



Republic of the Philippines  
Department of Health  
**CENTRAL OFFICE BIDS AND AWARDS COMMITTEE**

**BID BULLETIN NO. 2**

14 December 2023

**PROCUREMENT OF JANITORIAL SERVICE PROVIDER  
IB No. 2024-091**

This Bid Bulletin is being issued to announce the new schedule of Submission and Opening of Bids and to amend or modify the bidding documents posted in the PhilGEPS and DOH websites for the above-mentioned project. This Bid Bulletin shall form an integral part of the bidding document. Listed below are the corresponding modifications/changes:

**1. New schedule of the Activity:**

Activity	From	To	Venue
Submission and Opening of Bids	19 December 2023; 1:00 PM	<b>22 December 2023; 9:00 AM</b>	COBAC Conference Room., Ground Floor, Bldg. No. 6, Department of Health, San Lazaro Compound, Sta. Cruz, Manila and through video conferencing via Cisco WebEx

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

GCC Clause	From	To
1	xxx	<b>To add:</b>  <i><b>REGULAR AND RECURRING SERVICES – [IN CASE OF CONTRACTS FOR REGULAR AND RECURRING SERVICES, STATE: “THE CONTRACT FOR REGULAR AND RECURRING SERVICES SHALL BE SUBJECT TO A RENEWAL WHEREBY THE PERFORMANCE EVALUATION OF THE SERVICE PROVIDER SHALL BE CONDUCTED IN ACCORDANCE WITH SECTION VII. TECHNICAL SPECIFICATIONS.”]</b></i>

### 3. Section VII. Technical Specifications

Particular	From	To
III. Additional Requirements to be attached to Technical Specifications form, arranged, numbered and tabbed as enumerated below:	7. Certificate that the winning bidder have at least 40% of the total number personnel required including supervisors and relievers available and ready for deployment	7. Certificate that the winning bidder have at least <b>25%</b> of the total number personnel required including supervisors and relievers available and ready for deployment

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

Particular	From	To
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Attached are the revised **Technical Specifications and Checklist of Technical and Financial Documents**, for your reference.

All other provisions of the bidding documents which are not affected shall remain in force and in effect.

For guidance and information of all concerned.

Sgd.  
**MARIA ROSARIO S. VERGEIRE, MD, MPH, CESO II**  
 Undersecretary of Health  
 COBAC-G Chairperson

# Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p> <p><b>REGULAR AND RECURRING SERVICES – [IN CASE OF CONTRACTS FOR REGULAR AND RECURRING SERVICES, STATE: “THE CONTRACT FOR REGULAR AND RECURRING SERVICES SHALL BE SUBJECT TO A RENEWAL WHEREBY THE PERFORMANCE EVALUATION OF THE SERVICE PROVIDER SHALL BE CONDUCTED IN ACCORDANCE WITH SECTION VII. TECHNICAL SPECIFICATIONS.”]</b></p>

# Technical Specifications

Republic of the Philippines Department of Health <b>TECHNICAL SPECIFICATIONS</b>																							
Lot No. 1	<b>Procurement of Janitorial Service Provider</b>	Qty	1 Lot																				
<b>Total ABC: PhP 61,211,185.96</b>																							
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>																					
<b>I. NUMBER OF JANITORS AND SUPERVISORS:</b> <b>A. Central Office, San Lazaro Compound, Sta Cruz Manila</b> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Category/Type</th> <th style="text-align: center;">Number</th> </tr> </thead> <tbody> <tr> <td>a. Housekeeping Janitors (Offices)</td> <td style="text-align: center;">121</td> </tr> <tr> <td>b. Housekeeping Janitors (Lobby/Public Toilets)</td> <td style="text-align: center;">6</td> </tr> <tr> <td>c. Support/Clerical Janitors</td> <td style="text-align: center;">10</td> </tr> <tr> <td>d. Grounds Maintenance Janitors</td> <td style="text-align: center;">14</td> </tr> <tr> <td>e. Preventive Maintenance Janitors</td> <td style="text-align: center;">30</td> </tr> <tr> <td>f. Team leaders</td> <td style="text-align: center;">4</td> </tr> <tr> <td>g. Supervisors</td> <td style="text-align: center;">3</td> </tr> <tr> <td><b>Total Number of Janitors</b></td> <td style="text-align: center;"><b>188</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>In addition to the required number of Janitors, Service Provider shall have at least 15 on-call relievers.</i></td> </tr> </tbody> </table>		Category/Type	Number	a. Housekeeping Janitors (Offices)	121	b. Housekeeping Janitors (Lobby/Public Toilets)	6	c. Support/Clerical Janitors	10	d. Grounds Maintenance Janitors	14	e. Preventive Maintenance Janitors	30	f. Team leaders	4	g. Supervisors	3	<b>Total Number of Janitors</b>	<b>188</b>	<i>In addition to the required number of Janitors, Service Provider shall have at least 15 on-call relievers.</i>			
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<b>B. Requirements &amp; Qualifications of Janitors</b> <b>1. General minimum qualification for all</b> <ol style="list-style-type: none"> <li>a. Filipino Citizen;</li> <li>b. Of good moral character, cleared by law enforcement or police agencies and without previous record of any conviction of a criminal offense involving moral turpitude;</li> <li>c. Not less than eighteen (18) years old</li> <li>d. Physically and mentally fit; and</li> <li>e. Not an employee of any office of the Procuring Entity.</li> <li>f. Strictly non-smokers and prohibited drugs-users.</li> <li>g. Fully COVID-19 vaccinated.</li> </ol> <b>2. Specific and Special Required Qualification:</b> <table border="1" style="width: 100%; margin-top: 10px;"> <tbody> <tr> <td style="width: 20%;">Clerical/Messengerial Janitors/</td> <td> <ul style="list-style-type: none"> <li>● High school graduate or college level</li> <li>● Computer literate</li> </ul> </td> </tr> <tr> <td>Team Leader</td> <td> <ul style="list-style-type: none"> <li>● At least one (1) year in college</li> <li>● Computer literate</li> </ul> </td> </tr> </tbody> </table>		Clerical/Messengerial Janitors/	<ul style="list-style-type: none"> <li>● High school graduate or college level</li> <li>● Computer literate</li> </ul>	Team Leader	<ul style="list-style-type: none"> <li>● At least one (1) year in college</li> <li>● Computer literate</li> </ul>																		
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	<ul style="list-style-type: none"> <li>• At least 2 years' experience</li> </ul>	
Supervisors	<ul style="list-style-type: none"> <li>• At least two (2) years in college</li> <li>• Computer literate,</li> <li>• At least 2 years experience in supervisory works of similar in nature</li> <li>• Good oral &amp; written communication skills and interpersonal skills</li> <li>• Preferably female for supervisors for the Housekeeping Janitors</li> <li>• Preferably male for Janitor for grounds, and preventive maintenance, sweepers and ground maintenance, and ornamental plant keepers or gardeners.</li> </ul>	
Housekeeping office/ground	<ul style="list-style-type: none"> <li>• At least High School Graduate</li> </ul>	
Preventive Maintenance Janitor	<ul style="list-style-type: none"> <li>• At least High School Graduate</li> <li>• At least 2 years' experience on the skills of expertise (Plumber/Electrician etc...)</li> </ul>	

**C. Subject** Janitors including Relievers for screening, assessment and acceptance by the Chief, General Services Division, Administrative Service (GSD- AS) or his duly authorized representative as well as the Administrative Officer or authorized representative of the offices where the Janitor or Reliever shall be assigned prior to deployment.

**D. Submit** for each Janitor including Relievers the following documents to the GSD-AS prior to assessment:

- Medical Certificate to include physical and mental fitness;
- NBI Clearance;
- Resume w/ 2x2 picture;
- Copy of SSS membership card;
- Tax Identification Number Registration Certificate
- Copy of the drug test result or Drug Test Center where the Janitors took drug testing. (within the last six (6) months from date of hiring)
- Interview conducted by the General Services Division office, Administrative Service (AS).

**E. Provide** the following supervisors who shall undertake the following:

- The supervisors, two (2) for housekeeping and one (1) for grounds, shall be responsible for:

- a) Overseeing the daily operation, coordination, supervision and assignment of housekeeping and ground janitors respectively.
- b) Monitoring, supervising and administration of the routine and daily tasks of janitorial services.
- c) Serving as conduit or intermediary of the Service Provider and the DOH through the General Services Division, Administrative Service (GSD-AS).

2. The Supervisors have the primary responsibility of supply management, reporting requirements of resultant Contract and shall ensure satisfactory performance of all other janitors by major functional area required, that is, housekeeping, support services and grounds and preventive maintenance service as hereby referred above. The GSD-AS shall be responsible for checking the complete satisfactory performance of janitorial routine works as well as reporting and daily coordination of works among the DOH's end-users units/offices. Grounds, Preventive Maintenance and housekeeping janitors including the support janitors may be stationed at the GSD Office for proper coordination.

F. May absorb at least 80 % of the existing numbers of Janitors in accordance with the requirements/qualification in the Terms of Reference and subject to the evaluation and recruitment process of the Service Provider and General Services Division.

**II. STANDARD REQUIREMENT FOR SERVICES**

**A. Abide by the following stated Working Hours:**

- a. Janitors shall render eight (8) hours of work six (6) days a week, Mondays to Saturdays except on regular holidays and special non-working days as may be declared by the President of the Philippines, from 7:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m., unless otherwise requested in writing by the Heads of Offices / Bureaus / Service concerned.
- b. Janitors who shall be assigned as sweepers of the DOH grounds shall render services from 6:00 a.m. to 12:00 noon and 1:00 p.m. to 3:00 p.m and as request by the AS-GSD.
- c. Use of biometric scanner.

**B. Follow Janitorial Services plan as submitted and agreed upon by DOH-CO**

- a) The Service Provider shall inform and submit to the General Services Division, Administrative Service periodic general cleaning schedule based on the Janitorial Services/Housekeeping Plan Proposal required in the bidding indicating the dates and area coverage of building /office to be cleaned on specific dates from proper guidance and notice to security office of the Procurement Entity; and
- b) As a matter of policy and work standard, all areas covered and indicated on this Contract agreement shall be squeaky clean and sanitized at all times.

**B.1 Perform the following Specific Services through the Janitors assigned in building offices**

**1. Daily Office Routine Services**

- a) Sweeping, dusting and polishing the floors of all rooms, corridors, lobbies, stairs and entrances or areas as may be specified by the Clients;
- b) Cleaning, dusting and polishing of all office tables, glass tops, furniture and fixtures, window ledges, counters, doorknobs and glass partitions;
- c) Cleaning and sanitizing of all comfort rooms, bath and kitchen sinks and removal of spot or stains from floors and other surfaces;
- d) Ensuring provision of drinking water and filling of containers in the comfort rooms and kitchen when water is not available; and
- e) Proper collection and segregation of solid waste from various areas in the DOH compound and disposal of same to the designated trash storage in the DOH compound.
- f) Perform other task as assigned by Administrative Officer based on prescribed time.

**2. Weekly Routine Services**

- a) Spot Scrubbing, dirt stain removal and cleaning of Venetian Blinds, curtains and rugs;
- b) Thorough cleaning, washing and scrubbing of all rooms and comfort room facilities;
- c) Cleaning and polishing of inner surfaces of all window glasses, sun baffles, walls, counters, light diffusers, picture frames and other wall décor; and
- d) Washing, scrubbing, wash-stripping, re-waxing and polishing floor.

<p><b>3. <u>Monthly Routine Services</u></b></p> <ul style="list-style-type: none"> <li>a) Dusting and removing of cobwebs from ceiling of every office rooms, conferences and function rooms;</li> <li>b) General polishing of outer surface of window glasses and door panels;</li> <li>c) Watering, trimming and grassing of ornamental plants and polishing of metal signs;</li> <li>d) General cleaning of draperies and blinds.</li> <li>e) Cleaning of air-conditioning air filters, casing, blower cover and evaporator fins;</li> </ul> <p><b>4. <u>Miscellaneous Services</u></b></p> <ul style="list-style-type: none"> <li>a) Miscellaneous, work such carrying, transporting or moving of office furniture, equipment, supplies within the premises as may be assigned form time to time; and</li> <li>b) Reports to the General Services Division, Administrative Service any damage and assist in locating and identifying damaged parts of utilities to be repaired such as broken and leaking pipes, clean and sanitary water lines, toilet and plumbing fixtures, electrical and electronic defects, broken furniture and fixtures.</li> </ul>	
<p><b>B.2 Perform the following services through the Janitors assigned to do Clerical and Messengerial Services</b></p> <ul style="list-style-type: none"> <li>1. Assists in the recording of incoming and outgoing documents, records and information materials;</li> <li>2. Ensures correct delivery and distribution of all documents and collected mails; and ensures accurate recording of the same;</li> <li>3. Assist in sorting of documents for disposal.</li> <li>4. Scanning and photocopying of documents.</li> <li>5. Collects other outgoing internal mail and outgoing external mails within the DOH compound and nearby Offices and records them properly in a logbook.</li> <li>6. Route and solicit signatures when required of documents;</li> <li>7. Maintain secrecy of the information and confidentiality of <u>all</u> documents being routed. The janitor shall not provide access to these documents being routed other than those who are officially identified action officers or his/her official representatives. These include among others cases and other legal documents, contracts, procurement documents such as contract awards, resolutions, decisions and recommendations; and</li> <li>8. Performs all other support tasks as may be assigned by the Head of Office;</li> </ul>	



<p><b>B. 3 Perform the following Specific Services to be Provided by Team Leaders</b></p> <p>1. Responsible for overseeing the daily operation, coordination and monitoring of housekeeping job under their respective area/office of assignment and maintenance of garden, side-walks between the building/area of assignment. They shall monitor, and administer the routine, daily tasks of janitorial services and the corresponding checklist &amp; Certification of Service Rendered to be submitted to the General Services Division. They shall serve as conduit or intermediary of the supervisor Service Provider and the DOH through the General Services Division, Administrative Service (GSD-AS). Perform other duties that may be assigned by the General Services Division.</p>	
<p><b>B. 4 Perform the following Specific Services to be Provided by Grounds Janitors</b></p> <p><b>1. <u>Daily Routine Services</u></b></p> <p>a) Sweeping, cleaning, remove rubbish leaves, uproot plants grass and molasses, maintains ornamental plants by watering and upkeep the DOH compound's landscape garden and plants;</p> <p>b) Collect of wastes, rubbles, garbage and empty trash cans within the compound. Remove, pack and transport all collected garbage to a stationary central waste storage facility within the compound.</p> <p>c) Clean driveways, parking spaces and surroundings of the Building;</p> <p>d) Clean and de-clog of storm drains, popes and sanitary canals.</p> <p>e) Transfer of furniture &amp; equipment as requested by certain offices.</p> <p>f) Assist in the disposal committee in the transfer of unserviceable items &amp; goods to be the designated storage area.</p> <p><b>2. <u>Weekly Routine Services</u></b></p> <p>a) Cut and pull of wild plant, trees and grasses;</p> <p>b) Trim ornamental plants;</p> <p>c) Provide ornamental plants included on the list of supplies to be provided by the Supplier;</p> <p>d) Assist in identifying and reporting to the General</p>	

<p>Services Division, Administrative Service, noted defects on any building facilities, machineries or equipment; and</p> <p>e) Cleaning of roof and concrete gutters, water downspouts and catch basin.</p> <p><b>3. <u>Monthly Routine Services</u></b></p> <p>a) Road repairs and filling up holes with materials provided by the Procuring Entity.</p> <p>b) Cleaning of glass window panels, egress and plant box</p> <p><b>4. <u>Miscellaneous Services</u></b></p> <p>a) Putting fertilizers or spraying pesticides as may be required by the Procuring Entity;</p> <p>b) Pounding of stray cats, dogs, pets and other vermin as required by the Procuring Entity from time to time.</p>	
<p><b>B.5 Perform the following Daily Routine Services to be Provided by Preventive Maintenance Janitors</b></p> <ol style="list-style-type: none"> <li>1. Repair and replace leaking and clogged sanitary pipes</li> <li>2. Clean waterlines, urinals, water closets, lavatories and sewer pipes.</li> <li>3. Repair/replace broken plumbing fixtures such as water faucet, supply hose, etc.</li> <li>4. Perform various electrical repairs such as replacement of convenience outlets, busted lights and electrical wirings.</li> <li>5. Perform tile works, aesthetic finishing and CHB laying, painting works and carpentry works.</li> <li>6. Install all kinds of masonry materials and patch cracks on concrete walls and posts.</li> <li>7. Conducts minor repair of Air-Conditioning Unit</li> <li>8. Conducts minor repair of vehicle.</li> <li>9. Assist in the repair of telephone lines.</li> <li>10. Perform other duties as may be assigned by the Procuring Entity.</li> </ol> <p><b>C. Provide the following Supplies Tools and Equipment for the janitors to perform their tasks. The Service Provider shall conduct an ocular inspection of each office and make an assessment of each floor area and determine the approximate quantity per office/area of needed supplies, tools or equipment necessary in order to carry out janitorial services required.</b></p>	

**SUPPLIES/EQUIPMENT****A. (QUANTITY IS GOOD FOR A MONTH)**

Description of Supplies/Equipment	QTY	Unit
1. Round Rags	60	kilos
2. Pranela	206	pieces
3. Powder Soap	200	kilos
4. Liquid Soap (dishwashing)	200	gallons
5. Steel wool	30	rims
6. Deodorizer	348	pieces
7. Scrubbing pad-(yellow sponge w/ green pad)	200	pieces
8.Toilet Tissue Paper, Soft 2 ply	3000	rolls

Description of Supplies/Equipment	QTY	Unit
9. Garbage plastic bag, medium		
Black	3600	pieces
Green	3600	pieces
Yellow	2500	pieces
10. Toilet Bowl Cleaner	120	gallons
11. Liquid Emulsion Wax white	10	gallons
12. Bleach	200	gallons
13. Plastic dust pan (medium)	10	pieces
14. Soft broom	35	pieces
15. Mop heads (cotton)	70	pieces
16. Toilet scrubber/bowl brush	10	pieces
17. Mop Stick (aluminum)	20	pieces
18.Polishing pad (polisher)	5	pieces
19.Scrubbing pad (polisher)	5	pieces
20.Synthetic hand gloves	150	pairs
21. Isopropyl alcohol 70%	50	gallons
22.Jumbo Roll Tissue 200mtrs/2ply	10	rolls
23. Multi-insect killer kerosene based aerosol 500ml	12	pieces
24. All purpose cleaner solution	12	gallons
<b>GROUND</b>		
25. Garbage plastic bag, large		
Black	600	pieces
Green	600	pieces
Yellow	300	pieces
26. Stick / Street broom	50	pieces
27. Fabric Conditioner	15	gallons
28. Muriatic Acid	2	gallon
29. Cotton gloves w/ rubber palm	50	pairs
30. Plastic spray bottle 500 ml	5	pieces
31.Plastic Dipper (Tabo)	5	pieces

32. Plastic pail w/ cover	10	pieces
<b>EQUIPMENT/SUPPLIES ONE TIME DELIVERY</b>		
<b>Description of Supplies/Equipment</b>	<b>QTY</b>	<b>Unit</b>
<b>SUPPLIES</b>		
1. Push brush w/ handle heavy duty	15	pieces
2. Raincoat w/ hood (poncho)	60	pieces
3. Safety shoes (size per request)	48	pairs
4. Rubber boots (size per request)	5	pairs
5. Safety Helmet	5	pieces
6. Safety Harness	5	pieces
7. Glass cleaner squeegee rubber	20	pieces
8. Anti-slip thick rubber floor mat, waterproof & absorbent color 2-green, 2-black ¼"x 4ft x 25ft	4	rolls
9. Trash bin w/ cover and wheels 240 lits. Black or gray	10	pieces
10. Pedal trash bin- durable plastic lid operated by slim foot pedal (22Lits)	40	pieces
11. Jumbo roll paper towel stainless dispenser wall mounted	6	pieces
<b>DECORATION, PLANTS, GARDEN TOOLS</b>		
1. Banderitas/Décor for DOH Anniversary & Independence day (flag/others) as per request of end user (minimum of Php200,000.00 not exceeding Php220,000.00)	1	lot
2. Christmas Décor & other miscellaneous needs for year- end program as requested by end user minimum of Php350,000.00 not exceeding Php370,000.00)	1	lot
3. Table cloth plain white/red 2.0 mtrs x 2.5 mtrs	30	pieces
4. Monoblock seat cover katrina white check actual size of monoblock	200	pieces
<b>5. Indoor plants</b>	1	lot
(700 pcs consisting of the following plants: Shellom, Fortune, Sipirichi, Calathea Zebrina, Bamboo Palm, Lady palm, Yellow Snake plant, Anthurium, Red edged Dracaena, Aglaonema red beauty, Calathea Orbifolia,) 2-3 ft., 50 pieces or more of each variety. The actual choices of plants by quantity shall be determined by end-user during implementation of the contract in		

accordance with the cost offered.		
<b>6.Outdoor Plants</b>	1	lot
800 pcs consisting of the following plants: Yellow bell, Periwinkle, Bougainvillea, Red Gold, Gumamela, Petunia, Picarra, Rio discolor, Butter Daisy, Pandakaki, Dwarf Santan, Eugenia, Golden duranta) at least 1-2ft, 50 pieces or more of each variety. The actual choices of plants by quantity shall be determined by end-user during implementation of the contract in accordance with the cost offered.		
7. Plastic Pots large white/brown (at least 14” dia)	200	pieces
8. Plastic Pots medium white/brown (at least 12” dia)	200	pieces
9. Ceramic decorative pot 14” diameter	30	pieces
10. Organic fertilizer (25kg /sack)	40	sacks
11.Garden Soil(20-25kg/sack)	150	sacks
12.Garden Trowel (Heavy duty w/ rubber handle)	10	pieces
13.Garden Hose ½” dia. w/ spray nozzle (50mtrs)	4	pieces
14.Grass Shear (2 tone high steel blade, durable)	4	pieces
15.Shovel heavy duty round mouth	4	pieces
16.Heavy duty axe	2	pieces
17. Gardening knife heavy duty (bolo/itak)	3	pieces
18.Digging bar 4 ft height, forge tip (crow bar)	3	pieces
19. Garden Rake heavy duty (kalaykay)	3	
20. Heavy Duty 4-wheel cart (Loading face LxW 36”x24” loading capacity 300kg	8	units
21. Mechanical grass cutter (4-stroke	1	unit
22 White Stone (pebbles) assorted size	15	sacks
<b>TOOLS &amp; EQUIPMENT</b>		
1. Portable Pressure Washer (Pressure 110 bar; flow rate -330 l/h; Power 1300 W; Max Temp. – 40 Celsius; weight 3.8 kg; 450 ml high pressure nozzle	2	units
2. Angle grinder (High performance 840 watt motor, dusty proof bearings	2	units

small circumference barrel grip to easy handling continuous rating input, wheel dia. 100mm			
3. Impact drill (operating power 500 watts Drilling diameter 10mm, full bar bearing)	1	unit	
4. Planer Power source coded, power rating 650 watts, planning width-82mm, rebating depth-8mm	1	unit	
5. Demolition Hammer (rated power input 1.025 W impact energy; 6.8J; impact rate at rated speed 2750bpm; tool holder-17mm HEX; dust proof	1	unit	
6. Rigid Fiber Glass Extension Ladder 28"	1	unit	
7. Fiber Glass A-ladders (at least 6')	2	units	
8. Scaffolding H-Frame (5layer) with ladder, walk board, lockable wheels	1	unit	
9. Light weight hand held steamer compact & portable 220v	1	unit	
10. Industrial wall fan, Iwata Tornado 30RW, 30" Aluminum blade w/ remote controller; 4 blade fan with volume control for wide range of fan speed with oscillation, 285 watts power. Built in thermal fuse wall mounted bracket.	16	units	
11. Squeezer for Floor Mop 20 lits	45	units	
12. Plier set – 3 pcs includes 6 inch diagonal cutter, 6 inch combination pliers, 6 inch long nose	4	set	
13. Adjustable wrench set heavy duty chrome vanadium (8", 10" & 12")	4	set	
14. Screw driver set – 5 pcs (slotted 3x100, 4x100, 6.5x125mm) Philips –PH1x100, PH2x125mm soft grip, nickel plated blade to prevent oxidation	4	set	
15. Analog multi tester, pointed type, voltage current, resistant multimeter	5	units	
16. Industrial extension wheel 30 mtrs wire 12/3 royal cord	5	units	
17. Industrial strength cotton dust mop with metal handle and frame 30"x5" wide mop head	4	pieces	
18. Submersible pump 2 hp with built in automatic float switch 2" discharge	2	units	

output		
19. Hand Torch for Mapp Gas	1	piece
20. Claw hammer w/ fiber glass handle	8	pieces
21. Meter Tape 8mtrs	8	pieces
22. Riveter (4-Nozzle)	3	pieces
23. Heavy duty Diamond Glass Cutter	1	piece
24. Electric Oscillating Multi Tool (Continuous rating input 320W; stroke per min. 6,000-20,000; dimension LxWxH 275x64x92mm (10-7/8"x2-1/2"x3-5/8"))	1	piece
25. Heat gun blower rated input power 2000W	1	piece
26. 45 deg. Eccentric Cone type Flaring Tools for 6mm, 8mm, 10mm, 12mm, 16mm & 19mm O.D.	1	set
27. Industrial air compressor Voltage 220-240V-60Hz, input power 1.5KW (2HP), tank 24L (6.3gal), noise 96db	1	set
28. Spray paint gun, working pressure; 50psl; 3.5kg/cm square fluid delivery 130-210ml/min; nozzle size 1.5mm air consumption (100%) 3-8CFM cup size 1000ml	1	piece
29. Portable gas welding torch kit (1 cutting nozzle, 1-Heating pipe, 3- welding pipe, 1xtip cleaner 1xwelding goggle, 1 spark lighter, 1- 4.5twin color gas rubber hose w/ connector, 1-wrench.	1	set
30. Heavy duty LED search light rechargeable 15W, 3500mah battery	6	pieces
31. Floor squeegee 24 inches w/ long handle stainless steel	5	pieces
32. 3 in 1 Manual heavy duty manual nail gun stapler	3	pieces
33. Original plastic tube welding fusion machine 1500W; voltage 220- 240V, Thermoregulator 0- 300degrees	2	set
34. Bolt cutter w/ forged handle 12" cutter blades are chrome molybdenum tempered steel	1	piece
35. Heavy duty caster wheel 8 inches diameter, load capacity 500 kg.	8	pieces

36. Electronic Stud finder, size 152x62x28mm, color black; 9volts battery	1	piece															
37. Heavy duty glue gun (big stick)	2	pieces															
38. Auger De-clogging Machine- Heavy duty over molded rubber wheels; voltage 220V; 6.7Amps.; Power 1/3Hp @ 1725r/min; Drum capacity 100' of 3/8" cable 75' of 1/2" cable size 21x23x17"; weight 22 kg. includes snake coil	1	unit															
39. Solar LED flood lights waterproof 300watts, solar panel 6V-3W	10	pieces															
40. Electric soldering Iron 80W, 110VAC	2	pieces															
41. Goulds shallow well jet pumps- J155/ 1 1/2 Hp (1.5Hp)	2	units															
42. Steel locker – powder coated paint, 6 doors steel locker light gray	12	units															
<p><b>Equipment/Tools on Loan during the contract period (not included in the computation of supply)</b></p> <table border="1"> <thead> <tr> <th>Description of Equipment</th> <th>QTY</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>Floor Polisher w/ pad</td> <td>15</td> <td>units</td> </tr> <tr> <td>Portable Vacuum Cleaner</td> <td>2</td> <td>units</td> </tr> <tr> <td colspan="3"><b>GROUND EQUIPMENT</b></td> </tr> <tr> <td>1. Chain saw gas powered, heavy duty @ least 20" bar size.</td> <td>1</td> <td>unit</td> </tr> </tbody> </table>			Description of Equipment	QTY	Unit	Floor Polisher w/ pad	15	units	Portable Vacuum Cleaner	2	units	<b>GROUND EQUIPMENT</b>			1. Chain saw gas powered, heavy duty @ least 20" bar size.	1	unit
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<p><b>D.</b> Provide Janitors with clean uniforms with ID card, which should be worn at all times. The uniform of Janitors assigned to ground maintenance shall be different from those assigned in the building maintenance for distinction. Non-compliance to this requirement shall be grounds for reduction in the payment equivalent to one (1) day pay per violation;</p> <p><b>E.</b> Ensure that Janitors for deployment are properly screened and declared physically and mentally fit before he or she is allowed to report to his or her assigned posts. That must also be ensured a Janitor shall not be under the influence of any liquor or other intoxicating substances or prohibited drugs. Any Janitor found to be under the influence of alcohol or other intoxicating substances or prohibited drugs shall be immediately relieved from his / her post and subjected to disciplinary action.</p>																	



- F.** Not assign or allow Janitors to continue working who are not acceptable to the DOH based on the certification issued by the GSD-AS upon recommendation of the AO concerned;
- G.** Give a written notice to the office concerned whenever any Janitor is to be removed or placed subject to the approval of the DOH;
- H.** Provide relievers / replacement in case of absences incurred by any assigned Janitor to ensure continuous and uninterrupted service. Relievers shall be screened and have to undergo orientation from the General Services Division/General Services Unit prior to assignment; If the regular janitor is replaced by a reliever for a day by reason of tardiness the janitor concerned is not allowed to roam around nor stand by at the DOH premises;
- I.** Give wages and other remunerations of Janitors through ATM card, and inform GSD-AS any deductions other than SSS, Philhealth & Pag-ibig contribution prior to deduction.
- J.** Allow Janitors assigned to restricted office areas where highly accountable assets and documents are kept, to perform their duties under the supervision of officials designated by the DOH;
- K.** The Service Provider, together with its employees agree to abide with the required performance of janitorial service, rules and regulations, directives and instructions required of the DOH in general within the end-users office premises or ground area where the janitorial staff assigned;
- L.** Assume full responsibility for any claim for any compensation on injuries from accidents in connection with the performance of Janitor's Duties assigned to the project sites and shall make DOH free from any legal suit in connection therewith under the terms and conditions of this contract. Exception to this is when the DOH officially assigns work that is not with the scope of this Contract, hence, the DOH shall assume responsibility.
- M.** Assume full responsibility for any damage or loss of government and/ or personal belongings, properties resulted from the negligence and/or direct conduct of theft by the Janitor/s and the AS shall be the final arbiter.
- N.** Faithfully comply with all laws, rules and regulations pertaining to the employment of labor, including but not limited to the Labor Code of the Philippines as, the Social Security System Laws, Employer's Liability Act, Workmen's Compensation Act and Phil Health Act. (Wage Increase/ Premium increase- SSS, Philhealth, Pag-ibig) Processing of any additional compensation such as benefits/hazard pay as mandated by law without

- additional charges to client and janitors.
- O. Agrees to bind itself to save and hold the DOH-CO free from any and all liabilities arising for the execution of the Contract Agreement;

**III. Additional Requirements to be attached to Technical Specifications form, arranged, numbered and tabbed as enumerated below:**

1. Ocular inspection report of the DOH premises conducted and certified by the General Services Division, Administrative Service
2. Company Profile
3. Printed publication of client profile in the last two (2) years to current with contact details.
4. Proof of lease or ownership of property at least one (1) office or warehouse.
5. OR/CR or contracts of vehicle at least one (1) service vehicle for staff and delivery of supplies.
6. Proof that the bidder has an Office within Metro Manila.
7. Certificate that the winning bidder have at least **25%** of the total number personnel required including supervisors and relievers available and ready for deployment
8. Acceptable Janitorial Services Proposal indicating at least the following:
  - A. Housekeeping Plan
    1. General cleaning instructions (high points and sequence)
    2. Floor (sweeping, washing, mopping, scrubbing, & waxing, polishing)
    3. Ceiling
    4. Walls
    5. Doors/entrances
    6. Windows
    7. Toilets/restrooms/bathrooms
    8. Staff rooms/conference rooms
    9. Furniture
    10. Air conditioners
    11. Draperies and blinds
    12. Lighting fixtures and wall decors
    13. Kitchen/pantry
    14. Building garbage management, etc
  - B. Grounds & Garden Maintenance Plan
    1. Grounds sweeping
    2. Garden maintenance
    3. Building walls
    4. Parking areas
    5. Roof/Gutters/downspouts/stormdrains/catch basins
    6. Signage etc
  - C. Preventive Maintenance Plan
    1. Building inspection
    2. Roof/gutters/downspouts
    3. Ground (street repairs)
    4. Plumbing including CR
    5. Minor building repair/maintenance including electrical
    6. Minor equipment repair/maintenance (e.g: air

conditioners)

9. Picture of uniform currently used in other client and the proposed design of uniform for the DOH.

10. Sworn Statement using the prescribed form.

\_\_\_\_\_  
Signature over Printed Name  
*[date of signing]*

In the capacity of:  
Duly authorized to sign bid for and on behalf of:

*[title or other appropriate designation]*

*[Name of Company]*

*[Complete office address]*

*[Contact No.]*

*[Fax No.]*

*[Email Address]*

# Checklist of Technical and Financial Documents Arranged numbered and tabbed as it appears below:

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the 2016 Revised IRR of RA No. 9184;

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid *equivalent to at least fifty percent (50%) of the ABC*, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
- or**
- Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, Schedule of Requirements and Terms of Reference which may include production/delivery schedule, manpower requirements, and/or after- sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

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

### *Class “B” Documents*

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint

venture is already in existence;

**OR**

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

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

## II. FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form;
- (b) Original of duly signed and accomplished **Price Schedule Forms of both:**
  - (i) Financial proposal form using the form attached in **Annex A and;**
  - (ii) Price Schedule form using the Price Schedule in **GPPB Resolution No. 16-2020.**

## III. ADDITIONAL REQUIREMENTS TO BE ATTACHED IN TECHNICAL SPECIFICATIONS FORM:

- 1. Ocular inspection report of the DOH premises conducted and certified by the General Services Division, Administrative Service;
- 2. Company Profile;
- 3. Printed publication of client profile in the last two (2) years to current with contact details;
- 4. Proof of lease or ownership of property at least one (1) office or warehouse.
- 5. OR/CR or contracts of vehicle at least one (1) service vehicle for staff and delivery of supplies;
- 6. Proof that the bidder has an Office within Metro Manila.
- 7. Certificate that the winning bidder have at least **25%** of the total number personnel required including supervisors and relievers available and ready for deployment;
- 8. Acceptable Janitorial Services Proposal indicating at least the following:
  - A. Housekeeping Plan
    - 1) General cleaning instructions (high points and sequence)
    - 2) Floor (sweeping, washing, mopping, scrubbing, & waxing, polishing)
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- 4) Walls
- 5) Doors/entrances
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- 9) Furniture
- 10) Air conditioners
- 11) Draperies and blinds
- 12) Lighting fixtures and wall decors
- 13) Kitchen/pantry
- 14) Building garbage management, etc.

#### B. Grounds & Garden Maintenance Plan

1. Grounds sweeping
2. Garden maintenance
3. Building walls
4. Parking areas
5. Roof/Gutters/downspouts/storm drains/catch basins
6. Signage, etc.

#### C. Preventive Maintenance Plan

1. Building inspection
2. Roof/gutters/downspouts
3. Ground (street repairs)
4. Plumbing including CR
5. Minor building repair/maintenance including electrical
6. Minor equipment repair/maintenance (e.g: air conditioners)

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