



REPUBLIC OF THE PHILIPPINES

**DEPARTMENT OF SOCIAL WELFARE  
AND DEVELOPMENT FIELD OFFICE XII**

PUROK BUMANAAG, BRGY. ZONE III, KORONADAL CITY, 9506

**REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT –TWO FAILED BIDDING**

**Procurement of Hiring of Janitorial Service Provider (January to  
December 2023)**

Reference Number: DSWD12-GSS-NP2FBITB-2023-02-002

1. In view of the two-failed biddings, the **Department of Social Welfare and Development Field Office XII (DSWD FO XII)**, through its Bids and Awards Committee (BAC) invites PhilGEPS registered suppliers to participate in the negotiation for the **Procurement of Hiring of Janitorial Service Provider (January to December 2023)** in accordance with Section 53.1 of the Revised Implementing Rules and Regulations (R-IRR) of Republic Act No. 9184, otherwise known as the “Government Procurement Reform Act”.
2. The Approved Budget for the Contract is **Two Million One Hundred Eighteen Thousand Four Hundred Forty-four Pesos and Forty-eight Centavos (P2, 118,444.48)** inclusive of all applicable taxes.
3. Interested Bidders may obtain further information from the DSWD BAC Secretariat at the address and contact number given below from February 8, 2023 to February 14, 2023, 8:00 AM to 4:30 PM.
4. The schedule of the bidding activities are as follows:

ACTIVITIES	SCHEDULE
Advertisement/ Posting of Request for Quotation / Start of Availability of Request for Quotation	<b>February 7, 2023</b>
Pre-Negotiation Conference	<b>February 13, 2023, 10:00 A.M. at DSWD Field Office XII</b>



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Deadline of Submission of Quotations and Legal / Technical Documents (in Sealed Envelope)	<b>On or before February 15, 2023, 5:00 PM.</b>
Opening of Quotations	<b>February 16, 2023, 10:00 AM, DSWD Field Office XII</b>

- Interested bidders shall submit the following documents in sealed envelopes, labelled as **“DSWD12-GSS-NP2FBITB-2023-02-002 Negotiated Procurement Two-Failed Bidding for the Procurement of Hiring of Janitorial Service Provider (January to December 2023)”**. The envelope labels should also contain the name of the bidder, address, and contact details of the bidder.

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## Checklist of Technical and Financial Documents

### I. TECHNICAL COMPONENT ENVELOPE

#### *Class "A" Documents*

##### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); **and**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, **and**
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; **and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

##### Technical Documents

- (f) 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**
- (g) Conformity with the:
  - i. Technical Specifications
  - ii. production/delivery schedule
  - iii. manpower requirements; **and**
- (h) 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.



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Financial Documents

- (i) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (j) 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**

- (k) 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)

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

**25 FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

(SGD.)  
**BAILANO SALIK-ALI, RSW**  
Chairperson, DSWD FOXII BAC

February 07, 2023



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## Technical Specifications

**DSWD12-GSS-NP2FBITB-2023-02-002 Negotiated Procurement Two-Failed Bidding for the Procurement of Hiring of Janitorial Service Provider (January to December 2023)**

Item	Specification	Statement of Compliance
<p>[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.]</p>		
1	Hiring of Janitorial Service Provider (January to December 2023) -12 pax	
	Specifications:	
	1. The service provider shall provide the needed equipment and tools to be used in performing services	
	2. The service provider shall provide the fuel and 2T oil to be used for the grass cutting machine with the exception of the water and electricity consumption	



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	3. Reporting requirements <i>(See Attached Terms of Reference)</i>	
	4. Budgetary requirements <i>(See Attached Terms of Reference)</i>	
	5. Qualification requirements <i>(See Attached Terms of Reference)</i>	
	6. The service provider shall provide uniform with appropriate identification cards to the janitors/janitress	
	7. The service provider shall pay at least the minimum wage and all other mandatory benefits and privileges to its janitor/janitress assigned in DSWD FO XII on time every 10th and 25th of the month	
	8. The contract shall be for a period of twelve (12) months effective January 01, 2023 to December 31, 2023	
	9. The service provider shall submit to DSWD FO XII the billing due for the preceding month every 2nd week of the month, together with its monthly invoices, duly certified copy of the immediately preceding payroll, and proof of remittances that are scheduled on a quarterly basis as well as its alpha list	
	10. The service provider shall provide DSWD FO XII a copy of each janitor/ janitress' contract to the company duly signed by both parties	



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	<p>11. The service provider shall provide the following Social Benefits:</p> <ul style="list-style-type: none"><li>• SSS Premium</li><li>• Philhealth Contribution</li><li>• EC Insurance Premiums</li><li>• PAG-IBIG Fund Contribution</li></ul>	
	<p>See attached Terms of Reference for information and guidance</p>	

**I hereby certify to comply with all the above requirements.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of the Company/Bidder

Signature Over Printed Name of the Representative

Date



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## Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

**DSWD12-GSS-NP2FBITB-2023-02-002 Negotiated Procurement Two-Failed Bidding for the Procurement of Hiring of Janitorial Service Provider (January to December 2023)**

Item No.	Description	Quantity	Total	Delivered, Weeks/ Months
1	Hiring of Janitorial Service Provider (January to December 2023)	12 pax	12 pax	The contract shall be for a period of twelve (12) months effective January 01, 2023 to December 31, 2023
	Specifications:			
	1. The service provider shall provide the needed equipment and tools to be used in performing services			
	2. The service provider shall provide the fuel and 2T oil to be used for the grass cutting machine with the exception of the water and electricity consumption			
	3. Reporting requirements (See Attached Terms of Reference)			
	4. Budgetary requirements (See Attached Terms of Reference)			





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	5. Qualification requirements <i>(See Attached Terms of Reference)</i>			
	6. The service provider shall provide uniform with appropriate identification cards to the janitors/janitress			
	7. The service provider shall pay at least the minimum wage and all other mandatory benefits and privileges to its janitor/janitress assigned in DSWD FO XII on time every 10th and 25th of the month			
	8. The contract shall be for a period of twelve (12) months effective January 01, 2023 to December 31, 2023			
	9. The service provider shall submit to DSWD FO XII the billing due for the preceding month every 2nd week of the month, together with its monthly invoices, duly certified copy of the immediately preceding payroll, and proof of remittances that are scheduled on a quarterly basis as well as its alpha list			
	10. The service provider shall provide DSWD FO XII a copy of each janitor/ janitress' contract			



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	to the company duly signed by both parties			
	11. The service provider shall provide the following Social Benefits:  • SSS Premium • Philhealth Contribution • EC Insurance Premiums • PAG-IBIG Fund Contribution			
	See attached Terms of Reference for information and guidance			

\* The performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project.

**I hereby certify to comply and deliver all the above requirements.**

\_\_\_\_\_  
Name of the Company/Bidder      Signature Over Printed Name of the Representative      Date



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### TERMS OF REFERENCE

Hiring of Janitorial Services Provider for CY 2023

(Covering 01 January 2023 to 31 December 2023)

#### I. RATIONALE

The increasing number of poverty reduction and disaster management programs of the Department of Social Welfare and Development reflects the constant levelling up of performance towards higher responsibility to understand and undertake interrelated climate change and disaster risk reduction programs and initiatives in light of the "new normal" in extreme weather conditions.

Relative to this, the Department continuously needs to maintain a clean and healthy working environment that is conducive to all its officials, employees and clients in the delivery of programs and services. Thus, janitorial services will be contracted from a reputable Service Provider that will do the cleaning and maintenance of the DSWD Compound including its buildings, facilities and grounds to support the day-to-day operation of the Department.

Hiring a janitorial service is more advantageous over hiring an internal cleaning and maintenance staff because the Department will be free from labor and service liabilities that shall be borne by the Service Provider. As such, the Department will just have to pay the service and the Service Provider will handle all of the administrative and supervisory details. Hence, our employees can concentrate more on productive activities that directly relate to the Department objectives and core purpose.

Therefore, the need to hire a competent and highly efficient janitorial service provider that shall perform all cleaning tasks to keep the DSWD buildings, facilities and grounds cleaned and well maintained is necessary.

#### II. SCOPE OF WORK

##### 1. Coverage of Services:

###### 1.1. DSWD Field Office XII

Purok Bumanaag, Brgy. Zone III, Koronadal City



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### 1.2. DSWD Regional Office XII

Regional Center, Brgy. Carpenter Hill, koronadal City

2. The services for maintenance and sanitation shall include, but shall not be limited to the following:

#### 2.1. Daily Services (from Monday to Saturday, during and after office hours)

- a. Sweeping, spot scrubbing, wet mopping and polishing of all floor premises, including staircases and railings add wiping of all glass doors, windows and walls;
- b. Cleaning, dusting and polishing of all office furniture and fixtures, equipment including disposal of garbage through segregation, diggings/provision of compost pits;
- c. Cleaning and sanitizing of kitchen sinks and countertops, wash rooms and bathrooms including its lavatories, urinals, toilet bowls and other fixtures using a special and high quality disinfecting agent;
- d. Tending the ground, dusting of all indoor plants' leaves, watering of outdoor plants;
- e. Collecting garbage from all offices;
- f. General cleaning of sidewalks, yards, parking spaces and areas surrounding the building;
- g. Cleaning of the perimeter area of all janitorial staff at 8:00AM, 10:00AM; 1:00PM, 3:00PM, 5:00PM and;
- h. Performing other similar tasks as maybe necessary and related to daily routine operations.

#### 2.2. Weekly Services (every Saturday)

- a. General clearing of the in the entire office premises which includes stripping and scrubbing off of old wax, applying new coat and polishing the same (if applicable);
- b. General cleaning of all sets of furniture and fixtures, office equipment which includes dusting, wiping spot scrubbing, application of high grade solution and polishing the same;



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- c. General cleaning of all waste receptacles and waste cans;
- d. General cleaning of all comfort rooms;
- e. Cleaning of all inside office interior and exterior glass doors, windows, walls and washing of venetian/vertical blinds;
- f. Maintaining/re-arranging indoor plants at the lobby, first floor, hallways and attending to concerns (on all floors levels) of the Field Office main building, Annex building and other locations covered;
- g. Taking-out indoor plants for watering and exposure to sunlight within the premises;
- h. Spraying of insecticide using high quality and environment-friendly products; and
- i. Performing other tasks as may be necessary and related to the Department's activities and transactions.

**2.3. Bi-Weekly Services (Monday and Thursday)**

Providing ground maintenance to include grass cutting and landscaping of the areas around the building.

**2.4. Monthly Services (every first Saturday of the month)**

- a. General cleaning of all areas like floors, walls, ceilings, wall decorations, premises and building perimeter, parking areas and areas within the perimeter of the office;
- b. General cleaning of window glasses, downspouts, vacuum cleaning and shampooing of carpets and officers' executive and visitor's chair, cleaning of diffusers and electric fans;
- c. Providing the restroom of officers of the Department with bath soap (regular size), bathroom tissue and deodorant cake. While all the common restrooms in each floor of the Field Office XII buildings and other areas covered by the Contract shall be provided with liquid soap, alcohol anti-bacterial sanitizer and deodorant cake; and



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- d. Facilitating fogging/misting/disinfection services using high-grade but environment friendly chemical to Field Office buildings, satellite offices, facilities and warehouses.

### 2.5. As Need Arises

- a. Report all discovered broken/missing lights, fixtures, furniture and equipment to the Facilities Management for needed action.
3. The **SERVICE PROVIDER** shall provide the needed equipment and tools to be used in performing the above services that shall be for the account of the **SERVICE PROVIDER** including the fuel and 2T oil to be used for the grass cutting machine with the exception of the water and electricity consumption that shall be for the account of the **DSWD FO XII**.

### 4. Required Equipment and Tools

The DSWD FO XII thru the Administrative Division - General Services Section (AD-GSS) shall provide for the needed supplies and materials for the performance of the above services.

5. The tools and equipment listed under Annex A shall be returned to the Service Provider upon completion of the contract. Please see attached list of Equipment and tools to be supplied marked as "**Annex A**"

## III. REPORTING REQUIREMENTS

1. The **SERVICE PROVIDER** shall prepare **regular reports on the day-to-day operations** especially problems encountered while providing the service;
2. Said reports shall be submitted every week at the Office of the Administrative Division through the General Services Section; and
3. The **SERVICE PROVIDER** shall finalize **monthly reports** on the progress of implementation to be attached to its monthly billings.

## IV. BUDGETARY REQUIREMENTS

The DSWD FO XII shall pay the **SERVICE PROVIDER**, subject to applicable taxes, fixed cost as follows against GOP funds. The contract shall be for 12 months, covering the period of 01 January 2023 to 31 December 2023.



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### **Amount per Janitor/Janitress:**

- Fourteen Thousand Seven Hundred Eleven Pesos and 42/100 Centavos (**P14,711.42**) per janitor/janitress per month.

### **Total Amount per Month for 12 Janitor/Janitress:**

- One Hundred Seventy-Six Thousand Five Hundred Thirty-Seven Pesos and 4/100 Centavos (**P176,537.04**).

### **Total Amount in Twelve (12) Months:**

- Two Million One Hundred Eighteen Thousand Four Hundred Forty-Four Pesos and 48/100 Centavos (**P2,118,444.48**)

These amounts are for the services of twelve (12) janitorial staff including their janitorial equipment (please refer to **Annex B** for the breakdown of estimated contract per month).

If during the effectivity of the Contract between the **Service Provider** and the DSWD FO XII, a wage order or pertinent laws shall be implemented increasing the minimum wage or providing additional benefits to employees in private sector, the rates herein shall be adjusted accordingly. The Service Provider shall comply with the wage increase. Salary adjustment within the Contract Duration under DOLE Wage Order shall be on account of the Service Provider. DSWD FO XII shall adjust the contract including the increase in premiums and contributions from other agencies

## **V. QUALIFICATION REQUIREMENTS**

1. The **SERVICE PROVIDER** must have at least five (5) years' experience in janitorial services;
2. The **SERVICE PROVIDER** shall provide qualified manpower and labor, which shall perform their duties as enumerated in item II above. The **SERVICE PROVIDER** shall on its own exclusive account, employ and detail at the premises twelve (12) janitorial personnel including two (2) working supervisors:

### **2.1. DSWD Field Office XII in Purok Bumanaag**

- a. 6 janitors/janitress to report 7:00am – 4:00pm (Monday to Saturday)

### **2.2. DSWD Regional Office at Carpenter Hills**



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- a. 9 janitors/janitress to report 7:00am – 4:00pm (Monday to Saturday)
3. The **SERVICE PROVIDER** shall maintain at all times the aforementioned number of personnel to ensure continuous and uninterrupted services either by providing regular relievers to janitors who fail to report for duty or having the option of deducting the corresponding amount of absences from the billing;
4. Aside from the Supervisor, the **SERVICE PROVIDER** shall assign an **Inspector** who shall inspect the premises, three (3) times a week, to check on the performance of the twelve (12) personnel above-mentioned. The Inspector shall coordinate his/her activities with the Administrative Division through the General Services Section;
5. The **SERVICE PROVIDER** shall be ready at all times to **provide additional janitorial service requirements of DSWD during emergency situations/disaster operations**;
6. The number may be increased or decreased anytime by mutual agreement of both parties depending upon the exigencies of the services/availability of the funds and/or staff performance. Additional manpower requirement shall be covered by a written request from the DSWD FO XII proper authority;
7. The janitorial personnel may render overtime services depending upon the exigencies of the services and funds availability of requesting office. Overtime services rendered are not included in the budget allocation for this Terms of Reference;
8. The **SERVICE PROVIDER** is willing to absorb upon recommendation of the procuring entity at least fifty percent (50%) of existing janitorial personnel assigned to DSWD Field Office XII to its existing standards.

### VI. OTHER TERMS AND CONDITIONS

1. The **SERVICE PROVIDER** shall perform in accordance with the following standard and requirements of the DSWD FO XII:
  - 1.1. The janitorial personnel shall be under the supervision and administrative control of the Administrative Division through the General Services Section;
  - 1.2. The janitorial personnel must be physically and mentally fit;
  - 1.3. The janitorial personnel must be properly trained and thoroughly screened prior to employment and have been required to present favorable police clearances and medical certificate attesting to their good moral character and physical fitness, respectively, for the work involved.





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- 1.4. The janitorial personnel at all times shall be in uniform and provided with appropriate identification cards;
- 1.5. The janitorial personnel shall render eight (8) hours service daily, excluding sixty (60) minutes time-off for meals; and
- 1.6. The working Supervisors shall regularly inspect all public toilets, corridors, veranda/emergency passages to ensure their cleanliness and orderliness.
2. The **SERVICE PROVIDER** shall regularly supervise/monitor its personnel especially their performance through their designated Supervisor per area of jurisdiction.
3. The **SERVICE PROVIDER** shall answer for any damage to or loss of the Department properties, or to those for which the DSWD FO XII is responsible, which may be sustained by the DSWD FO XII, through the fault of the **SERVICE PROVIDER's** personnel, the **SERVICE PROVIDER** having the option of either paying the cost of the damage or loss in cash, or in repairing, reinstalling, or replacing the item lost or damaged with prior approval from DSWD FO XII. In this connection, the personnel whom the **SERVICE PROVIDER** may assign to perform the services called for shall submit themselves to search by the security guards of the Department before entering and leaving the premises of the DSWD FO XII.
4. The **SERVICE PROVIDER** guarantees the quality of all cleaning equipment, tools, supplies and materials necessary for the performance of the services. The DSWD FO XII shall provide the **SERVICE PROVIDER** with the free use of a suitable space with lock and key at the DSWD FO XII premises for storage of the cleaning equipment, tools, supplies and materials to be used.
5. There shall be no employer-employee relationship between the DSWD FO XII, on one hand, the **SERVICE PROVIDER** and its personnel to perform the services, on the other, the **SERVICE PROVIDER** hereby acknowledges that no authority had been conferred upon it by the DSWD FO XII, to hire any person in behalf of the DSWD FO XII and that the persons whom the **SERVICE PROVIDER** may assign to perform the services called for shall remain the employees of the **SERVICE PROVIDER** only. In this relation, the **SERVICE PROVIDER** hereby warrants its full and faithful compliance and observance of all laws, decrees, rules and regulations relative to the government contracts, hours of work, wage rate, and other workmen's compensation and benefits, especially the provisions of the New Labor Code and other related laws, in connection with its own workers/laborers. It is understood that the DSWD FO XII shall be free from any claims, which the **SERVICE PROVIDER's** worker/laborer may lodge. Violation of the **SERVICE**



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**PROVIDER** of any existing labor laws, rules and regulations shall be a ground for termination of the Contract.

6. The **SERVICE PROVIDER** shall pay at least the minimum wage and all other mandatory benefits and privileges to its janitor/janitress assigned in DSWD FO XII on time, i.e., every 10<sup>th</sup> and 25<sup>th</sup> of the month.
7. The **SERVICE PROVIDER** shall submit to DSWD FO XII, together with its monthly invoices, a sworn certification/undertaking duly executed by its General Manager/President stating that all workers and/or personnel assigned to DSWD FO XII pursuant to this Agreement have been paid the required minimum wage, other mandatory benefits and privileges they are entitled to under the law. DSWD FO XII shall not process any billings that are not accompanied by the aforementioned certificate. All billings must be supported by corresponding time sheet that shall be approved by DSWD FO XII Supervisor/Manager prior to such billings. If the billing is in order, DSWD FO XII agrees to pay the **SERVICE PROVIDER** as soon as possible from receipt of such billings and shall pay within a period of fifteen (15) days upon receipt of supporting time sheets previously approved by the DSWD FO XII Supervisor. Payment of salaries shall be made every 10<sup>th</sup> and 25<sup>th</sup> of the month. Delayed payment of salaries of janitors/janitresses shall be the basis for evaluation and ground for early termination of the contract, subsequently be ground for Blacklisting to the Department, and even recommend such to all other government agencies/offices.
8. The contract shall be for a period of twelve (12) months effective January 01, 2023 to December 31, 2023 unless, otherwise, sooner terminated by DSWD by giving a written notice to the **SERVICE PROVIDER** one month prior to the intended date of termination of the contract;
  - January 01, 2023 to December 31, 2023
9. The Department shall have the right to blacklist the **SERVICE PROVIDER** in case of termination.
10. The **SERVICE PROVIDER** shall submit to DSWD FO XII the billing due for the preceding month every 2<sup>nd</sup> week of the month, together with its monthly invoices, duly certified copy of the immediately preceding payroll, and proof of remittances that are scheduled on a quarterly basis as well as its alpha list. There shall be one billing only for each additional service such as overtime and additional janitors per month for efficient monitoring. All employees must be provided with pay slip as proof of payment with complete information including the name and address of the **SERVICE PROVIDER** and DSWD FO XII as its client office duly signed by the authorized personnel of the **SERVICE PROVIDER** and its



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employees. Failure of **SERVICE PROVIDER** to submit such duly certified copy of payroll, proof of remittance including alpha list, shall be enough basis for DSWD FO XII not to process **SERVICE PROVIDER** billings and shall be ground for early termination of the contract.

11. The **SERVICE PROVIDER** shall provide DSWD FO XII a copy of each janitor/ janitress' contract to the company duly signed by both parties.
12. The **SERVICE PROVIDER** shall abide by all the stipulations under the existing Labor Code. If during the effectivity of the Contract between the Service Provider and the DSWD FO XII, a wage order or pertinent laws shall be implemented increasing the minimum wage or providing additional benefits to employees in private sector, the rates herein shall be adjusted accordingly. The Service Provider shall comply with the wage increase. Salary adjustment within the Contract Duration under DOLE Wage Order shall be on the account of the Service Provider.

DSWD FO XII shall pay the Service Provider the adjusted rates, upon receipt of the billing statement, pursuant to the wage order or pertinent laws increasing the minimum wage or providing additional benefits to employees to private sector after a corresponding adjustment/amendment to the contract.

The Contract of Janitorial services of the DSWD FO XII shall be awarded to the Lowest Calculated and Responsive Bidder (LCRB).

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### Annex "A"

Below are the list of equipment and tools to be supplied by the service provider in the performance of contract and services:

<b>LIST OF EQUIPMENT AND TOOLS TO BE SUPPLIED</b>			
Item No.	Description	Total Quantity per Year	Unit of Measure
1	4 Stroke Grass Cutter	1	Unit
2	1.5 Hp Electric Motor Pressure Washer	1	Unit
3	Floor polisher, Heavy Duty with brush and bracket	1	Unit
4	Vacuum cleaner, 1 set (Wet & Dry)	2	Sets
5	Soft broom	24	Pieces
6	Stick broom	24	Pieces
7	Glass Squeegee	24	Pieces
8	Toilet Brush, 1 set	12	Sets
9	Dustpan	12	Pieces
10	Pan and Pail (Orocan)	12	Pieces
11	Push Brush	12	Pieces
12	High Ceiling Cob Web Remover	3	Pieces
13	Tornado Mop	15	Pieces



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**Annex "B"**

Below are the breakdown of estimated contract per month for the Janitorial Services for One (1) Year Contract:

Item no.	Description				Total Price
	No. of Days per Week	No. of Days per year	No. of Hour Work per Day	Daily Wage	
	6	313	8		
	<b>Amount Directly to Janitor</b>				
	Basic Pay				
	13 <sup>th</sup> Month pay				
	Incentive Pay				
A.	<b>TOTAL AMOUNT DIRECTLY TO JANITOR</b>				
	<b>Amount to Government in favour of the Janitor</b>				
	SSS Premium				
	Philhealth Contribution				
	EC Insurance Premiums				
	PAG-IBIG Fund Contribution				
B.	<b>TOTAL AMOUNT TO GOVERNMENT IN FAVOR OF JANITOR</b>				



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C.	<b>TOTAL PAID TO JANITOR AND GOVERNMENT</b>	
D.	<b>ADMINISTRATIVE OVERHEAD AND AGENCY FEE</b>	
E.	<b>VALUE ADDED TAX (12% VAT)</b>	
F.	<b>TOTAL CONTRACT RATE FOR EIGHT (8) HOURS</b>	
G.	<b>TOTAL AMOUNT FOR FIFTEEN (12) JANITORIALS PER MONTH</b>	
H.	<b>TOTAL AMOUNT FOR ONE (1) YEAR</b>	
	<b>Amount in figures:</b>	
	<b>Amount in words:</b>	
(Subject to change per salary adjustment under DOLE Wage Order within the Contract Duration)		

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_