



Republic of the Philippines
**GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE**

REQUEST FOR QUOTATION

Date: 13 June 2024
RFQ No.: 024-2024

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number **(required)**: _____

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)**, through its Bids and Awards Committee (BAC), intends to procure **Additional 4 Janitorial Personnel for the GPPB-TSO** through **Section 53.9 Negotiated Procurement – Small Value Procurement** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **05:00 PM of 18 June 2024**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ATTY. MA. JOZZENNE CLAIRE M. BELTRAN-CARANDANG
Chairperson, Bids and Awards Committee
GPPB-TSO Building, Commonwealth Avenue, UP Diliman Campus,
Quezon City, Philippines 1121
Telephone No.: (+632) 5322-6BAC (6222)
Email: bacsec@gppb.gov.ph

Interested service provider shall also submit a copy of the following documents and along with the quotation on or before the above specified deadline of submission of quotation:

- a. **Mayor's/Business Permit**
- b. **Omnibus Sworn Statement** 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.
- c. **Latest Income/Business Tax Return**

The Head of the Procuring Entity (HoPE) of the GPPB-TSO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact the BAC Secretariat at (+632) 5322-6BAC (6222) or send email to bacsec@gppb.gov.ph.

By the Authority of the Bids and Awards Committee:

MARIA LORA T. ALVAREZ- HORTILLAS
Vice Chairperson



INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at bacsec@gppb.gov.ph.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the GPPB-TSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not

delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

| Additional 4 Janitorial Personnel for the GPPB-TSO | | | |
|---|----------|--|--|
| Minimum Technical Specifications | Quantity | Offered Technical Specification/ Service | Statement of Compliance ("Comply" or "Not Comply") |
| Note: Non-compliance with the minimum required specifications shall be rejected. | | | |
| Additional 4 Janitorial Personnel for the GPPB-TSO (1 Lot) | | | |
| See attached Annex "A" of the Terms of Reference for the details of the following: | | | |
| 1. Provision of Janitorial Personnel; | | | |
| 2. Service Standards and Conditions; | | | |
| 3. General Conditions; | | | |
| 4. Payment Terms; and | | | |
| 5. Performance Review and Assessment | | | |
| *****nothing follows***** | | | |

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name (should be the exact account name as registered in the bank):

Bank Branch: _____

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

| Additional 4 Janitorial Personnel for the GPPB-TSO | |
|--|--------------------|
| Approved Budget for the Contract: Five Hundred Seventy-Nine Thousand Two Hundred Eleven Pesos and Eight Centavos (PhP579,211.08) | |
| PARTICULARS | RATE PER JANITORS |
| I. Amount due to the Janitors | |
| II. Amount due to the Government | |
| III. Total amount due to the Janitors and Government | |
| IV. Agency Fee | |
| V. VAT | |
| VI. Monthly Cost per Janitors | |
| VII. Total Amount for 6 Months (July – December 2024) | |
| Total Bid Amount in Words and In Figures (Inclusive of VAT) | In words: |
| | |
| | |
| | |
| | |
| | In figures: |
| | |
| | |

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

Detailed Technical Specification

1.0 Provision of Janitorial Personnel

- a. The Contractor shall provide four (4) janitorial personnel, who:
 - 1.1 Are of good moral character and without criminal or police records;
 - 1.2 Are fit to work, as evidenced by a medical certificate issued within the last two (2) months (specify that the janitorial personnel is fit to work); and
 - 1.3 Underwent basic housekeeping training.
- b. The Contractor shall submit within three (3) calendar days from receipt of Notice to Proceed the employee file of each janitorial personnel with complete attachments, such as but not limited to, resume, training certificate/s, government mandated clearances, and medical certificate.
- c. The janitorial personnel shall perform the following:
 - 1.0 Maintain the cleanliness and orderliness of the office premises in accordance with the Service Standards and Conditions, taking into account the following:
 - i. Protection of GPPB-TSO properties from damage or destruction in connection with the janitorial activities rendered;
 - ii. Preservation of confidentiality of GPPB-TSO records; and
 - iii. Proper collection and disposal of garbage.
 - 2.0 Miscellaneous Services to be performed whenever required (i.e., logistical assistance during meetings and conferences; hauling of office furniture, fixtures and equipment; and other errands within GPPB-TSO premises).

2.0 Service Standards and Conditions

Deployed janitorial personnel shall be professional, courteous and sensitive to the client's needs at all times. The expected service standards and conditions are as follows:

- a. Office Areas:
 - 1.0 All Surfaces, fixtures and fittings should be free from dust, stains and debris;
 - 2.0 All waste receptacles empty

NOTE: Papers, files and electronic devices and gadget of employees shall not be removed or repositioned without a permission from the employee concerned. However, the janitor can move the office equipment and furniture that requires movement for cleaning purposes.

- b. Washroom and Toilet Areas
 - 1.0 All surfaces, fixtures and fittings should be free from dust, stains and debris;
 - 2.0 All sanitary fittings should be free from grime, dirt, and smear.

- c. Each area shall be cleaned in accordance with the following service specification, but shall not limited to:

| AREAS | DESCRIPTION OF TASK | FREQUENCY* |
|---|--|----------------|
| OFFICES/ RECEPTION AREAS/ HALL AND STAIRWAYS | Empty waste bins and wash out, if required | Daily |
| | Water indoor plants | Daily |
| | Bring out indoor plants | Once a week |
| | Machine scrub and buff hard floors | Once a week |
| | Wipe/clean window shades; clean inside windows; clean door jams/balusters/ handrails; clean glass walls/ partitions | Once a week |
| | Remove cobweb (ceiling, lighting fixtures, etc.) | Once a month |
| | Wash walls with dirt and stain mark | Once a month |
| | Wet cleaning/ dusting/ vacuuming upholstered furniture/office chairs | Once a month |
| | Dust Mop/Spot Mop/Buff the floors; | As necessary** |
| OFFICE SPACES | Damp wipe office tables and chairs | Daily |
| | Damp wipe office equipment i.e. computer screens, keyboards, calculator; telephone, desk lamp, filing cabinets, etc. | Daily |
| | Remove cobweb (ceiling, lighting fixtures, etc.) | Once a month |
| | Wash walls with dirt and stain mark | Once a month |

| | | |
|---|--|----------------|
| | Wet cleaning/ dusting/ vacuuming upholstered furniture/office chairs | Once a month |
| | Dust mop/spot mop/buff floors | As necessary** |
| MEETING ROOMS/ CONFERENCE ROOM/AUDITORIUM/ LIBRARY/DAY CARE ROOM | Empty paper/waste bins, wash out if required | Daily |
| | Damp dust tabletops, re-arrange chairs | Daily |
| | Machine scrub and buff hard floors | Thrice a week |
| | Wipe/clean window shades, inside windows, door jambs, glass walls / partitions | Once a week |
| | Remove cobwebs on ceiling, lighting fixtures, etc. | Once a month |
| | Wash walls, windowsills, surrounds and other vertical ledges with dirt and stain marks | Once a month |
| | Wet clean, dust and vacuum upholstered furniture | Once a month |
| | Dust mop/spot mop/buff floors | As necessary** |
| | | |
| WASHROOMS AND TOILETS | Mop clean, disinfect and dry floor | As necessary** |
| | Wash, clean and disinfect urinals and toilet bowls | As necessary** |
| | Empty and wash waste bins | As necessary** |
| PANTRY | Damp wipe and polish with dry cloth the refrigerator, oven, etc. | Thrice a week |
| | Disinfect floors, pantry sink and pantry cabinets | Once a week |
| | Dust mop/spot mop the floors, pantry sink, and pantry cabinets | As necessary** |

| | | | |
|-------------------------------|--------------|---|-------------------------------|
| RECORDS STOCKROOMS | AREA/ | Clean the floor and remove dusts from equipment and files | Once a week |
| GPPB-TSO GROUNDS | | Clear rubbish from path walks, driveways, parking areas, park, etc. | Daily |
| | | Water outdoor plants | Twice daily |
| | | Trimming of plants | Twice a month or as necessary |

Note:

***Frequency may be changed during the contract implementation, upon the instruction of the Administrative Division Officer-In-Charge or its authorized representative.**

****As necessary means to be checked at least once a day and cleaned if necessary**

4.0 General Conditions

- a. The deployed personnel shall work eight (8) hours a day, six (6) days a week from Monday to Saturday. However, the personnel may be requested to provide assistance outside the regular working hours or during weekends or holidays, upon the written approval of the Executive Director or her duly authorized representative.
- b. The GPPB-TSO has the right to effect changes in the assignment/deployment of the janitors at any time during the contract period through a written notice to the Contractor.
- c. The Contractor shall not reshuffle personnel without the prior clearance/approval of the Administrative Division (AD) which hereby reserves the right to reject any proposal to reassign personnel if such reassignment is found to pose an imminent danger or prejudice to the service. It is however understood that on matters of disciplinary action toward the personnel of the Contractor, the AD shall cooperate with the Contractor or vice versa by means of mutual consultation.
- d. The Contractor shall make available relievers and/or replacements at all times to ensure continuous and uninterrupted services.
- e. The Contractor agrees that the GPPB-TSO, through the AD, reserves the right to screen and accept or deny the deployment of any personnel recommended by the Contractor.
- f. The Contractor shall pay its personnel not less than the minimum wage and other benefits mandated by the laws, rules and regulations. The Contractor shall provide the Janitorial personnel their monthly pay slip containing the necessary information on it. The Contractor shall comply with the laws governing labor standards and employee's compensation. A certificate for the purpose shall be required from the Contractor.
- g. The Contractor shall provide the personnel with appropriate uniforms, protective gear, if necessary, and ensure that they shall observe proper personal hygiene and appear neat and clean at all times.
- h. The Contractor shall ensure that safety shall be the first priority in the performance of its functions and avoid the creation of safety hazards both in the

condition of the work performed and while doing the work.

- i. The Contractor shall ensure the confidentiality of information.
- j. Contract shall commence upon deployment of Janitors until 31 December 2024.

5.0 Payment Terms

- a. The Contractor shall submit, along with the monthly billing statement, a certified true copy of duly accomplished payroll sheet, receipts, prescribed reports stamped received by SSS, PhilHealth, Pag-IBIG, and ECC as proof of remittances of employer’s and employees’ contributions for SSS, PhilHealth Pag-IBIG and ECC premiums of the Janitorial personnel assigned to the GPPB-TSO only and the monthly checklist within five (5) calendar days after every month/cut off.
- b. The Contractor in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by law, and shall comply with all pertinent rules and regulations. The Contractor’s personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules and practices.

6.0 Performance Review and Assessment

- a. The Contractor shall undergo a periodic review using the criteria under item 4.2 of Appendix 37 of RA 9184 to ensure compliance with the technical specifications, as well as with the other terms and conditions imposed by the GPPB-TSO during the contract period.
- b. Further, a mid-term assessment or evaluation of the performance of the Contractor using the same criteria will be conducted. Based on its assessment, the GPPB-TSO may terminate the contract for failure of the Contractor to perform its obligations thereon.

| | CRITERIA | WEIGHT |
|---------------------------|--|---------------|
| I | Conformity to the Technical Requirements | (25) |
| II | Timeliness in the Delivery of Services | (25) |
| III | Behavior of Personnel (Courteous, Professional, and Knowledgeable) | (20) |
| IV | Response to Complaints | (20) |
| V | Compliance with set office policies for such services | (10) |
| PERFORMANCE RATING | | |