal and vertical surfaces, glass tops, interior & exterior surfaces of glass windows, window edges, air vents, partitions and furniture and fixtures which require daily attention;
- 1.11 Cleaning of office equipment and trash receptacles;
- 1.12 Disposal of garbage and trash from the office to the Materials Recovery Facility (MRF) provided outside the building;
- 1.13 Moving/hauling of supplies, materials and equipment to and from designated locations in the MWSS RO premises;
- 1.14 Sweeping and cleaning of driveways, parking area, guard house, fences and other surrounding grounds, including the trimming and watering of plants;
- 1.15 Perform minor repair and maintenance activities, as instructed and supervised by the Building Maintenance Technician; and

- 1.16 Perform other functions, as may be determined by the *MWSS RO* not normally performed by regular employees related to the maintenance of a healthy, safe and comfortable office premises for the welfare of all *MWSS RO* talents, service providers and stakeholders transacting legitimate business with the *MWSS RO*.

5. Weekly Periodic Operations

- 2.7 General washing, scrubbing and polishing of all floors, hallways and stairways;
 2.8 General washing of all glass windows and doors;
 2.9 Cleaning/dusting of light fixtures suspended from the ceilings;
 2.10 Cleaning, dusting, polishing of all office furniture and fixtures and computers except those which require special care for their maintenance; and
 2.11 Removal of cobwebs and other dirt on walls and ceilings;
 2.12 Conduct weekly inspection of the specific area of assignment per Cleaner of the surroundings, interior/exterior walls, floors, nooks, ceilings, storage area, equipment, furniture, etc. to determine need for further cleaning and/or to spot signs of needed repairs.

6. Monthly Operations

- 3.4 General cleaning of all areas, including furniture and fixtures, as may be determined by the *MWSS RO*. Work standard shall be in accordance with *MWSS RO* specifications referred to in VIII. Standard Level of Service, subject to inspection and evaluation by the *MWSS RO*'s representative.
 3.5 Conduct general inspection of *MWSS RO* premises to evaluate and to spot specific areas that may need improvements in terms of cleanliness, maintenance or minor repairs; and
 3.6 Prepare and submit the Accomplishment and Status Reports.

C. Area Schedule and Assignment

Schedule: March 1, 2024 to February 28, 2025;	
Requirement: Six (6) cleaners for deployment at the <i>MWSS RO</i> Premises.	
Eight (8) hours/day for Six (6) days a week	No. of Cleaners
Third Floor (Office of the Chief Regulator and common areas)	One (1)
Third Floor (Administration and Legal Affairs and Common Areas)	One (1)
Second Floor (Financial Regulation and Common Areas)	One (1)
Second Floor (Technical Regulation and Common Areas)	One (1)
Ground Floor (Customer Service Regulation Area and Common Areas)	One (1)
Surrounding Grounds, Parking and Minor repairs (Team Leader-Admin Dept.)	One (1)
Total	6 (Six)

IV. General Conditions

- A. The JSP shall pay all wages, allowances, 13th month pay, service incentive, overtime pay or any monetary benefit due to each of the Cleaners through their respective Automatic Teller Machine (ATM) Bank Account;
- B. The JSP shall issue a corresponding pay slip to each Cleaners every pay day;
- C. The JSP shall deliver and or pick-up to and from the MWSS RO, Accomplishment Reports, Time cards & daily time records, payrolls, pay slips or any other document that needs the signature of concerned Cleaners, MWSS RO or the Contractor;
- D. The JSP shall refrain from utilizing the duty hours of Cleaners for purposes of reporting to the Home Office for any concerns. Otherwise, it shall require approval from MWSS RO;
- E. The JSP shall, on its account, provide at all times sufficient quantities of the above listed required service equipment, tools, supplies and materials, including personnel protective gears in carrying out the service;
- F. The JSP shall submit its Billing Statement for services rendered on a monthly basis not later than fifteen (15) calendar days from the end of each month with the attached duly accomplished required supporting documents, such as;
 - a. Billing Statement;
 - b. Monthly Accomplishment Reports;
 - c. Approved Time Cards and Daily Time Records;
 - d. Certified true copy of Payrolls;
 - e. Certified true copy of the proof of remittance to the ATM bank accounts of Cleaners;
 - f. Certified true copy of Pay Slips;
 - g. Certified true copy of the Proof of Remittance to concerned government agency and/or GOCCs (BIR/SSS/Pag-ibig/Philhealth) of the preceding month of billing;
 - h. Affidavit of Compliance with the Labor Laws of the Philippines; and
 - i. Any other documents that may be required by the MWSS RO.
- G. The JSP is required to provide a qualified reliever to cover any absences. Otherwise, a corresponding deduction in the monthly billing rate of the JSP shall be assessed;
- H. Cleaners to be deployed should not be related to anyone of the Officers and employees of the MWSS RO by consanguinity or affinity up to the third civil degree;
- I. The MWSS RO shall have the right to re-assign any of the cleaners to another area within the MWSS RO premises as the need arises;
- J. The JSP shall be required to replace any Cleaner whose work ethics and attitude does not conform with the desired standards of service, such as:
 - 1. Frequency of tardiness based on actual Daily Time Records;
 - 2. Frequency of absences with or without approved leave;
 - 3. Failure to wear prescribed uniform with ID;
 - 4. Failure to perform routine cleaning activities and to record into the prescribed checklist of activities performed;
 - 5. Disclosure or use of any information gathered in the conduct of cleaning services for any purpose it may serve without the consent of the MWSS RO management;

6. Involvement in any altercation, argument, internal issues or actions against any of the officers or employees of the MWSS RO;
7. Conduct unbecoming of a cleaning service provider;
8. Adherence to reasonable office rules;
9. Failure to wear protective gears when necessary;
10. Failure to follow safety precautionary measures.

K. The MWSS RO may opt to renew the contract subject to the assessment of the JSP's level of service in terms of these measures:

1. Consistency and Quality of Services - The level of service shall be monitored through the accomplishment of the prescribed Checklist of routine activities by each of the Cleaners, subject to the validation, inspection, acceptance and approval by the MWSS RO;
 - a. Daily Routine Report - checklist of assigned areas for cleaning on a daily basis per Cleaners/s;
 - b. Weekly Routine Report – checklist of assigned areas for cleaning on a weekly basis per Cleaners/s;
 - c. Monthly Routine Report – checklist of assigned areas for cleaning on a monthly basis per Cleaners/s;
 - d. Monthly Inventory Report and status of equipment, tools, supplies and materials;
 - e. Submission of a quarterly Inspection Status Report on the MWSS RO premises requiring repairs/maintenance and recommendations to improve the cleaning routines for the purpose of continually improving the level of cleanliness in the MWSS RO premises.
2. Availability and Responsiveness – This measure of service shall be determined in the following criteria:
 - a. Incidence of absences without available relievers;
 - b. Response time to deploy a reliever;
 - c. Sufficiency of required equipment and tools at any given time;
 - d. Response time to replace defective equipment.

V. Payment Terms

- A. The Financial Proposal shall contain specific breakdown of all costs pertaining to the compensation of the Cleaners to be deployed and the cost of providing the necessary service equipment, tools, materials, administrative, related taxes and margin/agency fee for the execution of the contract.
- B. The equivalent number of days per year as presented below shall be used in the computation of costs necessary to execute the contract:
- C. The MWSS RO considered the following computation of the equivalent number of days per year to ensure that the Bidder shall pay the cleaners during holidays and special days as provided in the HANDBOOK ON WORKERS' STATUTORY MONETARY BENEFITS 2022 Edition - Sec. E 2(b) *“For those who do not work and are not considered paid on Sundays or rest days.”*

COMPUTATION OF ESTIMATED EQUIVALENT NO. OF DAYS PER YEAR	6days a week for 8hrs duty
ORDINARY WORKING DAYS	296

COMPUTATION OF ESTIMATED EQUIVALENT NO. OF DAYS PER YEAR	6days a week for 8hrs duty
REGULAR HOLIDAYS CONSIDERED PAID EQUAL TO 12 DAYS + ACTUALLY WORKED EQUIVALENT TO 100%/DAY)	12
SPECIAL NON-WORKING DAYS CONSIDERED PAID + 30%/DAY, IF ACTUALLY WORKED.	6
Rest Days (Sundays)	0
TOTAL EQUIVALENT NO. OF DAYS/YEAR	314

D. Breakdown of Cost Component shall be presented in the prescribed format as follows:

PARTICULARS		Amount
	<i>Number of days worked per week</i>	<i>6</i>
	<i>Number of Hours duty per day</i>	<i>8</i>
	<i>Number of days per Year</i>	<i>314</i>
	New Daily Wage (DW)	P610.00
	COMPUTATIONS:	
	Average Pay Per Month	
	13th Month Pay	
	Service Incentive leave = 5 days with pay per year of service	
A.	TOTAL AMOUNT TO BE GIVEN DIRECTLY TO CLEANERS	
B.	SSS and EC Premium (based on 2023 table)	
	Philhealth Contribution (based on table)	
	Pag-Ibig Fund Contribution (based on table)	
	TOTAL AMOUNT TO BE REMITTED TO GOV'T IN FAVOR OF CLEANERS	
C.	TOTAL AMOUNT TO CLEANERS AND GOV'T. PER MONTH	
D.	PROVISION FOR AGENCY FEE (Margin + supply cost of uniforms, safety shoes, rain coats, eye goggles, gas mask, gloves, rain coats and other safety/protective gears).	
E.	12% VAT	
F.	CONTRACT RATE /MONTH/CLEANER (C+D+E)	
G.	Number of Required Cleaners	6

PARTICULARS		Amount
H.	TOTAL CONTRACT RATE /MONTH (F x G)	
	TOTAL CONTRACT RATE / YEAR (H x 12)	

Section IX. Bidding Forms

Bid Form

Date: _____
 Invitation to Bid³ N^o: _____

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedule (which shall include breakdown of total due to the Janitors and total due to the Government) attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited those which are itemized herein.

PARTICULARS		Amount
	<i>Number of days worked per week</i>	6
	<i>Number of Hours duty per day</i>	8
	<i>Number of days per Year</i>	314
	New Daily Wage (DW)	P610.00
	COMPUTATIONS:	
	Average Pay Per Month	
	13th Month Pay	
	Service Incentive leave = 5 days with pay per year of service	
A.	TOTAL AMOUNT TO BE GIVEN DIRECTLY TO CLEANERS (Please provide breakdown in the Price Schedule)	
B.	SSS and EC Premium (based on 2023 table)	
	Philhealth Contribution (based on table)	
	Pag-Ibig Fund Contribution (based on table)	
	TOTAL AMOUNT TO BE REMITTED TO GOV'T IN FAVOR OF CLEANERS (Please provide breakdown in the Price Schedule)	
C.	TOTAL AMOUNT TO CLEANERS AND GOV'T. PER MONTH (Item A + Item B)	

³ If ADB, JICA and WB funded projects, use IFB.

PARTICULARS		Amount
D.	PROVISION FOR AGENCY FEE (Margin + supply cost of uniforms, safety shoes, rain coats, eye goggles, gas mask, gloves, rain coats and other safety/protective gears).	
E.	12% VAT	
F.	CONTRACT RATE /MONTH/CLEANER (C+D+E)	
G.	Number of Required Cleaners	6
H.	TOTAL CONTRACT RATE /MONTH (F x G)	
	TOTAL BID AMOUNT (H x 12)	

Note: Salaries/wages, other benefits, and administrative and operating overhead shall be in accordance with the prevailing laws, rules and regulations.

If our Bid is accepted, we undertake:

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

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:⁴

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "None")		

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

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

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

⁴ Applicable only if the Funding Source is the ADB, JICA or WB.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

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

Dated this _____ day of _____ 20_____.

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

For Goods Offered From Within the Philippines

Name of Bidder _____. Invitation to Bid⁵ Number __. Page . of ____.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

⁵ If ADB, JICA and WB funded projects, use IFB.

Statement of all ongoing government and private contracts, including contracts awarded but not yet started, for the last three (3) years

Bidder's Name : _____
 Business Address : _____

Name of Contract / Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works/ Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								

Note: It is requested that this statement be supported with:

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

Bidder's Role Description:

1. Manufacturer
2. Supplier
3. Distributor

Submitted by:

Name and Signature of Authorize Representative

Position: _____

Date: _____

Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract, completed within three (3) years prior to the deadline for the submission and receipt of bids.

Bidder's Name : _____
 Business Address : _____

Name of Contract / Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: It is requested that this statement be supported with:

1. Contract
2. Certificate of Completion
3. Certificate of Acceptance

Bidder's Role Description:

1. Manufacturer
2. Supplier
3. Distributor

Submitted by:

Name and Signature of Authorize Representative

Position: _____

Date: _____

Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the ____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures in specified currency]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents 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;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB**

that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

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

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

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

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

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

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

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Bank Guarantee Form for Advance Payment

To: *[name and address of PROCURING ENTITY]*
 [name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause **Error! Reference source not found.** of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the “Supplier”) shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

BID SECURING DECLARATION FORM

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

X-----X

BID SECURING DECLARATION **Invitation to Bid:** *[Insert Reference number]*

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

I/We⁶, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

⁶ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

*[Insert NAME OF BIDDER'S AUTHORIZED
REPRESENTATIVE]*

[Insert Signatory's Legal Capacity]

Affiant

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

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

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

Doc. No. _____

Page No. _____

Book No. _____

Series of _____



