

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**

Visayas Avenue, Diliman, Quezon City, 1128

**PROCUREMENT OF ONE (1) YEAR  
JANITORIAL SERVICES FOR THE  
DEPARTMENT OF ENVIRONMENT AND  
NATURAL RESOURCES-CENTRAL OFFICE  
(DENR-CO) FOR CY 2022**

**Bid Ref. No. DENR-CO-2021-042**

**Approved Budget for the Contract: ₱31,284,391.68**

**BIDS AND AWARDS COMMITTEE**

**November 2021**

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**

Visayas Avenue, Diliman, Quezon City, 1128

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## Glossary of Acronyms, Terms, and Abbreviations

<b>ABC</b>	: Approved Budget for the Contract.
<b>BAC</b>	: Bids and Awards Committee.
<b>Bid</b>	: 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 <i>Proposal</i> and <i>Tender</i> . (2016 revised IRR, Section 5[c])
<b>Bidder</b>	: 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])
<b>Bidding Documents</b>	: 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])
<b>BIR</b>	: Bureau of Internal Revenue.
<b>BSP</b>	: Bangko Sentral ng Pilipinas.
<b>Consulting Services</b>	: 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])
<b>CDA</b>	: Cooperative Development Authority.
<b>Contract</b>	: 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.
<b>CIF</b>	: Cost Insurance and Freight.
<b>CIP</b>	: Carriage and Insurance Paid.
<b>CPI</b>	: Consumer Price Index.
<b>DDP</b>	: Refers to the quoted price of the Goods, which means “delivered duty paid.”
<b>DTI</b>	: Department of Trade and Industry.
<b>EXW</b>	: Ex works.
<b>FCA</b>	: “Free Carrier” shipping point.
<b>FOB</b>	: “Free on Board” shipping point.
<b>Foreign-funded Procurement or Foreign-Assisted Project</b>	: 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]).
<b>Framework Agreement</b>	: 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***

**INVITATION TO BID****PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) FOR CY 2022****Bid Ref. No. DENR-CO-2021-042****Approved Budget for the Contract: ₱31,284,391.68**

1. The **Department of Environment and Natural Resources (DENR)** through the National Expenditure Program (NEP) for FY 2022 intends to apply the sum of **Pesos: Thirty-One Million Two Hundred Eighty-Four Thousand Three Hundred Ninety-One & 68/100 (31,284,391.68)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **Procurement of One (1) Year Janitorial Services for the DENR-co for CY 2022:**

Description	Qty.	Total ABC ₱ (VAT Inclusive)	Funding Source	Bid Security: Bid Securing Declaration OR Cash/Cashier's/ Manager's Check, Bank Draft/ Guarantee, Irrevocable Letter of Credit*equivalent to at least 2% of the ABC (₱)	Bid Security: Surety Bond** (5%)(₱)	Cost/Price of Bid Documents (cash payment only) (₱)
<i>Procurement of One (1) Year Janitorial Services for DENR-CO for CY 2022</i>	<i>1 lot</i>	<i>31,284,391.68</i>	<i>FY 2022 NEP</i>	<i>625,687.83</i>	<i>1,564,219.58</i>	<i>25,000.00</i>

\* **Only those issued and confirmed by a Local Universal or Local Commercial Bank**

\*\* **Must be callable upon demand issued by a Surety or Insurance Company duly certified by the Insurance Commission as authorized to issue such bond**

- Bids received in excess of the ABC shall automatically be rejected at Bid opening. Late bids shall not be accepted.
- DENR now invites Bids from eligible bidders for the **PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) FOR CY 2022** (hereinafter referred to as GOODS/SERVICES).
- Contract is for CY 2022 which shall commence from receipt of Notice to Proceed.
- A prospective Bidder must have completed within the last five (5) years a Single contract of similar nature amounting to at least fifty percent (50%) of the ABC.  
*Similar in nature shall mean "**Janitorial Services**".*
- Open competitive bidding procedures will be conducted using a non-discretionary "pass/fail" criterion as specified in the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) 9184, otherwise known as the "Government Procurement Reform Act". All particulars relative to this bidding including Eligibility Checking, Bid Security, Evaluation and Post-Qualification Procedures and Award of Contract shall be governed by R.A. 9184 and its Revised IRR.
- Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organization 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 5183.
- The Invitation to Bid and Bidding Documents may be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and DENR website at [www.denr.gov.ph](http://www.denr.gov.ph).



9. The complete set of Bidding Documents may be acquired by interested bidders upon payment of the corresponding fee as indicated above not later than the schedule of submission of bids. The Bidding Documents shall be received personally by the prospective Bidder or his duly authorized representative upon presentation of proper identification document.
10. The **Schedule of Bidding Activities** shall be as follows:

ACTIVITIES	TIME	VENUE/MODE
1. Sale and Issuance of Bid Documents	<b>9:00 AM to 4:00 PM only Mondays to Fridays Starting 04 November 2021</b>	BAC Secretariat c/o Dianne G. Ibias at BAC Secretariat Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
2. Orientation for Bidders on the Conduct of Online Conferences	<b>10 November 2021, (Wednesday) 10:00 AM</b>	Online via Google Meet Platform**
3. Pre-Bid Conference	<b>11 November 2021, (Thursday) 10:00 AM</b>	Online via Google Meet Platform**
4. Submission of Bid Documents	<b>25 November 2021, (Thursday) 8:30 AM</b>	BAC Secretariat Office, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
5. Opening of Bids	<b>25 November 2021, (Thursday) 10:30 AM</b>	Online via Google Meet Platform**

**\*\* Only two (2) pre-registered representatives per bidder shall be allowed to participate in the Google Meet videoconference.**

11. Prospective Bidders interested to join the Orientation for Bidders, Pre-Bid Conference and Bid Opening through Google Meet video conference may send request for the link to the [bac.co@denr.gov.ph](mailto:bac.co@denr.gov.ph) with the following information together with proof of identity of the attendee a day before the scheduled conference:

- a. Name of Project: \_\_\_\_\_
- b. Bid Reference No.: \_\_\_\_\_
- c. Activity: \_\_\_\_\_
- d. Company Name: \_\_\_\_\_
- e. Company Address: \_\_\_\_\_
- f. Name of Representative/s (maximum of 2 personnel only)
  - i) \_\_\_\_\_
  - ii) \_\_\_\_\_
- g. Email Address/es: \_\_\_\_\_
- h. Please list down inquiries/clarifications, if any:
  - i) \_\_\_\_\_
  - ii) \_\_\_\_\_
  - iii) \_\_\_\_\_
- i. Attach Scanned Copy or Photo of Identity

For the Pre-Bid Conference, bidders are encouraged to send their authorized technical representative/s or personnel who are familiar with the bid requirements and will prepare the documents for the bidder.



12. Interested bidders may obtain further information from the BAC Secretariat c/o Dianne G. Ibias from 9:00 AM to 4:00 PM only, Mondays to Fridays starting **04 November 2021** at Tel. No. (02) 8926-2675. However, any queries relative to the content of the bid documents and the project requirements can only be made not later than ten (10) calendar days prior to the Submission and Opening of Bids.
13. DENR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder/s.

(sgd.) **NORLITO A. ENERAN, LL. M., CESO III**  
Director, Legal Affairs Service &  
Vice Chairperson, Bids & Awards Committee  
Date: **03 November 2021**





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



## 1. Scope of Bid

The Procuring Entity, **Department of Environment and Natural Resources-Central Office**, wishes to receive Bids for the **PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) FOR CY 2022**, with identification number **DENR-CO-2021-042**.

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 **FY 2022** in the amount of Pesos: **Thirty-One Million Two Hundred Eighty-Four Thousand Three Hundred Ninety-One & 68/100 (Php31,284,391.68)**.

2.2. The source of funding is **NGA, 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. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;



- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an **SLCC that is at least one (1) contract similar to the Project** the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. **For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.**
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

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

The Procuring Entity has prescribed that **Subcontracting is not allowed**.

- 7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and through videoconferencing/webcasting as indicated in the **IB**.

## 9. Clarification and Amendment of Bidding Documents

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



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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **the last five (5) 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 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 e.
  - b. For Goods offered from abroad:



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

### 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 tradable 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 Declaration<sup>1</sup> 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 calendar days from the date of opening of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 15. Sealing and Marking of Bids

**Each Bidder shall submit one copy (1) of the first and second components of its Bid.**

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

All envelopes shall:

- (a) contain the name of the contract to be bid in capital letters;
- (b) bear the name and address of the Bidder in capital letters;
- (c) be addressed to the Procuring Entity's BAC;
- (d) bear the specific identification of this bidding process indicated in the 1.0; and
- (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, as specified in the IB.

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<sup>1</sup> 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.



TO	:	<b>THE BIDS AND AWARDS COMMITTEE</b>
		<b>DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES</b>
FROM	:	_____
		<i>(Name of Bidder in Capital Letters)</i>
ADDRESS:		_____
		<i>(Address of Bidder in Capital Letters)</i>
PROJECT:		_____
BID REF NO:		_____
		<i>(In Capital Letters, Indicate the Phrase):</i>
"DO NOT OPEN BEFORE:		_____

**16. Deadline for Submission of Bids**

16.1. The Bidders shall submit on the specified date and time and either at its physical address as indicated in 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 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 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 15 shall be submitted for each lot or item separately.

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



19.4. The Project shall be awarded as follows:

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

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

## 20. Post-Qualification

20.1. 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/Single 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***





# Bid Data Sheet

ITB Clause												
5.3	For this purpose, contracts similar to the Project shall be: <ol style="list-style-type: none"> <li>a. <b>“Janitorial Services”</b>; and</li> <li>b. Completed <b>within the last five (5) years</b> prior to the deadline for the submission and receipt of bids.</li> </ol>											
7.1	<i>Subcontracting is not allowed.</i>											
12	The price of the Goods shall be quoted DDP <i>Philippines</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.											
14.1	The bid security shall be in any of the following forms issued <b>in favor of the Department of Environment and Natural Resources (DENR)</b> : <table border="1" data-bbox="323 813 1406 992"> <thead> <tr> <th data-bbox="323 813 555 913">Project ABC (P)</th> <th data-bbox="555 813 911 913">Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)</th> <th data-bbox="911 813 1142 913">Bid Security: Surety Bond (5%) (P)</th> <th data-bbox="1142 813 1406 913">Bid Securing Declaration</th> </tr> </thead> <tbody> <tr> <td data-bbox="323 913 555 992">31,284,391.68</td> <td data-bbox="555 913 911 992">625,687.83</td> <td data-bbox="911 913 1142 992">1,564,219.58</td> <td data-bbox="1142 913 1406 992">No required Amount</td> </tr> </tbody> </table>				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)	Bid Securing Declaration	31,284,391.68	625,687.83	1,564,219.58	No required Amount
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)	Bid Securing Declaration									
31,284,391.68	625,687.83	1,564,219.58	No required Amount									
19.3	<i>Project will be awarded in one (1) lot.</i>											
20.2	<p><b>Post Qualification:</b> Within a non-extendible period of <b>five (5) calendar days</b> from receipt by the supplier of the Notice from the BAC that the supplier has the Single/Lowest Calculated Bid (S/LCB), the Supplier shall submit and/or present the following requirements for post qualification:</p> <p><b>1. For Eligibility Documents:</b></p> <p>A. In case bidder submitted its <b>Certificate of PhilGEPS Registration (Platinum Membership)</b> during the bid submission, present original copy and submit certified true copy of the following Class “A” eligibility documents:</p> <ol style="list-style-type: none"> <li>a) Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;</li> <li>b) Valid and current Business/Mayor’s Permit 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;</li> <li>c) Current and valid Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);</li> <li>d) Audited Financial Statements (AFS) for CY 2020 with stamp “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2021;</li> </ol> <p>B. In case the bidder submitted the Class “A” eligibility documents during the bid submission, present original copies of the same and submit copy of the <b>Certificate of PhilGEPS Registration</b></p>											



**(Platinum Membership).**

***(In case of Joint Venture between local companies, both partners must present/submit the Class "A" eligibility documents. In case of foreign partner, item "1.A.i" is not applicable, but must submit any equivalent document.)***

**2. Present original copy and submit certified true copy of the following:**

- a) 2020 Annual Income Tax Return and Latest Income Tax Returns per Revenue Regulations 3-2005; *Tax returns filed through the Electronic Filing and Payments System (EFPS). The latest income and business tax returns are those within the last six months preceding the date of bid submission (including copy of VAT returns and corresponding payments for the last 6 months):*
- b) POs or Contracts for all Ongoing Contracts as listed per submitted Annex I with corresponding contact details (contact person, contact number & e-mail address);
- c) Copy/ies of POs, Contract/s or any equivalent document to prove at least two (2) years of continuous experience in providing janitorial services for the past five (5) years.
- d) Certificate of Performance Evaluation (**Annex VII**) or equivalent document with a rating of at least Satisfactory issued by the Largest Contract/s Client/s of the bidder per submitted Annex I-A. The certification/document must indicate that the evaluation was based on the bidder's performance on timely delivery, compliance to specifications, warranty and after sales service.
- e) Valid and current SSS Clearance or Latest Quarter Premium Remittances and DOLE Clearance/Certificate of No Pending Case or Undertaking to present original and submit certified true copy of a valid and current SSS Clearance or latest quarter premium remittances and DOLE Clearance if declared as Lowest/Single Calculated and Responsive Bid (L/SCRB) per **Annex VIII**.

***(In case of Joint Venture between local companies, both partners must present/submit above item a. In case of foreign partner, must present/submit Corporate Financial Statement or Annual Report)***

**3. Submit original copy of the following:**

- a) Company Profile (per **Annex IX**). Company printed brochure may be included.
- b) Vicinity map/location of the business.
- c) Solid Waste Management Plan proposal pursuant to R.A. No. 9003 or the "Ecological Solid Waste Management Act".

***(In case of Joint Venture, both partners must present/submit items a and b)***

**4. Present original copy of the End-User's Acceptance or Official Receipt/Sales Invoice relative to Single Largest Completed Contract per submitted Annex I-A.**

**5. Submit certified true copies of the Eligibility, Technical and Financial Documents in two (2) sets, marked as "COPY 1" and "COPY 2"**



	<p><b>6. Submit digital/scanned copy of the Eligibility, Technical, Financial and Post-qualification documents stored in Universal Serial Bus (USB) flash drive.</b></p> <p>Failure of the supplier, declared as Single/Lowest Calculated Bid (S/LCB), to duly submit the above requirements or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualify the Supplier for award.</p>
21.2	Within ten (10) calendar days from receipt of Notice of Award, successful Bidder shall post the required performance security, sign and date the contract and return it to DENR.



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



## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

## 3. Performance Security

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

## 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

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.



6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

**6. Liability of the Supplier**

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

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



## ***Section V. Special Conditions of Contract***



## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b>                      For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered <i>in the Philippines</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p><b>ENGR. GUILLERMO V. ESTIPONA, JR.</b>                      OIC Chief                      General Services Division                      Department of Environment and Natural Resources                      Tel. No.: (02) 248-3367 loc 1041</p> <p><b>Incidental Services –</b>                      The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>



**Packaging –**

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

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

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

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

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

**Transportation –**

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

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



	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b> The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	Payment shall be made upon submission of complete documentary requirements in accordance with prevailing accounting and auditing rules and regulations.
4	Applicable inspection and testing shall be conducted by the Inspection and Pre-Acceptance Committee of the Department.



## ***Section VI. Schedule of Requirements***

**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER**

(page 1 of 7)

**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.. TERMS OF REFERENCE as of 03 November 2021****THE PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)**

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** from the issuance of the Notice to Proceed.

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) 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 DENR;
  - b) Provide, assign and designate **one hundred fourteen (114)** janitors/janitress, which includes **one (1) Supervisor**, 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. The Supervisor of the janitors/janitress shall receive instructions from responsible officers of DENR (Director for Administrative Service and Chief, General Services Division) on the general implementation of the terms and conditions of the Contract;
  - c) 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;
  - d) Provide the janitors/janitress with identification cards and uniforms that shall be used/worn at all times while performing their duties;
  - e) Deploy well-trained and thoroughly screened janitors/janitress, physically and mentally fit as supported by an updated medical certificate and valid NBI clearance;

Terms of Reference: Janitorial Services Page 1 of 6

**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER****(page 2 of 7)**

- f) 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;
- g) Ensure strict compliance of its workers with DENR rules and regulations--particularly those being implemented under the Environmental Management System (EMS)--and avoid activities that disrupt the discharge of function (i.e. unnecessary use of gadgets, playing);
- h) 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;
- i) 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;
- j) Provide brand new equipment, tools and cleaning supplies specified in the Terms of Reference delivered in accordance with the specified delivery dates. Prior to the execution of the contract, all equipment, tools and supplies shall be presented to the General Services Division (GSD) for inventory and monitoring purposes. Any unconsumed supplies within the specified period shall be surrendered to GSD;
- 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 the 5th of the succeeding month** proof of compliance with legal requirements on the payment of salaries, remittances and taxes, as well as the agency's monthly performance/accomplishment report, and secure a "Certificate of Acceptance of Supplies and Services". These documents shall serve as a prerequisite for payment 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;

**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER****(page 3 of 7)**

- o) Provide additional response and/or services within capacity during emergencies or crisis situation (i.e. disinfection during pandemic, marshalling during earthquakes);
- p) Subject its employees to health and safety protocols, including COVID-19 prevention and control measures, as required by the Government or the Agency (i.e. DOLE Labor Advisory 18, s.2020);
- q) Ensure that all supplies, materials and equipment provided to the DENR are environment friendly.
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) The General Services Division shall check all equipment, tools and supplies presented by the Service Provider prior to the execution of the contract; conduct inventory and safekeeping of equipment, tools and supplies according to specified delivery date/s, and subsequently issue the necessary “Certificate of Acceptance of Supplies and Services” rendered as basis for payment.
4. Minimum requirement of brand new equipment, supplies and tools to carry out the proposed janitorial services *within the contract period in accordance with the specified delivery terms:*

PARTICULARS		QTY/UNIT
<b>A. EQUIPMENT (START OF CONTRACT)</b>		
1	16” Heavy Duty Floor Polisher	9 units
2	Wet and Dry Vacuum Cleaner	6 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
	b. Ten (10) feet	2 units
	c. Extension Ladder Thirty (30) feet (heavy duty)	2 units

Terms of Reference: Janitorial Services Page 3 of 6

**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER**

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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
<b>B. CLEANING AND GARDENING TOOLS (START OF CONTRACT)</b>		
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.
<b>C. MONTHLY SUPPLIES</b>		
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
6	Mop Head	25 pcs.
7	Deodorant cake	135 pcs.
8	Muriatic Acid	24 gallons.
9	Tissue paper (2-ply)	500 pcs.
10	Garbage Bag (XXL) (100pcs/pack)	10 packs
11	Rags	50 bundles
12	Insecticide (Big)	30 tubes
13	Hand Spray	20 pcs.
14	Soft broom	50 pcs.
15	Powdered soap	30 kgs.
16	Scrubbing Pads	5 pcs.
17	Carpet Shampoo	5 gallons
18	Glass Cleaner	5 gallons
19	All purpose cleaner	20 gallons
20	Air freshener Lemon	10 gallons
21	Fabric Conditioner	5 gallons
22	Liquid Hand Soap	10 gallons
23	Hand broom	25 pcs.
24	Black doormat	3 meters
25	Dust mop (36 inches)	2 pcs.
26	Glass wiper	4 pcs.

Terms of Reference: Janitorial Services Page 4 of 6

**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER**

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27	Furniture wax	3 gallons
<b>D. SUPPLIES/MATERIALS (QUARTERLY)</b>		
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
<b>E. PERSONAL PROTECTIVE EQUIPMENT (START OF CONTRACT)</b>		
1	Hand Gloves	114 pairs
2	Face mask (cloth)	114 pcs.
3	Face Shield (Heavy Duty)	114 pcs.
4	Personal Protective Gown	114 pcs.
5	Helmet (Gardeners)/Head Gear	10 pcs.
6	Safety Shoes (Light duty)	10 pairs

Note: Items in Section B, C, D and E shall be turned over to GSD for safekeeping in accordance with the specified delivery date.

## 5. Deployment of Janitors/Janitress:

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	68	7:00am to 4:00pm
Annex/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
Grounds and Gardening	25	7:00am to 4:00pm
<b>TOTAL NUMBER</b>	<b>114</b>	

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.

## 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:

Terms of Reference: Janitorial Services Page 5 of 6

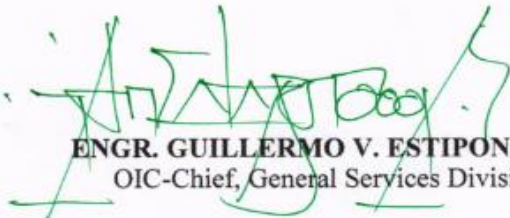




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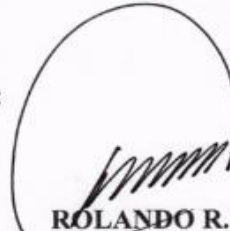
(page 6 of 7)

- 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.



**ENGR. GUILLERMO V. ESTIPONA, JR.**  
OIC-Chief, General Services Division

Prepared by:




**ROLANDO R. CASTRO**  
Director, Administrative Service

Reviewed by:

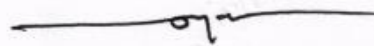
**RUTH M. TAWANTAWAN, CESO III**  
Assistant Secretary for  
Administration and Human Resources

Recommending Approval:



**ATTY. ERNESTO D. ADOBO, JR., CESO I**  
Undersecretary for Legal, Administration,  
Human Resources and Legislative Affairs

Approved by:



**ROY A. CIMATU**  
Secretary





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**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. Technical Specifications***



**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER**

(page 1 of 1)

**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
<p align="center"><b>PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES- CENTRAL OFFICE (DENR-CO) For CY 2022</b></p>	

***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 (iii).



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

**DENR BIDS AND AWARDS COMMITTEE****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) FOR CY 2022

**Bid Ref. No.** Bid Ref. No. DENR-CO-2021-042

**APPROVED BUDGET FOR THE CONTRACT: P31,284,391.68**

**ENVELOPE 1: TECHNICAL COMPONENT****CLASS "A" DOCUMENTS****A. LEGAL DOCUMENTS**

- (a) Valid and current **Certificate of PhilGEPS Registration (Platinum Membership)** issued to bidder;  
*[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]*

**OR**

- (b) Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives or its equivalent document; **and**

- (c) Valid and current Business/Mayor's Permit 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:

**and**

- (d) Valid and current Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);

**B. TECHNICAL DOCUMENTS**

- (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**);

- (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**)

***Similar in nature shall mean "Janitorial Services".***

Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex I-A:

- i) Copy of End User's Acceptance; or
- ii) Copy of Official Receipt/s or Sales Invoice or Collection Receipt/s



- (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
31,284,391.68	625,687.83	1,564,219.58	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.**





<input type="checkbox"/>	<p>(h) Conformity with Schedule of Requirements and Technical Specifications, as enumerated and specified in <b>Sections VI and VII</b> of the Bidding Documents.</p>
<input type="checkbox"/>	<p>(i) Original <b>Omnibus Sworn statement</b> in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form attached as <b>Annex III</b> with attached <b><u>Proof of Authority of the bidder's authorized representative/s:</u></b></p> <p>i. <b>FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE):</b> Notarized or unnotarized Special Power of Attorney.</p> <p>ii. <b>FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE:</b> Notarized or unnotarized Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p><i>Notes: 1) 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><i>2) Unnotarized documents shall be accepted pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.</i></p> <p><b>IN THE CASE OF UNINCORPORATED JOINT VENTURE:</b> Each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p>
<p><b>C. FINANCIAL DOCUMENTS</b></p>	
<input type="checkbox"/>	<p>(j) Audited Financial Statements (AFS) for CY 2020 with stamp "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2021;</p>
<input type="checkbox"/>	<p>(k) Net Financial Contracting Capacity (NFCC) computation, in accordance with ITB Clause 5.5, (per <b>Annex IV</b>).</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><b>OR</b></p> <p>Original copy of Committed Line of Credit (CLC) per <b>Annex IV-A</b> issued by a Local Universal or Local Commercial Bank at least equal to ten percent (10%) of the ABC of this project.</p> <p><b><u>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.</u></b></p>
<p style="text-align: center;"><b>Class "B" Document: (For Joint Venture)</b></p>	
<input type="checkbox"/>	<p><b>If applicable, For Joint Ventures, Bidder to submit either:</b></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 (<b>Annex V</b>) 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) <b><u>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.</u></b></p>



**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 (Annex VI-A); and**
- c) **Detailed Breakdown of Various Supplies and Equipment ( B)**

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

Further, the bid indicated in the Detailed Financial Breakdown per **Annex VI-A** 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.**



## ***Section IX. Prescribed/Sample Forms***



**Annex I**

**(Bidder's Company Letterhead)**

**PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) FOR CY 2022  
Bid Ref. No. DENR-CO-2021-042  
Approved Budget for the Contract – ₱31,284,391.68**

**Statement of All Ongoing Government and Private Contracts, including contracts awarded but not yet started, if any, within the Last Three (3) Years**

NAME OF CLIENT	NAME OF THE CONTRACT	DATE AND STATUS OF THE CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACTS	DATE OF DELIVERY	PURCHASE ORDER NUMBER/S OR DATE OF CONTRACT/S

**CERTIFIED CORRECT:**

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**



**Annex I-A**

**(Bidder’s Company Letterhead)**

**PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) FOR CY 2022  
Bid Ref. No. DENR-CO-2021-042  
Approved Budget for the Contract – ₱31,284,391.68**

**Statement of Single Largest Completed Contract of Similar Nature within the Last Five (5) Years from date of submission and receipt of bids**

Single completed contract of similar nature amounting to at least fifty percent (50%) of the ABC;

NAME OF CLIENT	NAME OF THE CONTRACT	DATE OF THE CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	DATE OF DELIVERY	SALES INVOICE/OFFICIAL RECEIPT NO./COLLECTION RECEIPT NO.& DATE OR END USER’S ACCEPTANCE DATE <b>(Please attach)</b>

**CERTIFIED CORRECT:**

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**



**Annex II**

**PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) FOR CY 2022  
Bid Ref. No. DENR-CO-2021-042  
Approved Budget for the Contract – ₱31,284,391.68**

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

**BID-SECURING DECLARATION**

**To: DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)**

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
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<sup>1</sup>, 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 the 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 as the bidder with the Single/Lowest Calculated and 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].

*[Insert NAME OF BIDDER'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**[Jurat]**

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

**Annex III**

(Page 1 of 2)

**PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) FOR CY 2022**  
**Bid Ref. No. DENR-CO-2021-042**

Approved Budget for the Contract – ₱31,284,391.68

**Omnibus Sworn Statement**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 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;



**Annex III**

(Page 2 of 2)

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 following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [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 following 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 3154 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'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant

**[Jurat]**

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

**Annex IV****(Bidder's Company Letterhead)**

**PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) FOR CY 2022**

**Bid Ref. No. DENR-CO-2021-042**

**Approved Budget for the Contract – ₱31,284,391.68**

**CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY**  
**(Please show figures at how you arrived at the NFCC)**

Our **Net Financial Contracting Capacity (NFCC)** which is at least equal to the total ceiling price we are bidding is computed as follows:

<b>CA</b>	=	Current Assets	₱
<b>LESS</b>			-
<b>CL</b>	=	Current Liabilities	₱
<b>Sub-total 1</b>			₱
			X 15
<b>Sub-total 2</b>			₱
<b>LESS</b>			-
<b>C</b>	=	Value of all outstanding or uncompleted portions of the project under on-going contracts, including awarded contracts yet to be started coinciding with the contract for this Project	₱
<b>NET FINANCIAL CONTRACTING CAPACITY</b>			<b>₱</b>

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Position / Date**

**Notes:**

- 1) *The phrase "the values of the bidder's Current Assets and Current Liabilities" refers to the values of the current assets and liabilities reflected in the submitted Annual Income Tax Return and Audited Financial Statements filed through BIR's Electronic Filing and Payment System (eFPS).*
- 2) *The value of all outstanding or uncompleted contracts refers to those listed in Annex I*
- 3) *The detailed computation using the required formula must be shown as provided above.*
- 4) *The NFCC computation must at least be equal to the sum of ABC of the project.*





**Annex IV-A**

Sample Form

**(BANK'S LETTERHEAD)**

(Name of Bank)

**COMMITTED LINE OF CREDIT CERTIFICATE**

Date: \_\_\_\_\_

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**

DENR Main Building, DENR Compound  
Visayas Avenue, Diliman, Quezon City

Contract/Project	:	_____
Company/Firm	:	_____
Address	:	_____
Bank/Financing Institution	:	_____
Address	:	_____
Amount	:	_____

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned Contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award and such line of credit shall be maintained until issuance of Certificate of Acceptance of DENR authorized representative/s.

This Certification is being issued in favor of said (Supplier/Distributor/Manufacturer/Contractor) in connection with the bidding requirement of the Department of Environment and Natural Resources for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

This committed line of credit cannot be terminated or cancelled without the prior written approval of the Department of Environment and Natural Resources.

\_\_\_\_\_  
Name and Signature of Authorized Financing Institution Office

\_\_\_\_\_  
Official Designation

**Concurred by:**

\_\_\_\_\_  
Name and Signature of (Supplier/Distributor/Manufacturer/Contractor's) Authorized Representative

\_\_\_\_\_  
Official Designation

***[Jurat]***

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



**Annex V**  
(Page 1 of 2)

**PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) FOR CY 2022**  
**Bid Ref. No. DENR-CO-2021-042**  
**Approved Budget for the Contract – ₱31,284,391.68**

**PROTOCOL/UNDERTAKING OF AGREEMENT TO ENTER INTO JOINT VENTURE**

This **PROTOCOL/UNDERTAKING OF AGREEMENT TO ENTER INTO JOINT VENTURE**, executed by:..... a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at ....., represented herein by its ....., hereinafter referred to as “.....”;  
-and-

..... a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at ....., represented herein by its ....., hereinafter referred to as “.....”;

For submission to the **Bids and Awards Committee** of the **Department of Environment and Natural Resources**, pursuant to **Section 23.1 (b)** of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

WITNESSETH That:

WHEREAS, the Parties desire to participate as a joint venture in the public bidding that will be conducted by the **Department of Environment and Natural Resources** pursuant to Republic Act No. 9184 and its implementing rules and regulations, with the following particulars:

Bid Reference No.	
Name/Title of Procurement Project	
Approved Budget for the Contract	

NOW THEREFORE, in consideration of the foregoing, the Parties undertake to enter into a **JOINT VENTURE** and sign a **Joint Venture Agreement** relative to their joint cooperation for this bid project, in the event that their bid is successful, furnishing the **DENR BAC** a duly signed and notarized copy thereof within **ten (10) calendar days** from receipt of Notice from the BAC that our bid has the lowest calculated responsive bid or highest rated responsive bid (as the case may be).



**Annex V**  
**(Page 2 of 2)**

For purposes of this bid project, and unless modified by the terms of the Joint Venture Agreement, the following party shall be the authorized representative of the JV:

JV Partner (Name of Company):

\_\_\_\_\_  
Authorized Representative of the JV Partner: (Per attached Secretary's Certificate)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Designation

That furthermore, the parties agree to be bound jointly and severally under the said Joint Venture Agreement;

THAT Finally, failure on our part of enter into the Joint Venture and/or sign the Joint Venture Agreement for any reason after the Notice of Award has been issued by shall be a ground for non-issuance by DENR of the Notice to Proceed, forfeiture of our bid security and such other administrative and/or civil liabilities as may be imposed by DENR under the provisions of R.A. 9184 and its Revised IRR, without any liability on the part of DENR.

This Undertaking shall form an integral part of our Eligibility documents for the above-cited project.

IN WITNESS WHEREOF, the parties have signed this Protocol/Undertaking on the date first above-written.

\_\_\_\_\_  
JV Partner 1's Representative/Authorized Signatory

\_\_\_\_\_  
JV Partner 2's Representative/Authorized Signatory

***[Jurat]***

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

**Annex VI**

(page 1 of 2)

**PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-  
CENTRAL OFFICE (DENR-CO) FOR CY 2022  
Bid Ref. No. DENR-CO-2021-042**

Approved Budget for the Contract – ₱31,284,391.68

**Bid Form**

To: **DENR Bids and Awards Committee**  
**DENR-Central Office**  
DENR Main Building, DENR Compound,  
Visayas Avenue, Diliman, Quezon City

Gentlemen and/or Ladies:

I/We, having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin, *if any*, the receipt of which is hereby acknowledge, I/We, the undersigned offer to *supply/deliver/perform the following* in conformity with the said PBDs for the sum specified in the table below or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this bid. The total bid price includes the cost of all applicable taxes, which are itemized herein or in the Price Schedules.

Description	Qty./Unit	Financial Bid (₱)
One (1) Year Janitorial Services for the DENR for CY 2022	1 lot	
<b>TOTAL BID PRICE (Amount in Words):</b> _____		
_____		

*Note: Please indicate "0" or "-" for item/s offered for free to the DENR. Incomplete financial 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.*

If our Bid is accepted, we undertake:

- a. to deliver the goods or service on accordance with the delivery schedules specified in the Schedule of Requirements of the 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 bidding upon us at any time before the expiration of that period.

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.

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

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



**Annex VI**

(page 2 of 2)

The undersigned is authorized to submit the bid on behalf of the company as evidences by the attached Secretary's Certificate/Board of Resolution/Special Power of Attorney.

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

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Legal Capacity (in print)

\_\_\_\_\_  
Duly Authorized to sign for and behalf of:

\_\_\_\_\_  
Date

**Annex VI-A**

(page 1 of 1)

**PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-  
CENTRAL OFFICE (DENR-CO) FOR CY 2022  
Bid Ref. No. DENR-CO-2021-042**

**Monthly Cost Distribution per Janitorial Services for the  
Department of Environment and Natural Resources**

**DETAILED FINANCIAL BREAKDOWN**

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

<b>I. LABOR COST</b>	<b>Amount in PhP</b>
1. Basic Salary (P537.00 x 313 days/12)	14,006.75
2. Ecola (P10.00 x 313 days/12)	0.00
3. 13 <sup>th</sup> Month Pay (P14,006.75/12)	1,167.23
4. 5 Days Incentive Leave (P537.00 x 5/12)	223.75
5. Legal Holiday Premium (P537.00 x 10/12)	447.50
6. Employees Contribution	
SSS (CY 2022 rates=8.5%)	1,190.00
Philhealth (CY 2022 rates=4%/2)	280.14
PAG-IBIG Fund	100.00
ECC (Environment Compliance Certificate)	10.00
<b>TOTAL LABOR PER MONTH/JANITOR</b>	<b>17,425.36</b>
<b>II. ADMINISTRATIVE OVER HEAD (Not less than 10%)</b>	
A. 10% total contract cost DOLE DO No. 18-A 2011 Section 9(b)(ii)	_____
B. Cost of Supplies/Materials for the Service (Total Supplies and Equipment Cost per Annex VI-B / 12 months / 114 Janitors)	_____
<b>III. 12% VAT</b>	_____
<b>Rate per Janitor/Janitress</b>	_____
<b>TOTAL CONTRACT AMOUNT</b> (Rate per Janitor x 114 Janitors x 12 months)	_____

*Note: Please indicate "0" or "-" for item/s offered for free to the DENR. Incomplete financial 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**

(page 1 of 4)

**PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL  
OFFICE (DENR-CO) FOR CY 2022**

Bid Ref. No. DENR-CO-2021-042

**DETAILED FINANCIAL BREAKDOWN FOR VARIOUS  
SUPPLIES AND EQUIPMENT**

PARTICULARS		MINIMUM REQUIREMENTS		
		Qty.	Unit Price (PhP)	Total (PhP)
<b>A. CLEANING AND GARDENING TOOLS (YEAR)</b>				
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 (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.		
<b>SUBTOTAL B:</b>				

<b>B. MONTHLY SUPPLIES</b>				
1	Liquid Wax	5 gallons		
2	Air Freshener	40 tubes		
3	Disinfectant	15 cans		
4	Bleaching Agent (Bleaching Agent Fresh Color Safe)	20 gallons		
5	Bleaching Agent (Original 6 in 1)	20 gallons		
6	Mop Head	25 pcs.		
7	Deodorant cake	135 pcs.		
8	Muriatic Acid	24 gallons		
9	Tissue paper (2-ply)	500 pcs.		

**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER****Annex VI-B**

(page 2 of 4)

PARTICULARS		MINIMUM REQUIREMENTS		
		Qty.	Unit Price (PhP)	Total (PhP)
<b>B. MONTHLY SUPPLIES (Continuation)</b>				
10	Garbage Bag (XXL) 100 pcs. per pack	10 packs		
11	Rags	50 bundles		
12	Insecticide (Big)	30 tubes		
13	Hand Spray	20 pcs.		
14	Soft broom	50 pcs.		
15	Powdered soap	30 kgs.		
16	Scrubbing Pads	5 pcs.		
17	Carpet Shampoo	5 gallons		
18	Glass Cleaner	5 gallons		
19	All-purpose cleaner	20 gallons		
20	Air freshener Lemon	10 gallons		
21	Fabric Conditioner	5 gallons		
22	Liquid Hand Soap	10 gallons		
23	Hand broom	25 pcs.		
24	Black doormat	3 meters		
25	Dust mop (36 inches)	2 pcs.		
26	Glass wiper	4 pcs.		
27	Furniture wax	3 gallons		
<b>SUBTOTAL C:</b>				

<b>C. SUPPLIES/MATERIALS (QUARTERLY)</b>				
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.		



**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER****Annex VI-B**

(page 3 of 4)

PARTICULARS		MINIMUM REQUIREMENTS		
		Qty.	Unit Price (PhP)	Total (PhP)
<b>C. SUPPLIES/MATERIALS (QUARTERLY) (Continuation)</b>				
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		
<b>SUBTOTAL D:</b>				

<b>D. PERSONAL PROTECTIVE EQUIPMENT (DOLE LA 18-20 and DRRM)</b>				
1	Hand Gloves	114 pairs		
2	Face Mask (3 ply)	114 pcs		
3	Face Shield (Heavy Duty)	114 pcs		
4	Personal Protective Gown	114 pcs		
5	Helmet (Gardener)/Head Gear	10 pcs		
6	Safety Shoes (Light Duty)	10 pcs		
<b>SUBTOTAL E:</b>				

<b>E. DOLE LA 18-20 COVID-19 MITIGATION (YEAR)</b>				
1	COVID-19 Mitigation (2 units per employee) RT-PCR Test (twice a year per employee)	1 lot		
<b>SUBTOTAL F:</b>				



**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER**

**Annex VI-B**

(page 4 of 4)

SUMMARY	
PARTICULARS	AMOUNT (in PhP)
<b>A. CLEANING AND GARDENING TOOLS (YEAR)</b> <i>(Subtotal A)</i>	
<b>B. MONTHLY SUPPLIES</b> <i>(Subtotal B x 12 months)</i>	
<b>C. SUPPLIES/MATERIALS (QUARTERLY)</b> <i>(Subtotal C x 4 quarters)</i>	
<b>D. PERSONAL PROTECTIVE EQUIPMENT (DOLE LA 18-20 and DRRM)</b> <i>(Subtotal D)</i>	
<b>E. DOLE LA 18-20 COVID-19 MITIGATION (YEAR)</b> <i>(Subtotal E)</i>	
<b>TOTAL SUPPLIES AND EQUIPMENT COST</b>	

*Notes:*

- 1) *The above particulars must be delivered to the Supply Management Section-Property and Supply Management Division (SMS-PSMD) for verification purposes and must be turned over to the General Services Division (GSD) in coordination with the Property Management Section (PMS)-PSMD upon termination of contract for proper inventory and accounting.*
- 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

**Annex VII****(BIDDER'S CLIENT'S COMPANY LETTERHEAD)****CERTIFICATE OF PERFORMANCE EVALUATION**

[To be issued by the **Bidder's Client** specified in Annex I-A (Single Largest Completed Contract) on the performance of the product supplied / delivered by the prospective bidder]

This is to certify that           (NAME OF BIDDER)           has supplied our company/agency with           (Name of Product/s)          . Based on our evaluation on timely delivery, compliance to specifications and performance, warranty and after sales service, we give           (NAME OF BIDDER)           a rating of:

- EXCELLENT
- VERY SATISFACTORY
- SATISFACTORY
- POOR

This Certification shall form part of the Post-Qualification Documentary Requirements in line with           (Name of Bidder)           participation in the bidding for the **PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) FOR CY 2022.**

Issued this \_\_\_\_\_ day of \_\_\_\_\_ 2021 in \_\_\_\_\_, Philippines

\_\_\_\_\_  
Name of Company (Bidder's Client)

\_\_\_\_\_  
Full Name of Authorized Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Tel. No./Fax

\_\_\_\_\_  
E-mail Address



**Annex VIII**

**(Bidder's Company Letterhead)**

**PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) FOR CY 2022**

**Bid Ref. No. DENR-CO-2021-042**

**Approved Budget for the Contract – ₱31,284,391.68**

**UNDERTAKING TO SUBMIT SSS CLEARANCE OR LATEST QUARTER PREMIUM REMITTANCES AND DOLE CLEARANCE IF DECLARED AS THE LOWEST OR SINGLE CALCULATED AND RESPONSIVE BID**

I/We, \_\_\_\_\_ (Name) \_\_\_\_\_, \_\_\_\_\_ (Title or Capacity) \_\_\_\_\_, the duly authorized representative of \_\_\_\_\_ (Company/Bidder) \_\_\_\_\_, hereby commit that should we be declared as the Lowest or Single Calculated and Responsive Bid, we shall present original and submit Certified True Copy of our (1) Valid and Current SSS Clearance or latest quarter premium remittances and (2) Valid and Current DOLE Clearance/Certificate of No Pending Case pursuant to GPPB Circular 01-2008 dated 07 March 2008.

This Undertaking shall form part of the Post-Qualification Requirements for the aforesaid procurement project.

Issued this \_\_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Name of Company (Bidder)

\_\_\_\_\_  
Full Name of Authorized Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Tel. No./Fax No.

\_\_\_\_\_  
E-mail Address



**Annex IX**

**(Bidder's Company Letterhead)**

**PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) FOR CY 2022**

**Bid Ref. No. DENR-CO-2021-042**

**Approved Budget for the Contract – ₱31,284,391.68**

**COMPANY PROFILE**

COMPANY NAME : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

HEAD OFFICE : \_\_\_\_\_

BRANCH : \_\_\_\_\_

TELEPHONE NUMBER/S : \_\_\_\_\_

HEAD OFFICE : \_\_\_\_\_

BRANCH : \_\_\_\_\_

FAX NUMBER/S : \_\_\_\_\_

HEAD OFFICE : \_\_\_\_\_

BRANCH : \_\_\_\_\_

E-MAIL ADDRESS/ES : \_\_\_\_\_

NUMBER OF YEARS IN BUSINESS : \_\_\_\_\_

NUMBER OF EMPLOYEES : \_\_\_\_\_

LIST OF MAJOR STOCKHOLDERS : \_\_\_\_\_

LIST OF BOARD OF DIRECTORS : \_\_\_\_\_

LIST OF KEY PERSONNEL (NAME & DESIGNATION WITH SIGNATURE) AS AUTHORIZED CONTACT PERSONS FOR THIS PROJECT [at least THREE (3)] : \_\_\_\_\_

**CERTIFIED CORRECT:**

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date