



BIDS AND AWARDS COMMITTEE

Supplemental/Bid Bulletin No.1

PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)
Bid Ref. No. DENR-CO-2020-029

This **Supplemental/Bid Bulletin No.1** is being issued to revise provisions/specifications in the Bidding Documents, to address queries/clarifications submitted for the aforementioned project:

A. Revision to provisions/specifications in the Bidding Documents:

FROM	TO
Section VI. SCHEDULE OF REQUIREMENTS	
Terms of Reference as of 04 November 2020 (per bidding documents posted last 05 November 2020)	Revised Terms of Reference as of 25 November 2020
Section VII. REVISED TECHNICAL SPECIFICATIONS	
Project Requirements	Project Requirements
PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) per Terms of Reference as of 28 October 2020	PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) per Terms of Reference as of 25 November 2020
Section VIII. REVISED CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS	
<p>ENVELOPE NO. 2 FINANCIAL DOCUMENTS Completed and signed Financial Bid Form. Bidder must use, accomplish and submit Bid Form (Annex VI); and Detailed Financial Breakdown (Annex VI-A).</p> <p>The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.</p> <p>Further, the sum of bid indicated in the Detailed Financial Breakdown per Annex VI-A must be equal to the signed and submitted Bid Form per Annex VI.</p>	<p>ENVELOPE NO. 2 FINANCIAL DOCUMENTS Completed and signed Financial Bid Form. Bidder must use, accomplish and submit the following:</p> <ol style="list-style-type: none"> a) Bid Form (Annex VI); b) Detailed Financial Breakdown (Revised Annex VI-A). c) Detailed Breakdown of Various Supplies and Equipment (Annex VI-B) <p>The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.</p> <p>Further, the sum of bid indicated in the Detailed Financial Breakdown per Revised Annex VI-A and Detailed Breakdown of Various Supplies and Equipment per Annex VI-B must be equal to the signed and submitted Bid Form per Annex VI.</p>

Section IX. Revised Prescribed/Sample Forms

Annex VI-A - DETAILED FINANCIAL BREAKDOWN	Revised Annex VI-A – REVISED DETAILED FINANCIAL BREAKDOWN
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B. Response to queries/clarification:	
Inquiry	Response
May we be clarified on the number of copies of Eligibility/Technical and Financial Proposal (Bid Documents) to be submitted on the Opening of Bids?	Per Clause No. 15 of the Instruction to Bidders, Each Bidder shall submit one copy (1) of the first and second components of its Bid.
Is it correct, per our understanding based on page 19 of the BDS that the submission of the Digital/scanned copy of the Eligibility, Technical, Financial and Post-qualification documents stored in Universal Serial Bus (USB) flash drive, will be on the Post-qualification stage of the bidding?	Yes.
For Post-Qualification requirements page 18, Bid Data Sheet, Item No. 2e, what is the cut-off or quarter period will you require us to submit for SSS Clearance? Our latest available clearance is 3 rd Quarter of 2020.	Bidder must submit the valid and latest clearance issued to the company.
On Page 56 of the Bidding Documents specifically Annex VI-A (page 1 and 2)-II and VI respectively, the Supplies/Materials/Equipment, can I clarify on the phrase “ free of charge ” and the number of required janitor/janitress should be 109 personnel, the required number of personnel based on issued TOR is 112.	Changes have been reflected in the Detailed Financial Breakdown as attached in the Supplemental/Bid Bulletin No. 1.
Is it allowed to offer Zero “0” or “-“ dash for item II Supplies/Materials/Equipment and also indicated on the Notation.	Yes. Specifying zero (0) or dash (-) in the items would mean that it is being offered for free to the Government, except those required by law or regulations to be provided for.
Correction the amount of the following on Annex VI-A page 1 of 2 (Quezon City): a) For Item No. 2-13 th month pay should be P14,006.75/12 b) For Item No. 5-Philhealth Premium Pay should be P245.12	Changes have been reflected in the Detailed Financial Breakdown as attached in the Supplemental/Bid Bulletin No. 1.
Correction on the amount of the following on Annex VI-A page 2 of 2 (Antipolo Rizal): a) The Daily Rate per day should be P373 for Item Nos. 6 and 9. b) Item No. 10-Employees Contribution, Philhealth Premium Pay under Circular No. 2019-0009 says that the minimum contribution for basic salary per month amounting to P10,000.00 and below is P350.00 for employee and employer share. That is P175.00 for employer share.	

On page 31 of the Terms of Reference specifically on Item No. 3g, if we will turn over the equipment and tools at the end of the contract to DENR in order to get the Certificate of Acceptance as basis for final payment?

As specified in the Terms of Reference, all equipment and tools must be turned over to GSD-BGMS with proper inventory and safekeeping prior to the issuance of certificate of acceptance as prerequisite for final payment.

Bidders are advised to use the following together with all other required documents for the submission of bids on **02 December 2020, 8:00 am**:

- I. **Section VI. Revised Schedule of Requirements (Terms of Reference as of 25 November 2020)**
- II. **Section VII. Revised Technical Specifications**
- III. **Annex VI-A Revised Detailed Financial Breakdown**
- IV. **Annex VI-B Detailed Financial Breakdown for Various Supplies and Equipment**

Also please use the **Revised Checklist of Technical and Financial Documents** as a guide/reference.

This Supplemental/Bid Bulletin No. 1 shall form part of the Bidding Documents. Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Issued this 25th day of November 2020 in Quezon City.

Approved by:

(sgd) **MARCIAL C. AMARO, JR., CESO III**
Assistant Secretary for Policy, Planning &
Foreign Assisted and Special Projects &
Chairperson, Bids and Awards Committee

Received by:

(SIGNATURE OVER PRINTED NAME & DATE)

NAME OF COMPANY

(PLEASE RETURN OR FAX THIS PAGE ONLY TO THE DENR BAC OFFICE @ 926-2675)

Section VI. Revised Schedule of Requirements

Instruction to Bidders: **Please fill up the form accordingly and sign the Bidder's Undertaking. Failure to conform will result in a rating of "FAILED".**

A. Revised Terms of Reference as of 25 November 2020

Department of Environment and Natural Resources (DENR)
Visayas Avenue, Diliman, Quezon City

**TERMS OF REFERENCE FOR
PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)
CY 2021**

Title of the Project : **PROCUREMENT OF ONE (1) YEAR
JANITORIAL SERVICES**

Project Location : **DENR Compound, Visayas Avenue,
Diliman, Quezon City, and other
DENR Building/Properties**

Approved Budget for the : **P 30,254,250.49**
Contract (ABC)

The DENR-Central Office is the head office of the DENR, the national government agency tasked to protect the environment and manage the natural resources of the Philippines. The DENR-Central Office (hereinafter referred to as "DENR") consists of 1,047 officials and employees who report to work every day. It has a six-storey main building and four annex buildings situated in a lot area of 57,480 square meters more or less.

The Department of Environment and Natural Resources (DENR), in its daily operations, needs to maintain order and cleanliness of its properties and facilities, ensuring an uninterrupted, economical, effective and efficient delivery of services to its clients. Hence, it is necessary for the department to engage the services of a duly qualified and eligible janitorial agency to provide the necessary assistance for the DENR Central Office Main Building, Annex Building, Employees Welfare Building, Secal Building, and the Bulwagan Ninoy, including the grounds and gardening.

Accordingly, the DENR hereby promulgates the following Terms of Reference (TOR) for the procurement of Janitorial Services for a period of **one (1) year (CY 2021)**.

1. Qualification of Prospective Bidders in addition to the minimum qualification set by RA 9184
 - a) At least two (2) years continuous experience in providing janitorial services for the past five (5) years;
 - b) Must submit a proposal on solid waste management plan in line with the implementation of DENR Environment Management System (EMS) Program pursuant to RA No. 9003 or the “Ecological Solid Waste Management Act”.
2. Obligations of the winning Janitorial Service Provider
 - a) Provide, assign and designate **one hundred twelve (112)** janitors/janitress on an 8-hour basis, six days a week, from Monday through Saturday excluding Holidays and Sundays (313 days/year) on a continuing service within the contract period;
 - b) Provide additional or reduce the number of janitors/janitress as may be directed by DENR through a written notice under the same terms, conditions and rate of compensation set forth in the contract of service;
 - c) Provide the janitors/janitress with identification cards and uniforms that will be used/worn at all times while performing their duties;
 - d) Deploy well-trained and thoroughly screened janitors/janitress in proper uniform, physically and mentally fit as supported by an updated medical certificate and valid NBI clearance;
 - e) Rotate, reassign, suspend, terminate or impose disciplinary measures on erring janitors/janitress based on the validated complaints submitted and upon written request of the Director Administrative Service. Replacement/movement/termination of assigned janitors/janitress should not be done or effected without prior written notice to the DENR at least thirty (30) days prior to the intended action of the Janitorial Agency, unless for justifiable or legal cause/s, which requires submission of a report of the action taken at least one (1) day after the incident;
 - f) Ensure the strict compliance of its workers with DENR rules and regulations; and avoid activities that disrupt the discharge of function (i.e. unnecessary use of gadgets, playing);
 - g) Responsible for any loss or damage to DENR property due to gross negligence or deliberate act of janitorial personnel, the amount of loss or damage shall be deducted from the bill;
 - h) Hold DENR free from any action or liability arising from any claims of janitors/janitress and other personnel employed by the Janitorial Agency for benefits under the Labor Code

of the Philippines. Any increase in wage, social security contributions, or any similar payments as may be imposed by law or competent authority shall be subject to the availability of savings and upon showing of actual payment made to their employees. There shall be no employer-employee relationship between DENR and the janitors/janitress and other personnel employed by the Janitorial Agency;

- i) Submit the agency's monthly performance/accomplishment report to the General Services Division (GSD) **on or before the 5th of the succeeding month**, and secure a "Certificate of Acceptance" as a prerequisite for payment;
- j) Provide supplies and equipment ahead of schedule following the Detailed Breakdown of Various Supplies and Equipment. These supplies and equipment shall be verified by the Materials Handling Section and recorded by the General Services Division - Building and Grounds Maintenance Section (GSD-BGMS) for inventory and monitoring. After the expiration of the contract, all undelivered and/or unused supplies and equipment shall be turned over to GSD-BGMS.
- k) Ensure the payment of wages on a regular schedule every 15th and 30th of each month and other benefits in accordance with the existing wage law and provisions of the Labor Code and their implementing rules and regulations;
- l) Submit on or before every 5th of the succeeding month proof of compliance with legal requirements on the payment of salaries, remittances and taxes. This will serve as a prerequisite for every billing period;
- m) Hold DENR free from any liability from acts of its janitors/janitress which cause damage of whatever nature to DENR employees and properties or to any third party and their properties;
- n) Ensure appropriate response to situations that require immediate assistance, in any form, to its employees during national emergency or crisis situations, without any additional cost to DENR;
- o) Maintain at all times the cleanliness/sanitation within the DENR premises, including gardening, plant propagation and plant/tree trimming, and shall fulfill other related tasks that may be assigned by the responsible officers of the DENR;
- p) Ensure that all supplies, materials and equipment provided to the DENR are environment friendly; and
- q) Abide by the rules and regulations being implemented under the Environmental Management System (EMS) of the Department and shall perform the tasks required under item 6.3 of this TOR.

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3. Obligations of DENR
- a) Process and effect payments of actual janitorial services rendered within fifteen (15) working days from receipt of the billing statement;
 - b) Monitor attendance, payment of salaries, remittances, and taxes to the government as required by law;
 - c) Conduct periodic inspection and require immediate replacement of defective janitorial equipment;
 - d) Conduct quarterly performance evaluation to assess the quality of work of individual janitors/janitress and the Janitorial Agency performance, and determine compliance with the terms and conditions of the contract;
 - e) Request for a replacement of any janitors/janitress in cases of unsatisfactory performance and/or other valid causes as determined by proper authority by notifying in writing the Janitorial Agency;
 - f) Terminate the contract in case of gross violation thereof by means of a written notice to the Agency at least thirty (30) calendar days prior to the date of such proposed termination; and
 - g) Through Building and Grounds Maintenance Section, General Services Division, check all equipment, tools, supplies and materials presented by the Janitorial Service Provider prior to the execution of the contract; conduct inventory and safekeeping of equipment and tools turned over by the Service Provider after the end of the contract, and subsequently issue the necessary Certificate of Acceptance as basis for final payment to the said Service Provider.
4. Minimum requirement of supplies, tools and equipment to be provided by the Janitorial Agency in carrying out the proposed janitorial services within the contract period:

PARTICULARS		MINIMUM REQUIREMENTS (QTY/UNIT)
A. EQUIPMENT		
1	16” Heavy Duty Floor Polisher	9 units
2	Wet and Dry Vacuum Cleaner	4 units
3	Hand Carried, Gas Fueled Bush Cutter	2 units
4	Rolling Bin	8 units
5	Lawn Mower	1 unit
6	Aluminum Ladder	
	a. Six (6) feet	3 units

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	b. Ten (10) feet	2 units
	c. Extension Ladder Thirty (30) feet (heavy duty)	2 units
7	Garden Bin	10 units
8	Garden Hose (50 meters each)	10 units
9	Push Cart (Steel 4'x 6'x 2)	4 units
10	Janitorial Cart (Rubber Wheel)	4 units
11	Pressure Washer with nozzle (heavy duty)	1 unit
12	Portable Pressure Washer	1 unit
13	Portable vacuum cleaner (for cleaning computers and other office equipment and furniture)	10 units
14	Three-arm Whirling Sprinkler	3 units
15	Mini Chainsaw 20" (heavy duty)	1 unit
B. CLEANING AND GARDENING TOOLS		
1	Trowel	14 pcs.
2	Shovel	10 pcs.
3	Rake	10 pcs.
4	Street Broom	30 pcs.
5	Wheelbarrow	4 units
6	Scaffolding including the plate	6 sets
7	Mop squeezer	10 units
8	Mop Handle	15 units
9	Segregate garbage bins (4 units per set)	10 sets
10	Bolo (heavy duty)	5 pcs.
11	Garden Scissor with extended handle	3 pcs.
12	Pick mattock	4 pcs.
13	Axe 4"x 24"	3 pcs.
C. MONTHLY SUPPLIES		
1	Liquid Wax	5 gallons
2	Air Freshener	40 tubes
3	Disinfectant (Lysol)	15 cans
4	Bleaching Agent (Blossom Fresh ColorSafe)	20 gallons
5	Bleaching Agent (Original 6 in 1)	20 gallons
5	Mop Head	25 pcs.
6	Deodorant cake	135 pcs.
7	Cleanser	15 kgs.
8	Tissue paper (2-ply)	500 pcs.
9	Garbage Bag (XXL)	10 packs (100pcs/pack)
10	Rags	50 bundles
11	Insecticide (Big)	30 tubes
12	Hand Spray	20 pcs.
13	Soft broom	50 pcs.
14	Powdered soap	30 kgs.
15	Scrubbing Pads	5 pcs.

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16	Carpet Shampoo	5 gallons
17	Glass Cleaner	5 gallons
18	All purpose cleaner	20 gallons
19	Air freshener Lemon	10 gallons
20	Fabric Conditioner	5 gallons
21	Liquid Hand Soap	10 gallons
22	Hand broom	25 pcs.
23	Black doormat	3 meters
24	Dust mop (36 inches)	2 pcs.
25	Glass wiper	4 pcs.
26	Furniture wax	3 gallons
D. SUPPLIES/MATERIALS (QUARTERLY)		
1	Push Brush	20 pcs.
2	Toilet Brush	35 pcs.
3	Dust Pan	45 pcs.
4	Ceiling Brush	5 pcs.
5	Stick Broom	10 pcs.
6	Door Mat	35 pcs.
7	Spatula w/handle 4"	5 pcs.
8	Waste Can (Medium Size)	25 pcs.
9	Hand Brush	35 pcs.
10	Water Pail	50 pcs.
11	Polishing Pad	10 pads
E. PERSONAL PROTECTIVE EQUIPMENT		
1	Hand Gloves	112 pairs/every 2 weeks
2	Face mask	112 pcs./daily
	Face Shield	112 pcs./every 2 weeks
3	Helmet (Gardeners)/Head Gear	15 pcs.

Note: The above particulars must be delivered and turned over to the General Services Division upon termination of contract for proper inventory and accounting. Delivery and turn over should also be coordinated with the Materials Handling Section for verification of these particulars.

5. Deployment of Janitors/Janitresses:

Area	No. of Janitors	Shift
Janitorial Services Supervisor	1	7:00am to 4:00pm
Assistant Supervisor	1	7:00am to 4:00pm
DENR Main Building	66	7:00am to 4:00pm
Annex/Hostel/Secal Bldg./UNDP/PEMSEA	11	7:00am to 4:00pm
Hostel	4	7:00am to 4:00pm
Bulwagan Ninoy	4	7:00am to 4:00pm

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Grounds/Surroundings	23	7:00am to 4:00pm
DENR Office at Manila Bay	1	7:00am to 4:00pm
DENR Warehouse, Boso-Boso, Antipolo	1	8:00am to 5:00pm
TOTAL NUMBER	112	

- Note:
1. List of area of deployment shall be provided to the winning bidder.
 2. Some may be required to report from 8:00am to 5:00pm or 9:00am to 6:00pm.
 3. The Janitorial Services Supervisor shall primarily coordinate and inspect all activities of janitors/janitresses, whereas the Assistant Supervisor shall assist in the coordination and inspection particularly with activities related to labor or grunt work.

6. Additional documentary requirements for post qualification purposes:



6.1. Company profile and track record highlighting the following information:

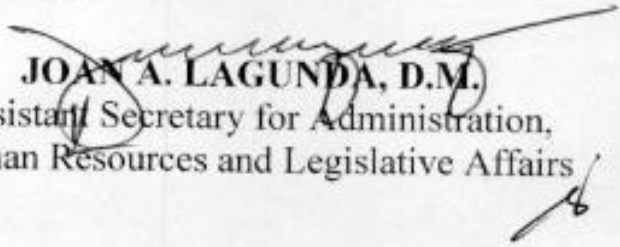
- 6.1.1. Name of clients
- 6.1.2. Number of years serving each client
- 6.1.3. Amount of contract and corresponding number of personnel deployed

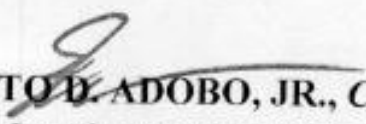
6.2. Continuing manpower development plan to enhance capability and upgrade skills of janitors/janitress, including but not limited to: personality development, good housekeeping, etc.

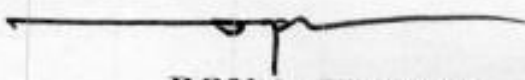
6.3. Solid waste management plan pursuant to R.A. No. 9003 or the “Ecological Solid Waste Management Act” including energy and resource conservation measures such as but not limited to:

- 6.3.1. Basic waste segregation, including submission of monthly reports.
- 6.3.2. Regular and periodic check-up of the building and utilities (e.g. lights and water) to avoid wastage and other circumstances.
- 6.3.3. Reporting leakages and wastage.


Prepared by: 
ENGR. GUILLERMO V. ESTIPONA, JR. **ROLANDO R. CASTRO**
OIC-Chief, General Services Division Director, Administrative Service

Reviewed by:

JOAN A. LAGUNDA, D.M.
Assistant Secretary for Administration,
Human Resources and Legislative Affairs

Recommending Approval:

ATTY. ERNESTO D. ADOBO, JR., CESO I
Undersecretary for Legal, Administration, Finance,
Human Resources and Information Systems

Approved by:

ROY A. CIMATU
Secretary

B. Other Requirements

1. Bidder has no overdue deliveries or unperformed services intended for DENR.
2. Bidder did not participate as a consultant in the preparation of the design or technical specification of the GOODS/SERVICES subject of the bid.

BIDDER'S UNDERTAKING

I/We, the undersigned bidder, having examined the Bidding Documents including Bid Bulletins, as applicable, hereby BID to (supply/deliver/perform/comply) the above Terms of Reference

I/We undertake, if our bid is accepted, to deliver the goods/services in accordance with the terms and conditions contained in the bid documents, including the posting of the required performance security within ten (10) calendar days from receipt of the Notice of Award.

Until a formal contract/order confirmation is prepared and signed, this Bid is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date

Section VII. Revised Schedule of Requirements

Technical Specifications

Instruction to Bidders:

Please fill up the form accordingly and sign the Bidder's Undertaking. Failure to conform will result in a rating of "FAILED".

Project Requirements	Bidder's Statement of Compliance
PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) per Terms of Reference as of 25 November 2020	

I hereby certify to comply with the above Technical Specifications.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date

*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 Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB a(ii) and/or GCC Clause (ii).

PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER

Revised Annex VI-A

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PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)

Bid Ref. No. DENR-CO-2020-029

Monthly Cost Distribution per Janitorial Services for the Department of Environment and Natural Resources-Central Office (DENR-CO)

DETAILED FINANCIAL BREAKDOWN

(The Sum of the Total Contract Amount must be equal to the Bid Form per Annex VI)

I. LABOR COST	Amount in Php
1. Basic Salary (537.00 x 313 days/12)	14,006.75
2. 13th Month Pay (14,006.75/12)	1,167.22
3. 5 Days Incentive Leave (537.00 x 5/12)	223.75
4. Legal Holiday Premium (537.00 x 12/12)	537.00
5. Employees Contribution	
SSS	1,120.00
Philhealth	245.12
PAG-IBIG FUND	100.00
ECC (Environmental Compliance Certificate)	10.00
TOTAL LABOR PER MONTH/JANITOR	17,409.84
II. SUPPLIES/MATERIALS/EQUIPMENT (Total Cost of Supplies/111 Janitor/Janitress/12 Months)	_____
III. ADMINISTRATIVE FEE (Not less than 10% of the total contract cost as per DOLE DO No. 18-A dated 14 November 2018)	_____
IV. 12% VAT	_____
Rate per Janitor/Janitress	_____
TOTAL CONTRACT AMOUNT (Rate per Janitor x 111 Janitors x 12 Months)	_____

Note: Please indicate **zero (0)** or **dash (-)** for items offered for free to the DENR, except those requirement by law or regulations to be provided for. Incomplete proposal shall be considered non-responsive and thus, automatically disqualified in accordance with Section 32.2.1(a) of the 2016 Revised IRR of RA 9184.

Name of Company (in print)

Signature of Company Authorized Representative

Name and Designation (in print)

Date

PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER

Revised Annex VI-A

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PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)

Bid Ref. No. DENR-CO-2020-029

Monthly Cost Distribution per Janitorial Services for the Department of Environment and Natural Resources-Sitio Kaysakat Brgy. San Jose Antipolo City, Rizal

DETAILED FINANCIAL BREAKDOWN

(The Sum of the Total Contract Amount must be equal to the Bid Form per Annex VI)

I. LABOR COST	Amount in PhP
1. Basic Salary (373.00 x 313 days/12)	9,729.08
2. 13th Month Pay (9,729.08/12)	810.76
3. 5 Days Incentive Leave (373.00 x 5/12)	155.42
4. Legal Holiday Premium (373.00 x 12/12)	373.00
5. Employees Contribution	
SSS	760.00
Philhealth	175.00
PAG-IBIG FUND	100.00
ECC (Environmental Compliance Certificate)	10.00
TOTAL LABOR PER MONTH/JANITOR	12,113.26
II. SUPPLIES/MATERIALS/EQUIPMENT	_____
<i>(Total Cost of Supplies/1 Janitor/Janitress/12 Months)</i>	
III. ADMINISTRATIVE FEE	_____
<i>(Not less than 10% of the total contract cost as per DOLE DO No. 18-A dated 14 November 2018)</i>	
IV. 12% VAT	_____
Rate per Janitor/Janitress	_____
TOTAL CONTRACT AMOUNT	_____
<i>(Rate per Janitor x 1 Janitors x 12 Months)</i>	

*Note: Please indicate **zero (0)** or **dash (-)** for items offered for free to the DENR, except those requirement by law or regulations to be provided for. Incomplete proposal shall be considered non-responsive and thus, automatically disqualified in accordance with Section 32.2.1(a) of the 2016 Revised IRR of RA 9184.*

Name of Company (in print)

Signature of Company Authorized Representative

Name and Designation (in print)

Date

PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER

Annex VI-B

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**PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)
Bid Ref. No. DENR-CO-2020-029**

DETAILED FINANCIAL BREAKDOWN FOR VARIOUS SUPPLIES AND EQUIPMENT

PARTICULARS		MINIMUM REQUIREMENTS		
		Qty.	Unit Price (PhP)	Total (PhP)
A. EQUIPMENT				
1	16" Heavy Duty Floor Polisher	9 units		
2	Wet and Dry Vacuum Cleaner	4 units		
3	Hand Carried, Gas Fueled Bush Cutter	2 units		
4	Rolling Bin	8 units		
5	Lawn Mower	1 unit		
6	Aluminum Ladder			
	1) Six (6) feet	3 units		
	2) Ten (10) feet	2 units		
	3) Extension Ladder Thirty (30) feet Heavy Duty	2 units		
7	Garden Bin	10 units		
8	Garden Hose (50 meters each) 1/2 inches	10 units		
9	Push Cart (Steel 4'x 6'x 2)	4 units		
10	Janitorial Cart (Rubber Wheel)	4 units		
11	Pressure Washer (heavy duty)	1 unit		
12	Portable Pressure Washer	1 unit		
13	Portable vacuum cleaner (for cleaning computers and other office equipment and furniture)	10 units		
14	Three-arm Whirling Sprinkler	3 units		
15	Mini-Chainsaw 20" (Heavy Duty)	1 unit		
SUB-TOTAL A:				

PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER

(page 2 of 4)

PARTICULARS		MINIMUM REQUIREMENTS			
		Qty.	Unit Price (PhP)	Total (PhP)	
B. CLEANING AND GARDEN TOOLS					
1	Trowel	14 pcs.			
2	Shovel	10 pcs.			
3	Rake	10 pcs.			
4	Street Broom	30 pcs.			
5	Wheel borrow	4 units			
6	Scaffolding including the plate.	6 sets			
7	Mop squeezer	10 units			
8	Mop Handle	15 units			
9	Segregate garbage bins	10 units			
10	Bolo	5 pcs.			
11	Garden Scissor with extended handle	3 pcs.			
12	Pick mattock	4 pcs.			
13	Axe 4" blade x 24" handle	3 pcs.			
Sub-Total B:					

PARTICULARS		MINIMUM REQUIREMENTS		
		Qty.	Unit Price (PhP)	Total (PhP) <i>(Qty. x Unit Price x 12 months)</i>
C. MONTHLY SUPPLIES				
1	Liquid Wax	3 gallons		
2	Air Freshener	35 tubes		
3	Disinfectant (Lysol)	15 cans		
4	Bleaching Agent (Bleaching Agent Fresh Color Safe)	20 gallons		
	Bleaching Agent (Original 6 in 1)	20 gallons		
5	Mop Head	25 pcs.		
6	Deodorant cake	135 pcs.		
7	Hand Soap	15 gallons		
8	Toilet paper (2-ply)	500 pcs.		
9	Garbage Bag (XXL)	10 packs (100 pcs/pack)		
10	Rags	50 bundles		
11	Insecticide (Big)	30 tubes		
12	Hand Spray	20 pcs.		
13	Soft broom	50 pcs.		
14	Powdered soap	30 kgs.		
15	Scrubbing Pads	5 pcs.		
16	Carpet Shampoo	5 gallons		
17	Glass Cleaner	5 gallons		
18	All-purpose cleaner	20 gallons		

PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER

(page 3 of 4)

19	Air freshener (Lemon Scent)	10 gallons		
20	Fabric Conditioner	5 gallons		
21	Liquid Hand Soap	10 gallons		
22	Hand broom	25 pcs.		
23	Black doormat	3 meters		
24	Dust mop (36 inches)	2 pcs.		
25	Glass wiper	4 pcs.		
26	Furniture wax	3 gallons		
SUB-TOTAL C:				

PARTICULARS	MINIMUM REQUIREMENTS		
	Qty.	Unit Price (PhP)	Total (PhP) <i>(Qty. x Unit Price x 4 quarters)</i>
D. SUPPLIES/MATERIALS (QUARTERLY)			
1	Push Brush	20 pcs.	
2	Toilet Brush	35 pcs.	
3	Dust Pan	45 pcs.	
4	Ceiling Brush	5 pcs.	
5	Stick Broom	10 pcs.	
6	Door Mat	35 pcs.	
7	Spatula w/handle 4"	5 pcs.	
8	Waste Can (Medium Size)	25 pcs.	
9	Hand Brush	35 pcs.	
10	Water Pail	50 pcs.	
11	Polishing Pad	10 pads	
SUB-TOTAL D:			

PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER

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PARTICULARS		MINIMUM REQUIREMENTS		
		Qty.	Unit Price (PhP)	Total (PhP)
E. PERSONAL PROTECTIVE EQUIPMENT				
1	Hand Gloves	112 pairs		
2	Face Mask (Disposable) 1 box-66 pcs	112 pcs		
3	Face Shield	112 pcs		
4	Helmet (Gardener)/Head Gear	15 pcs		
SUB-TOTAL E:				
GRAND TOTAL (A+B+C+D+E):				

Notes:

- 1) *The above particulars must be delivered and turned over to the General Services Division upon termination of contract for proper inventory and accounting. Delivery and turn over should also be coordinated with the Materials Handling Section for verification of these particulars.*
- 2) *Please indicate **zero (0) or dash (-)** for items offered for free to the DENR, except those requirement by law or regulations to be provided for. Incomplete proposal shall be considered non-responsive and thus, automatically disqualified in accordance with Section 32.2.1(a) of the 2016 Revised IRR of RA 9184.*

Name of Company (in print)

Signature of Company Authorized Representative

Name and Designation (in print)

Date

DENR BIDS AND AWARDS COMMITTEE
REVISED CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

Project: PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)

Bid Ref. No. Bid Ref. No. DENR-CO-2020-029

APPROVED BUDGET FOR THE CONTRACT: ₱30,254,250.49

ENVELOPE 1: TECHNICAL COMPONENT

CLASS "A" DOCUMENTS

A. LEGAL DOCUMENTS

- | | |
|--------------------------|---|
| <input type="checkbox"/> | (a) Valid and current Certificate of PhilGEPS Registration (Platinum Membership) issued to bidder; <i>[Note: The valid and current Certificate of Registration (Platinum Membership) shall reflect the updated eligibility documents. Should the Annex A of said Certificate reflects not updated documents, the bidder shall submit, together with the certificate certified true copies of the updated documents]</i> |
| | OR |
| <input type="checkbox"/> | (b) Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives or its equivalent document; and |
| <input type="checkbox"/> | (c) Copy of any of the following documents issued to bidder by the city or municipality where the principal place of business of the bidder is located or the equivalent document for Exclusive Economic Zones or Areas: <ul style="list-style-type: none"> a. Business/Mayor's Permit for 2020: or b. Application for Business/Mayor's Permit with attached Official Receipt (OR) of payment of Licensing and Regulatory fees and 2019 Business/Mayor's Permit. <p>Note: Expired Business/Mayor's permit with Official Receipt of renewal application shall be accepted. Valid and current Business/Mayor's permit is subject for submission after award of contract but before payment, pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.</p> <p style="text-align: center;">and</p> |
| <input type="checkbox"/> | (d) Current and valid Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); |

B. TECHNICAL DOCUMENTS

- | | |
|--------------------------|---|
| <input type="checkbox"/> | (e) Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (per Annex I); |
| <input type="checkbox"/> | (f) Statement of the Bidder's Single Largest Completed Contract (SLCC) of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC (per Annex I-A)

Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex I-A: <ul style="list-style-type: none"> i) Copy of End User's Acceptance; or ii) Copy of Official Receipt/s or Sales Invoice |

(g) Original Bid Security must be issued in favor of the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)** (must be valid for at least 120 calendar days from the date of bid opening); any one of the following forms:

Project ABC (P)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)	Bid Security: Surety Bond (5%) (P)	Original Bid Securing Declaration
30,254,250.49	605,085.01	1,512,712.52	No required Amount

1. Bid Securing Declaration per **Annex II**;
2. The Cashier's/Manager's Check shall be issued by a Local, Universal or Commercial Bank
3. The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Commercial Bank; or
4. Should bidder opt to submit a Surety Bond as Bid Security, the surety bond must be callable on demand and must be issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond. Together with the surety bond, a certification from Insurance Commission must be submitted by the bidder which must state that the surety or insurance company is specifically authorized to issue surety bonds.
5. For submission of Bank Draft/Guarantee or Irrevocable Letter of Credit or Surety Bond, the following must be stated/specified in the Bid Security pursuant to Section III, ITB Clause 18.5, to wit:

The following are the grounds for forfeiture of Bid Security

▪ **IF A BIDDER:**

- a) Withdraws its bid during the period of bid validity.
- b) Does not accept the correction of errors pursuant to Section 32.2.1 of the IRR of RA 9184.
- c) Fails to submit the Post Qualification requirements within the prescribed period or a finding against their veracity thereof.
- d) Submission of eligibility requirements containing false information or falsified documents.
- e) Submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding.
- f) Allowing the use of one's name, or using the name of another for purposes of public bidding.
- g) Withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid.
- h) Refusal or failure to post the required performance security within the prescribed time.
- i) Refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification.
- j) Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favor.
- k) Failure of the potential joint venture partners to enter into the joint venture after the bid is declared as successful.
- l) All other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.

▪ **IF THE SUCCESSFUL BIDDER:**

- a) fails to sign the contract in accordance with Section 40 of the Revised IRR of RA 9184; or
- b) fails to furnish performance security in accordance with Section 40 of the Revised IRR of RA 9184.

Note: Duly notarized or unnotarized Bid Securing Declaration shall be accepted pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.

(h) Conformity with **Sections VI. Revised Schedule of Requirements** and **Section VII. Revised Technical Specifications**, as included in the Supplemental/Bid Bulletin No. 1.

<input type="checkbox"/>	<p>(i) Original Omnibus Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form attached as Annex III with attached Proof of Authority of the bidder's authorized representative/s:</p> <p>i. FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE): Notarized or unnotarized Special Power of Attorney.</p> <p>ii. FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE: Notarized or unnotarized Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>Notes 1) <i>Should there be more than one (1) appointed authorized representatives, use the word "any of the following" or "OR", otherwise, all authorized representatives must sign/initial the bid submission.</i></p> <p>2) <i>Unnotarized documents shall be accepted pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.</i></p> <p>IN THE CASE OF UNINCORPORATED JOINT VENTURE: Each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p>
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C. FINANCIAL DOCUMENTS

<input type="checkbox"/>	<p>(j) Audited Financial Statements (AFS) for CY 2019 with stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2020;</p>
<input type="checkbox"/>	<p>(k) Net Financial Contracting Capacity (NFCC) computation, in accordance with ITB Clause 5.5, (per Annex IV).</p> <p>The NFCC computation must be equal to the ABC of this project. The detailed computation using the required formula must be provided.</p> <p>OR</p> <p>Original copy of Committed Line of Credit (CLC) per Annex IV-A issued by a Local Universal or Local Commercial Bank at least equal to ten percent (10%) of the ABC of this project.</p> <p>In case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and the Latest Audited Financial Statements.</p>

Class "B" Document: (For Joint Venture)

<input type="checkbox"/>	<p>If applicable, For Joint Ventures, Bidder to submit either:</p> <p>(i) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or</p> <p>(ii) Copy of Protocol/Undertaking of Agreement to Enter into Joint Venture (Annex V) signed by 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 and must be in accordance with Section 23.1 (b) of the IRR</p> <p>In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i)]</p> <p>(l) The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (per Annex V) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.</p>
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ENVELOPE 2: FINANCIAL DOCUMENTS

- Completed and signed Financial Bid Form. Bidder must use, accomplish and submit the following:
- a) Bid Form (Annex VI);
 - b) **Detailed Financial Breakdown (Revised Annex VI-A);**
 - c) **Detailed Breakdown of Various Supplies and Equipment (Annex VI-B)**

The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.

Further, the sum of bid indicated in the Detailed Financial Breakdown per Revised Annex VI-A and Detailed Breakdown of Various Supplies and Equipment per Annex VI-B must be equal to the signed and submitted Bid Form per Annex VI.

Note: In case of inconsistency between the Checklist of Requirements for Bidders and the provisions in the Instruction to Bidders/Bid Data Sheet, the Instruction to Bidders/Bid Data Sheet shall prevail.