



Republic of the Philippines  
Department of National Defense  
**National Defense College of the Philippines**  
Camp General Emilio Aguinaldo, Quezon City

## **BIDDING DOCUMENTS**

for the

### **Procurement of Janitorial Services for the National Defense College of the Philippines**

Project ID No. **NDCP- ITB-009-21**

**For the Year 2022**

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2/1/2022

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## Section I. Invitation to Bid

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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF NATIONAL DEFENSE  
**NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES**  
Camp General Emilio Aguinaldo, Quezon City

**INVITATION TO BID**  
**for the Procurement of Janitorial Services**  
**for the National Defense College of the Philippines**

1. The National Defense College of the Philippines (NDCP), through the **National Expenditure Program FY 2022** intends to apply the sum of **Three Million One Hundred Eighty Thousand Pesos Only (PHP 3,180,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Janitorial Services for the NDCP** with Identification No.: **NDCP-ITB-009-21**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The NDCP now invites bids for the Procurement of above Procurement Project. The project Delivery of the Goods is required by **January 1, 2022 after the issuance of Notice to Proceed**. Bidders should have completed, **within the last five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.  
  
Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **NDCP Bids and Awards Committee (NDCP-BAC) Secretariat** and inspect the Bidding Documents at the address given below **during 8:00 AM to 5:00 PM, Monday to Friday except during holidays**.
5. A complete set of Bidding Documents may be acquired by interested Bidders from **8:00 AM to 5:00 PM on October 20 to November 10, 2021** from the given address and website below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **FIVE THOUSAND PESOS ONLY (PHP 5,000.00)**. The Procuring Entity shall allow the bidder to present in person its proof of payment for the fees.
6. The NDCP-BAC will hold a Pre-Bid Conference<sup>1</sup> on **October 28, 2021, 10:00 AM** at the **Honor Hall, NDCP Building, Camp Aguinaldo, Quezon City** and/or through

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

video conferencing or webcasting via CISCO Webex which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through: (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before **November 10, 2021 at 10:00 AM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **November 10, 2021, 10:00 AM** at the **Honor Hall, NDCP Building, Camp Aguinaldo, Quezon City** and/or via CISCO Webex. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The NDCP 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 Sections 35.5 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:


|                         |  |
|-------------------------|--|
| <i>Name of Officer:</i> | <b>Ms Gladys M Pua</b>   |
| <i>Designation:</i>     | Head, NDCP-BAC Secretariat   |
| <i>Office Address:</i>  | National Defense College of the Philippines<br>Gen. Enrile Avenue, Camp General Emilio Aguinaldo<br>Quezon City 1110 |
| <i>Office Tel. Nos:</i> | (02) 8912-9139 (telefax)<br>(02) 8911-6001 local 4651  |
| <i>Email Address:</i>   | <a href="mailto:gladysmpua@yahoo.com">gladysmpua@yahoo.com</a>   |
| <i>Website:</i>         | <a href="https://www.ndcp.edu.ph">https://www.ndcp.edu.ph</a>  |

12. You may visit the following websites:

For downloading of Bidding Documents: <https://www.ndcp.edu.ph>

For online bid submission: [bacsecretariat@ndcp.edu.ph](mailto:bacsecretariat@ndcp.edu.ph)

October 20, 2021

  
CAPT ALDRIN C CUNA PN (Res), MNSA  
NDCP-BAC Chairperson

## Section II. Instructions to Bidders

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## 1. Scope of Bid

The Procuring Entity, the **National Defense College of the Philippines (NDCP)** wishes to receive Bids for the **Procurement of Janitorial Services for the NDCP** with identification number **NDCP-ITB-009-21**.

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 the year 2022 in the amount of **Three Million One Hundred Eighty Thousand Pesos Only (PHP 3,180,000.00)**.

2.2. The source of funding is the **National Expenditure Program FY 2022**.

## 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 limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No. 9184, the Bidder shall have a 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:

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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**

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.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address at Camp General Emilio Aguinaldo, Quezon City and/or through CISCO Webex as indicated in paragraph 6 of the IB.

## **9. Clarification and Amendment of Bidding Documents**

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

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within the 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 paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in 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 tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency

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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 Philippine Pesos.

#### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</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 until the **120 calendar days from the date of the 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

- 15.1. Each Bidder shall submit one copy of the first and second components of its Bid.
- 15.2. 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.
- 15.3. If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

#### 16. Deadline for Submission of Bids

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

#### 17. Opening and Preliminary Examination of Bids

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

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

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

<sup>2</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.



## 18. Domestic Preference

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 one (1) 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

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## 21. Signing of the Contract

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

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# Bid Data Sheet

| ITB Clause |  |
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| 5.3        | <p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>Delivery of Janitorial Services;</li> <li>Completed within the last five (5) years prior to the deadline for the submission and receipt of bids.</li> </ol>   |
| 7.1        | NO FURTHER INSTRUCTIONS.   |
| 10.1       | <p style="text-align: center;"><b>Class "A Documents"</b></p> <p><b><u>Legal Documents</u></b></p> <ol style="list-style-type: none"> <li>Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); <u>or</u></li> <li>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; <u>and</u></li> <li>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; <u>and</u></li> <li>Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).</li> </ol> <p><b><u>Technical Documents</u></b></p> <ol style="list-style-type: none"> <li>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; <u>and</u></li> <li>Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; <u>and</u></li> <li>Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; <u>or</u><br/>Original copy of Notarized Bid Securing Declaration; <u>and</u></li> <li>Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; <u>and</u></li> <li>Original duly signed Omnibus Sworn Statement (OSS);<br/><b>And</b> 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.</li> </ol> |

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|      | <p><b><u>Financial Documents</u></b></p> <p>j. 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; <b><u>and</u></b></p> <p>k. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);</p> <p><b><u>or</u></b></p> <p>A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.</p> <p style="text-align: center;"><b>Class "B" Documents</b></p> <p>l. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;</p> <p><b><u>or</u></b></p> <p>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.</p> <p><b><u>Other documentary requirements under RA No. 9184 (as applicable)</u></b></p> <p>m. For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.</p> <p>n. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.</p> |
| 11.1 | <p><b><u>Financial Component Envelope</u></b></p> <p>a. Original of duly signed and accomplished Financial Bid Form; <b><u>and</u></b></p> <p>b. Original of duly signed and accomplished Price Schedule(s)</p>  |
| 12   | NO FURTHER INSTRUCTIONS.   |
| 14.1 | <p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <b>Sixty-Three Thousand Six Hundred Pesos Only (PHP63,600.00)</b> (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <b>One Hundred Fifty-Nine Thousand Pesos Only (PHP159,000.00)</b> (5% of ABC) if bid security is in Surety Bond.</p>   |
| 14.2 | The Bid and Bid Security shall be valid until 120 calendar days from the date of the opening of bids.  |
| 15   | Each bidder shall submit <b>one (1) original and nine (9) photo copies</b> with tabbing or one (1) original copy with tabbing and electronic copy (in PDF Format) of the first and second components of its bid.   |
| 19.3 | NO FURTHER INSTRUCTIONS.   |
| 20   | NO FURTHER INSTRUCTIONS.   |
| 21   | NO FURTHER INSTRUCTIONS.   |



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## 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. 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.

## 3. 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. In addition to tests in the **SCC, Section IV (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.

## 4. Warranty

5.1 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.

5.2 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.

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**5. 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**

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# Special Conditions of Contract

| GCC Clause |   |
|------------|---|
| 1          | <p><b>Delivery and Documents –</b></p> <p>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 at <b>NDCP, Camp General Emilio Aguinaldo, Quezon City</b>. 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 <b>MS GLADYS M PUA</b>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul 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> <li>e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ul> <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> |

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*Handwritten initials: GP*

|   |  |
|---|--|
|   | <b>Intellectual Property Rights –</b><br><br>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. |
| 3 | All goods to be delivered shall be subject for inspection by duly authorized representatives of the National Defense College of the Philippines and the end-user.  |

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2/8/2020



## Section VI. Schedule of Requirements

2/18/2000

## Schedule of Requirements

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

| Item Number | Description   | Quantity             | Total                | Delivered, Weeks/Months  |
|-------------|---|----------------------|----------------------|--|
| 1           | Janitorial Services<br><br><b>Refer to Attachment "A"</b> for the manpower schedule and program for cleaning services | 12 utility personnel | 12 utility personnel | 12 months beginning January 1, 2021  |
| 2           | Deploy relievers, during the following:<br>a. Emergency absences  | As required          | As required          | Four (4) hours upon receipt of notice  |
|             | b. Scheduled Absences   | As required          | As required          | Five (5) days upon receipt of notice   |
| 3           | Provide replacement of personnel due to resignation or unsatisfactory service   | As required          | As required          | Five days (5) days upon receipt of notice                                      |
| 4           | Minimum Tools & Equipment Requirement<br><br><b>Refer to Attachment "B"</b>   | various              | various              | Within seven (7) days from issuance of Notice to Proceed                       |
| 5           | Provide replacement of defective equipment – Refer to attachment B  |                      |                      | Within seven (7) days upon notification  |
| 6           | Minimum Supplies/Requirements on monthly, quarterly, semi-annual & yearly<br><br><b>Refer to Attachment "C"</b>       | various              | various              | Every first (1 <sup>st</sup> ) working day of each month/quarter/semester/year |

CONFORME:

\_\_\_\_\_  
Name of Company/Prospective Bidder

BY:

\_\_\_\_\_  
Printed Name and Signature of Authorized Representative

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

W. Amman

## WORK SCHEDULE/PROGRAM FOR CLEANING SERVICES

| Item | Specification   |
|------|---|
| 1    | Janitorial Services work schedule (Mondays to Saturdays) 7:00 A.M. to 4:00 P.M.   |
| 2    | <p><b>Scope of Work</b></p> <p><b>a. Area</b></p> <ol style="list-style-type: none"> <li>1. NDCP Main Building</li> <li>2. Library Building</li> <li>3. NDCP Dormitory – Building A</li> <li>4. NDCP Dormitory – Building B (<i>for International Students</i>)</li> <li>5. NDCP Transient Building</li> <li>6. NDCP Staff Quarters</li> <li>7. Motor Pool Area</li> <li>8. GSS Building &amp; Driver's Lounge</li> <li>9. Three (3) Multi-Purpose Buildings (donated)</li> <li>10. Grounds</li> </ol> <p><b>b. Daily Routine Operation</b></p> <ol style="list-style-type: none"> <li>1. Sweeping, scrubbing, mopping, and polishing of offices, hallways, corridors, utility/electrical rooms, stairways, and conference/function rooms.</li> <li>2. Cleaning and sanitizing of all the male and female comfort rooms and washrooms at the areas identified using special disinfecting and chemical/agents of the wash basins, urinals and towel bowls.</li> <li>3. Dusting and cleaning of façade glass window, window glasses, ledges, eaves, air vents along hallway and corridors in all floors.</li> <li>4. Dusting and cleaning of the counter tops and chairs/sofa located in the lobby, hallways and corridors in all floors.</li> <li>5. Cleaning/sweeping around the NDCP premises and caring and watering of the plants.</li> <li>6. Cleaning and washing of trash receptacles along the lobby and hallways.</li> <li>7. Proper disposal and segregation of garbage.</li> </ol> <p><b>c. Saturday Routine Operations</b></p> <ol style="list-style-type: none"> <li>1. General cleaning, washing scrubbing, waxing and polishing.</li> <li>2. Removing of cobwebs, dirt and smudges on the walls along the hallways/corridors/stairs.</li> <li>3. Disinfection of offices and its equipment.</li> <li>4. Sweeping/cleaning of dry leaves in the concrete gutter (Foyer).</li> <li>5. Cleaning of canopy.</li> <li>6. Trimming of grass and shrubs as necessary.</li> </ol> <p><b>d. Monthly Routine Operations</b></p> <ol style="list-style-type: none"> <li>1. Cleaning of window glasses, eaves, ledges, air vents located around the interior portion of the NDCP buildings.</li> <li>2. Cleaning of light diffusers in coordination with the maintenance electricians.</li> <li>3. Sweeping/cleaning of dry leaves in the concrete gutter at the 3F, Main Bldg.</li> </ol> <p><b>e. Miscellaneous Services</b></p> <ol style="list-style-type: none"> <li>1. Moving/transferring of plants from hallways to nursery and grounds.</li> <li>2. Moving/transferring of office furniture, equipment, etc in the different NDCP offices upon request.</li> <li>3. Vacuum cleaning of blinds of all offices.</li> </ol> |



## ATTACHMENT "B"

### LIST OF MINIMUM TOOLS AND EQUIPMENT REQUIREMENT

| Item Number | Description   | Quantity | Total | Delivered, Weeks/Months |
|-------------|---|----------|-------|-------------------------|
| 1           | Heavy Duty Floor Polisher                               | 7 units  |       | Free                    |
| 2           | Vacuum Cleaner (wet & dry)                              | 2 units  |       | Free                    |
| 3           | Steel Scaffolding (A-Frame)                             | 6 sets   |       | Free                    |
| 4           | Wheeled Bins, 240 Ltrs                                  | 2 units  |       | Free                    |
| 5           | Garden House (with sprinkler)                           | 2 sets   |       | Free                    |
| 6           | Portable Lawn Mower                                     | 1 set    |       | Free                    |
| 7           | Grass Scissors/Trimmer                                  | 2 pcs    |       | Free                    |
| 8           | Grass Cutter  | 1 set    |       | Free                    |
| 9           | Jungle Bolo   | 1 pc     |       | Free                    |
| 10          | Mop Squeeze (metal)                                     | 8 pcs    |       | Free                    |
| 11          | Aluminum Ladder (folding type, 16 ft)                   | 2 sets   |       | Free                    |
| 12          | Folding Platform Hand Sack Trolley (heavy duty), 300 kg | 4 units  |       | Free                    |
| 13          | Wheelbarrow   | 2 units  |       | Free                    |

**Delivery Schedule:** Within seven (7) days from issuance of Notice to Proceed

**Note:** All equipment should be functional/serviceable at any given time

**ATTACHMENT "C"**

**LIST OF MINIMUM SUPPLIES/REQUIREMENTS**

| Item No. | Description   | Quantity  | Total | Delivered, Weeks/Months |
|----------|---|-----------|-------|-------------------------|
| 1        | Emulsion Wax  | 5 gals    |       | Monthly                 |
| 2        | Liquid Wax (White)  | 5 gals    |       | Monthly                 |
| 3        | Powder Soap   | 7 kgs     |       | Monthly                 |
| 4        | Mop Head  | 27 pcs    |       | Monthly                 |
| 5        | Lysol Disinfectant  | 4 gals    |       | Monthly                 |
| 6        | Scotch Brite/Foam   | 18 pcs    |       | Monthly                 |
| 7        | Microfiber/chamois  | 54 pcs    |       | Monthly                 |
| 8        | Garbage Bag (50 pcs S & 250 L)                                | 300 pcs   |       | Monthly                 |
| 9        | Air Mist  | 2 gals    |       | Monthly                 |
| 10       | 2-ply Jumbo roll toilet paper (200 mtrs)                      | 180 rolls |       | Monthly                 |
| 11       | Deodorant Cake (50 g)   | 120 pcs   |       | Monthly                 |
| 12       | Glass Cleaner   | 3 gals    |       | Monthly                 |
| 13       | Hand Soap   | 6 gals    |       | Monthly                 |
| 14       | Multi-purpose cleaner/disinfectant                            | 7 gals    |       | Monthly                 |
| 15       | Muriatic Acid   | 3 gals    |       | Monthly                 |
| 16       | Downy   | 2 gals    |       | Monthly                 |
| 17       | Reusable Hand Gloves, (3 pairs each)                          | 12 pcs    |       | Monthly                 |
| 18       | Ethyl Alcohol (70%)   | 6 gals    |       | Monthly                 |
| 19       | Baygon Insect Killer (500 ml)                                 | 6 btls    |       | Monthly                 |
| 20       | Soft Broom  | 15 pcs    |       | Quarterly               |
| 21       | Stick Broom   | 15 pcs    |       | Quarterly               |
| 22       | Ceiling Broom   | 4 pcs     |       | Semi-Annual             |
| 23       | Hand Brush  | 18 pcs    |       | Semi-Annual             |
| 24       | Toilet Brush  | 18 pcs    |       | Semi-Annual             |
| 25       | Mop Handle  | 12 pcs    |       | Semi-Annual             |
| 26       | Dust Pan  | 12 pcs    |       | Semi-Annual             |
| 27       | Push Brush  | 6 pcs     |       | Semi-Annual             |
| 28       | Toilet Pump   | 10 pcs    |       | Semi-Annual             |
| 29       | Spin Mop Cleaner (Heavy Duty)                                 | 2 pcs     |       | Semi-Annual             |
| 30       | Absorbent/Microfiber Doormat (one color – Black or Dark Gray) | 20 pcs    |       | Semi-Annual             |
| 31       | Mobile Garbage Bin (150L, green)                              | 6 units   |       | Yearly                  |

**Delivery Schedule: Every first (1<sup>st</sup>) working day of each month/quarter/semester/year**

*[Signature]*

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## Section VII. Technical Specifications

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# Technical Specifications

[Bidders must state in Statement of Compliance 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.]

| Item | Specification  | Statement of Compliance |
|------|--|-------------------------|
| I    | <b>DEPLOYMENT REQUIREMENTS</b>   |                         |
|      | <ol style="list-style-type: none"> <li>1. Twelve (12) housekeeping personnel, who will render at least eight (8) hours of work, six (6) days a week with the following minimum qualifications: <ol style="list-style-type: none"> <li>a. At least High School Graduate</li> <li>b. Not less than eighteen (18 years of age)</li> <li>c. Mentally and physically fit</li> <li>d. With good moral character</li> <li>e. Preferably with at least (2) years experience as housekeeping personnel</li> </ol> </li> <li>2. The above personnel shall submit the following documents to NDCP prior to deployment: <ol style="list-style-type: none"> <li>a. NBI Clearance</li> <li>b. PNP Clearance</li> <li>c. Medical/Health Certificate with drug test result, neuro-psychiatric exam result and PCR Swab Test Negative result</li> <li>d. Certificate of good moral character issued by their previous employer</li> <li>e. Curriculum Vitae</li> </ol> </li> <li>3. The eleven (11) housekeeping personnel and one (1) supervisor selected for assignment to NDCP will be posted to different location as specified below:: <ol style="list-style-type: none"> <li>a. NDCP Main Building &amp; Two Multi-Purpose Bldg 5</li> <li>b. Library Building, GSS Building, Driver's Lounge 2</li> <li>c. NDCP Dormitory – Building A &amp; One Multi-Purpose Bldg 1</li> <li>d. NDCP Dormitory – Building B (International) 1</li> <li>e. NDCP Transient Building, NDCP Staff Quarters, Motor Pool Area 1</li> <li>f. Grounds 2</li> </ol> </li> </ol> |                         |

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| Item | Specification  | Statement of Compliance |
|------|--|-------------------------|
| II   | <b>DUTIES AND RESPONSIBILITIES OF THE MANPOWER AGENCY</b>  |                         |
|      | <p><b>The MANPOWER AGENCY shall:</b></p> <ol style="list-style-type: none"> <li>1. Maintain at least a satisfactory level of performance throughout the term of the contract based on the following set of criteria:               <ol style="list-style-type: none"> <li>a. Quality of Service Delivered</li> <li>b. Time Management</li> <li>c. Management of Personnel</li> <li>d. Suitability and Fitness of Personnel</li> <li>e. Contract Administration and Management</li> </ol> </li> <li>2. Designate a Coordinator whom NDCP shall regularly coordinate relative to services herein contracted</li> <li>3. Ensure that all workers are in their respective areas of assignment and performing their tasks diligently unless they are required to render service in other areas as may be necessary</li> <li>4. Pay, on its own account, the salaries/wages/other monetary benefits mandated by laws of all personnel assigned to NDCP, preferably through automated machine (ATM) arrangement.</li> <li>5. Provide their assigned employees with the appropriate uniform/attire and ensure said personnel are well groomed</li> <li>6. Provide, at its own expense, all the necessary supplies and equipment required to perform the work specifically listed in Section VI, Schedule of Requirements</li> <li>7. Secure all necessary government permits and licenses for the performance of their services</li> <li>8. Liable for any loss or damage to property committed through theft or other surreptitious means or as result of fault or negligence of their personnel, which loss or damage is suffered by NDCP or its clients or any of its guests within the NDCP premises during the hours of work provided the loss or damage is reported by NDCP to the MANPOWER AGENCY within 72 hours from discovery from receipt of incident report</li> <li>9. Liable to NDCP and its clients for any stoppage or interruption in the delivery of services due to labor concerns or other causes other than fortuitous events</li> <li>10. Ensure on time payment of salaries to its personnel, and to test its financial stability, shall assume the payment for the first (two) months' salaries of its personnel</li> <li>11. Failure to pay salaries on time for at least two times in a given semester shall be considered as one of the basis for the termination of the contract.</li> </ol> |                         |

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| Item       | Specification   | Statement of Compliance |
|------------|---|-------------------------|
|            | <p>12. To ensure continuous and uninterrupted services in case of emergency absences, deploy relievers immediately or within four (4) hours from notice of NDCP-GSS</p> <p>13. In case of scheduled leave, where advance notice of absences are made, send an endorsement letter to NDCP-GSS one (1) day before the effectivity of leave.</p> <p>14. In case of request for replacement due to resignation or unsatisfactory service, send at least three (3) applicants for screening of NDCP, five (5) five days after notification.</p> <p>15. Exercise the necessary supervision over the work of all its personnel</p> <p>16. Ensure strict observance of relevant NDCP office rules and regulations</p> <p>17. Comply with existing applicable labor laws, rules and regulations and warrant the payment of salaries and allowances to its employees within legal rates provided by law</p> <p>18. Assume full responsibility for any claim that its workers may make by reason of their employment and that, in case of accident, injury or illness incurred in line of duty, NDCP should not in any way be made liable by the MANPOWER AGENCY</p> <p>19. Secure all necessary government permits and licenses for the performance of their services</p> <p>20. Assume responsibility for damage to or loss of property belonging to NDCP which may be caused by the deliberate negligence act or negligence of any of its employees.</p> <p>21. Ensure the visit of its Coordinator every Tuesday including random check anytime within the week to monitor/check the performance of its deployed personnel</p> <p>22. Ensure delivery of supplies following the schedule in Section VI</p> <p>23. Ensure the following tasks of the supervisor</p> <ul style="list-style-type: none"> <li>a. Provide daily monitoring checklist to the Head, GSS</li> <li>b. Act as focal person between the provider and their co-employees</li> <li>c. Ensure that specific tasks are done daily.</li> </ul> |                         |
| <b>III</b> | <b>SPECIFIC TASKS AND RESPONSIBILITIES OF THE MANPOWER AGENCY</b>   |                         |
|            | <p>1. Supply the necessary labor, cleaning equipment, materials and supervision for the daily upkeep, maintenance and other requires services of the NDCP (see Section VI. Schedule of Requirements)</p>  |                         |



| Item      | Specification   | Statement of Compliance |
|-----------|---|-------------------------|
|           | <p>2. Working Supervisor</p> <p>a. Must schedule work assignments, set priorities, and direct the work of housekeeping personnel in coordination with the Head, GSS;</p> <p>b. Must ensure implementation, enforcement, and compliance with the NDCP rules and regulations relative to the maintenance of cleanliness and sanitation of office premises;</p> <p>c. Must conduct a daily inspection of the premises to ensure clean and safe conditions; and</p> <p>d. Must ensure delivery of the supplies and submit therewith a list/inventory thereof to the Head, GSS every first Monday of the month.</p> <p>3. Daily, Saturday, Monthly Routine Operations and Miscellaneous Services please refer to Section VI. Schedule of Requirements Attachment 'A'</p>   |                         |
| <b>IV</b> | <b>TECHNICAL PARAMETERS (Pursuant to Appendix 23 of the Revised 2016 IRR of RA 9184)</b>  |                         |
|           | <p><b>1. Stability of the Company</b></p> <p>a. Business Operations</p> <p>a.1 The MANPOWER AGENCY shall be in the business of provision of janitorial services for at least five (5) years.</p> <p>a.2 Has provided janitorial services to government and private institutions.</p> <p>b. Liquidity of the Company</p> <p>The MANPOWER AGENCY shall submit its Audited Financial Statements for the last 2 years (2018 and 2019) The MANPOWER AGENCY should have a Current Ratio (Current Assets/Current Liabilities ) of 3:1</p> <p>c. Organizational-Set-up</p> <p>Submit a certification of an updated copy of Company Profile, list of key officials. Incorporators or stockholders</p> <p><b>2. Resources</b></p> <p>a. List of officers and their corresponding curriculum vitae</p> <p>b. Certification as to the latest inventory of Equipment and supplies which adhered to the requirements of NDCP (see schedule of requirements)</p> <p>c. Certification on number of janitors deployed to client</p> <p><b>3. Submit Housekeeping Plan (Scope, Services and Strategy)</b></p> <p><b>4. Other Factors</b></p> <p>a. Company Policy on Recruitment and Selection Criteria</p> |                         |

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|           |  |  |
|-----------|--|--|
|           | <p>b. Certification as to completeness of Uniforms and Other Paraphernalia</p> <p>The MANPOWER AGENCY shall ensure that personnel deployed at NDCP always wear the prescribed uniform while in the performance of their duty</p>   |  |
| <b>V</b>  | <b>GENERAL CONDITIONS</b>  |  |
|           | <p>1. The daily minimum wage rate as determined by the Regional Tripartite Wage Board and Productivity Board having jurisdiction over the area of operation shall be the benchmark for wages</p> <p>2. The daily wages shall be adjusted correspondingly if any, law, order, rule or regulations is promulgated or issued increasing the minimum wage or providing for payment of additional employee benefits</p> <p>3. The rates herein provided are in accordance with Wage Order No. NCR-22 dated 30 October 2018</p> <p>4. Nothing herein shall be construed as establishing an employer-employee relationship between NDCP and MANPOWER AGENCY and the latter's employees who will be assigned to NDCP. The MANPOWER AGENCY shall at all times be personally and directly responsible for the personnel under its employ</p> |  |
| <b>VI</b> | <b>BILLINGS AND PAYMENTS</b>   |  |
|           | <p><b>Payment of services rendered shall be on a bi-monthly basis subject to the submission of the following by the MANPOWER AGENCY:</b></p> <p>a. Billing statement;</p> <p>b. Certified true copies of proof of latest payments of all its obligations under the provisions of the SS Law, Employees Compensation Act, Phil-Health and other pertinent statutes presently in force and effect</p> <p>c. Certificate of Satisfactory Service issued by NDCP-GSS.</p>  |  |

CONFORME:

\_\_\_\_\_  
Name of Company/Prospective Bidder

BY:

\_\_\_\_\_  
Printed Name and Signature of Authorized Representative

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

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

*2/8/2000*

*[Signature]*



# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### Class "A" Documents

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
Or
- ☐ (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) 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
- ☐ (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and
- ☐ (h) 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
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
- ☐ (j) 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

- ☐ (k) 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

- ❑ (l) 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***

- ❑ (m) 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)**

- ❑ (n) *[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.
- ❑ (o) 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).

23

2/8/2018

## Section IX. Bidding Forms

*W. J. Simon*  
*[Signature]*



**Bid Form for the Procurement of Goods**  
*[shall be submitted with the Bid]*

**BID FORM**

Date : \_\_\_\_\_  
 Project Identification No.: **NDCP-ITB-008-20**

To: **National Defense College of the Philippines**  
 Camp General Emilio Aguinaldo  
 Quezon City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

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

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*  
 Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

| Name and address<br>of agent | Amount and<br>Currency | Purpose of<br>Commission or gratuity |
|------------------------------|------------------------|--------------------------------------|
| _____                        | _____                  | _____                                |
| _____                        | _____                  | _____                                |
| (if none, state "None") /    |                        |                                      |

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

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

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

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

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: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

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

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

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

  
2/8/2000

## Bid Securing Declaration Form

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_) S.S.

### BID SECURING DECLARATION Project Identification No.: *[Insert number]*

To: **National Defense College of the Philippines**  
Camp General Emilio Aguinaldo, Quezon City

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 procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

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

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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



## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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

### AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

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

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

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

*J*

*W. A. M. M.*



**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

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

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

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

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

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

*2/8/2008*  
*[Signature]*

*[Signature]*



**National Defense College of the Philippines**  
Camp General Emilio Aguinaldo, Quezon City

**Bidding Documents for the Procurement of Janitorial Services**  
**For the Year 2022**

2/1/2022  
[Signature]

[Signature]