



**Republic of the Philippines
Department of Science and Technology
PHILIPPINE NUCLEAR RESEARCH INSTITUTE**

BID DOCUMENTS

SUPPLY OF JANITORTIAL AND MAINTENANCE SERVICES FOR CY 2025 (JANUARY– OCTOBER 2025)

**PNRI BIDS AND AWARDS COMMITTEE
Commonwealth Avenue, Diliman, Quezon City**

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

**Republic of the Philippines
Department of Science and Technology
PHILIPPINE NUCLEAR RESEARCH INSTITUTE**

**INVITATION TO BID FOR THE SUPPLY OF
JANITORIAL AND MAINTENANCE SERVICES
FOR CY 2025
(JANUARY – OCTOBER 2025)**

1. The Philippine Nuclear Research Institute, through the 2025 National Expenditure Program (NEP) intends to apply the sum of ***Five Million Seven Hundred Thirty-Three Thousand Three Hundred Eighty-Four Pesos and Seventy Nine Centavos (Php5,733,384.79)*** being the proposed ABC to payments under the contract for the Early Procurement Activity (EPA) for the ***Supply of Janitorial and Maintenance Services for CY 2025 (January – October 2025)***. Bids received in excess of the ABC shall be automatically rejected at the bid opening.
2. The Philippine Nuclear Research Institute now invites bids for the above Procurement Project. Bidders should have completed, within three (3) 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 the Philippine Nuclear Research Institute Bids and Awards Committee (PNRI-BAC) Secretariat and inspect the Bidding Documents at the address given below.

5. A complete set of Bidding Documents may be acquired by interested Bidders from the BAC Secretariat, PNRI between **8:00 am to 3:00 pm** from **September 30 – October 21, 2024, Monday thru Friday** from the given address and website(s) below, upon payment of a nonrefundable fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of Ten Thousand Pesos (Php10,000.00) to the PNRI Cash Section, FAD.
6. The Philippine Nuclear Research Institute will hold a Pre-Bid Conference on **October 08, 2024, Tuesday, 10:00 PM**, through video conferencing or webcasting via Microsoft Teams, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the **3rd Floor Conference Room, NART Building, PNRI Compound**, on or before **October 21, 2024, Monday, 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 **October 21, 2024, 10:00 AM** at the **3rd Floor Conference Room, NART, Building, PNRI Compound**. Bidders may opt to attend physically or virtually. A link will be provided to Bidders/bidders' representatives who choose to attend the opening virtually.
10. The Philippine Nuclear Research Institute 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 35.6 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:
Hidie S. Gocuyo
Head BAC Secretariat
929-6011 to 19 Loc. 259/Fax. 920-8760
hsgocuyo@pnri.dost.gov.ph
12. You may visit the following websites for downloading of Bidding Documents:
<http://www.philgeps.gov.ph>
<http://www.pnri.dost.gov.ph>

VALLERIE ANN I. SAMSON, Ph.D.
Deputy Director and Chairperson,
PNRI-BAC

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, Philippine Nuclear Research Institute wishes to receive Bids for the *Supply of Janitorial and Maintenance Services for CY 2025 (January – October 2025)*, with identification number *PR No. 24- 09-1244*.

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 **2025** in the amount of *Five Million Seven Hundred Thirty-Three Thousand Three Hundred Eighty-Four Pesos and Seventy Nine Centavos (₱5,733,384.79)*.

2.2. The source of funding is: NGA, the General Appropriations Act

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. *[Select one, delete other/s]*
- a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
 - b. 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 an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

[Select one, delete the other/s]

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- b. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five*

percent (25%) in the case of expendable supplies] of the ABC for this Project; and

- ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

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

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *{[insert if applicable]}* and/or through videoconferencing/webcasting } 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 *[state relevant period as provided in paragraph 2 of the **IB**]* 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.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year

Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

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)**.
- 12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:
- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
 - b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

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 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 Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid for 120 days. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

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

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.

¹ 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.

16. Deadline for Submission of Bids

- 16.1. 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**.
- 16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

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.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

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.

[Include the following options if Framework Agreement will be used:]

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;

- b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:
 - Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. 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, *{[Include if Framework Agreement will be used:]* or in the case of multi-

year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,)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**. *{[Include if Framework Agreement will be used:]} For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.*

21. Signing of the Contract

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

[Include the following clauses if Framework Agreement will be used:]

21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.

21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.

21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.

21.5. The following documents shall form part of the Framework Agreement:

- a. Framework Agreement Form;
- b. Bidding Documents;
- c. Call-offs;
- d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
- e. Performance Security or Performance Securing Declaration, as the case may be;
- f. Notice to Execute Framework Agreement; and
- g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. <i>Supply of Janitorial Services</i> b. Completed within <i>five (5) years</i> prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	Not Applicable
14.1	<p>The bid security shall be in the form of a <i>Bid Securing Declaration</i>, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> a. The amount of not less than ₱114,667.70 if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; b. The amount of not less than ₱286,669.24 if bid security is in Surety Bond. <p>If a surety bond will be used, the following are the requirements:</p> <ol style="list-style-type: none"> a. <i>Must have the original receipt;</i> b. <i>Must be callable on demand;</i> c. <i>Certified by the Insurance Commission that the surety company is authorized to issue such security.</i>
15.0	An additional two (2) copies (Copy 1 and Copy 2) of the first (Technical) and second (Financial) components of its Bid are to be submitted by each bidder.
19.3	No further instructions.
20.2	<p>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payments System (EFPS) shall be accepted.</p> <p>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</p>
21.2	<p>Other appropriate licenses and permits required:</p> <ol style="list-style-type: none"> 1. BIR Registration Certification, which contains the Taxpayer's Identification Number. 2. Articles of Incorporation, Partnership or Cooperation, whichever is applicable, including amendments thereto, if any.

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

[Include the following clauses if Framework Agreement will be used:]

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.*[Include if Framework Agreement will be used:]* In the case of Framework Agreement, the

Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.}

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project *{[Include if Framework Agreement will be used:] or Framework Agreement}* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. 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.

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
	<p>Delivery and Documents –</p> <ul style="list-style-type: none"> • The provision of services applicable to this Contract are provided to the <i>Philippine Nuclear Research Institute at Commonwealth Ave., Diliman, Quezon City.</i> • Provision of the Services shall be made by the Contractor in accordance with the terms specified in Section VI. Manpower Schedule and Section VII Manpower Requirements and Technical Specifications. • Other Requirements: <p><i>Compliance with Labor Laws and such other related laws:</i></p> <p>All janitors assigned by the Contractor under Contract are exclusively the employees of the Contractor and the latter shall, in connection with such employment relations with the janitors, comply with all labor laws and such related laws bearing on employment including Minimum Wage, Workmen’s compensation, Employer’s Liability, Separation Pay, SSS Coverage, Income Tax payments and the like.</p> <p>The Contractor shall hold the PNRI free from any claim by any or all of the janitors related thereto. Valid complaints received by PNRI re: late payment, non-payment and incomplete payment of the salary and benefits especially in the implementation of minimum daily wage shall be considered a breach of this contract and can, therefore, be a ground for termination of contract.</p> <p>For purposes of this Clause the Procuring Entity’s Representative is <i>Dr. Gerardo Jose M. Robles</i></p>
2.2	Partial payment is not allowed.
4	Not Applicable
5	Not Applicable

Section VI. Manpower Schedule

Supply of Janitorial and Maintenance Services

Manpower schedule per month

Janitor	Area assignment
J-1	A 1st
J-2	A 2nd
J-3	A 3rd
J-4	B 1st
J-5	B 2nd
J-6	C and New Office of C staff
J-7	E and E-1
J-8	D-1, D-2 F and G-1
J-9	H and G-2
J-10	I and J
J-11	K-1 to K-9
J-12	L-1 to L-5, M-3
J-13	Sweeping
J-14	Sweeping
J-15	Sweeping/Grass Cutting
J-16	Sweeping/Grass Cutting
J-17	Masonry Works/ Sweeping/Grass Cutting
J-18	Electrical Works/ Sweeping/Grass Cutting
J-19	Carpentry Works/ Sweeping/Grass Cutting
J-20	Plumbing Works/ Sweeping/Grass Cutting

- 1) ARC Building
- 2) Reactor East and West Wings
- 3) Nuclear, Administration, Regulation and Training (NART) Bldg.
- 4) ITS Building
- 5) Radiation Protection Building
- 6) Tc-99m Production Laboratory Building
- 7) Nuclear Materials Building
- 8) Engineering/Machine Shop Building/Carpentry
- 9) NDT Building
- 10) Cobalt 60 & Electron Beam Facility Building
- 11) Biomed Modular Building I & II
- 12) Agricultural Modular Building I & II
- 13) Seed Processing Modular Building
- 14) Entomology Modular Building and Open Warehouse
- 15) SIT Fruitfly Modular Laboratory
- 16) Radiation Research Center Building
- 17) SSDL Modular Laboratory
- 18) Environmental Isotope Center (EIC)
 - a. Isotope Ratio Mass Spectrometry Lab. (IRMS)
 - b. Tritium Lab. Building

- 19) Cytogenetics Modular Building
- 20) Motorpool Building

Company's Name: _____

Duly authorized to sign Bid for and on behalf of: _____

Date accomplished: _____

Section VII. Manpower Requirements and Technical Specifications

Manpower Requirements and General Specifications

I. MANPOWER REQUIREMENTS 20 Janitors

I. DEFINITIONS

"CONTRACTOR" means the individual, firm, partnership, corporation or association that undertakes the execution of the work specified hereinafter.

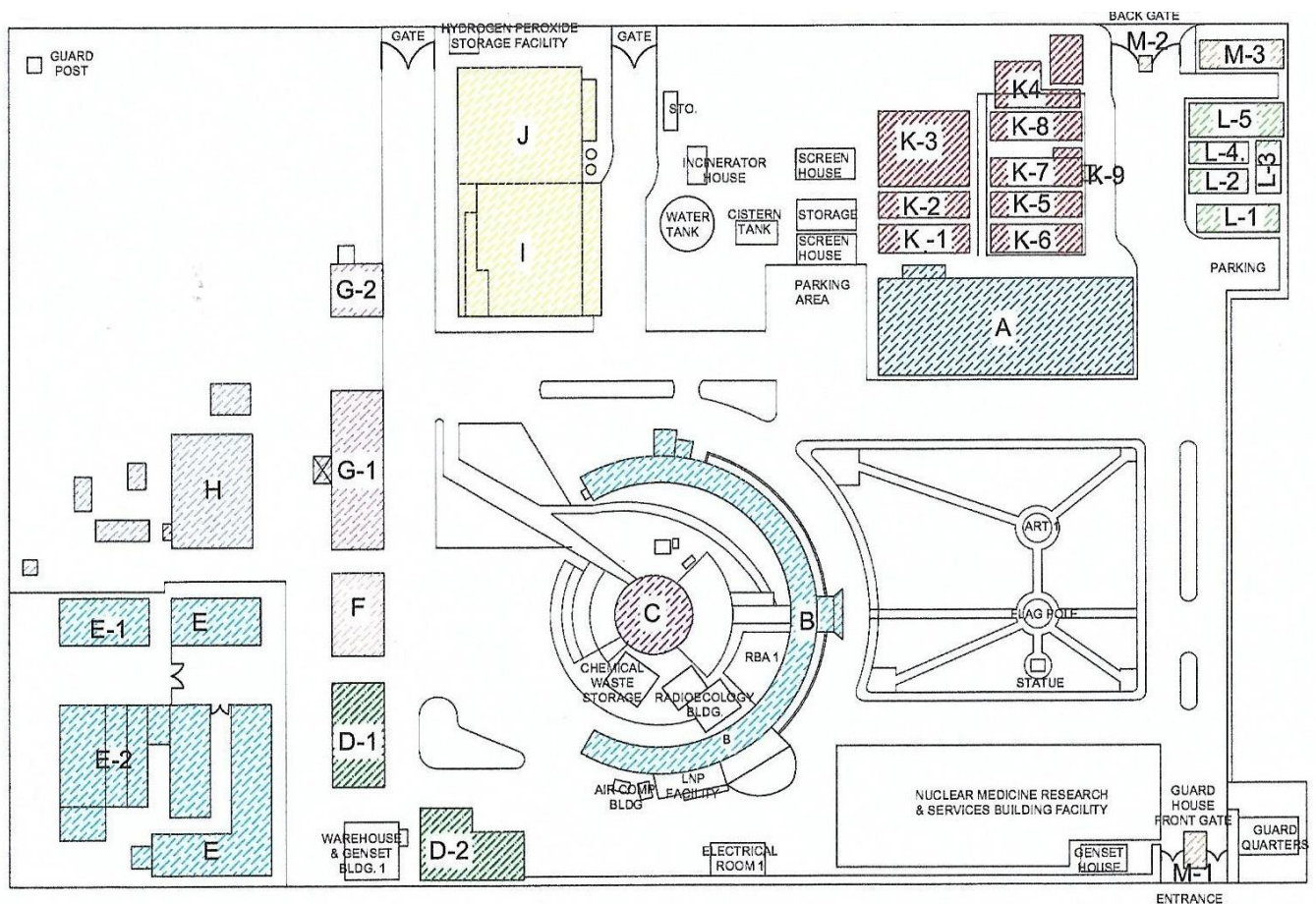
"PNRI" is meant the Philippine Nuclear Research Institute or its duly authorized representative.

II. SCOPE OF WORK

A. Work Area:

1. PNRI Compound, approximately 9 hectares
2. Buildings (including comfort rooms), Lawns, Roads and others

See Floor Plan for reference (Note: Drawing is not in scale)



B. Work Assignment

Janitor	Area assignment
J-1	A 1st
J-2	A 2nd
J-3	A 3rd
J-4	B 1st
J-5	B 2nd
J-6	C and New Office of C staff
J-7	E and E-1
J-8	D-1, D-2 F and G-1
J-9	H and G-2
J-10	I and J
J-11	K-1 to K-9
J-12	L-1 to L-5, M-3
J-13	Sweeping
J-14	Sweeping
J-15	Sweeping/Grass Cutting
J-16	Sweeping/Grass Cutting
J-17	Masonry Works/ Sweeping/Grass Cutting
J-18	Electrical Works/ Sweeping/Grass Cutting
J-19	Carpentry Works/ Sweeping/Grass Cutting
J-20	Plumbing Works/ Sweeping/Grass Cutting

- 1) ARC Building
- 2) Reactor East and West Wings
- 3) Nuclear, Administration, Regulation and Training (NART) Bldg.
- 4) ITS Building
- 5) Radiation Protection Building
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- 7) Nuclear Materials Building
- 8) Engineering/Machine Shop Building/Carpentry
- 9) NDT Building
- 10) Cobalt 60 & Electron Beam Facility Building
- 11) Biomed Modular Building I & II
- 12) Agricultural Modular Building I & II
- 13) Seed Processing Modular Building
- 14) Entomology Modular Building and Open Warehouse
- 15) SIT Fruitfly Modular Laboratory
- 16) Radiation Research Center Building
- 17) SSDL Modular Laboratory
- 18) Environmental Isotope Center (EIC)
 - a. Isotope Ratio Mass Spectrometry Lab. (IRMS)
 - b. Tritium Lab. Building
- 19) Cytogenetics Modular Building
- 20) Motorpool Building

C. Hours of Work

The regular number of required hours is 48 hours a week or six (6) days a week, from Monday to Saturday.

Regular working hours are from 7:00AM to 4:00PM.

Janitorial and Maintenance personnel assigned on Flexible work schedule/ alternate schedule starts from 9:00AM to 6:00PM (refer to PNRI work schedule 7am – 6pm)

D. Break and Rest Periods

Janitorial and Maintenance personnel are granted two 15-minute rest periods, one in the morning and one in the afternoon; these rest periods are paid and considered working periods.

E. Lunch break

Janitorial and Maintenance personnel are granted a 60 minute or 1 hour meal period.

F. Tardiness

All Janitorial and Maintenance personnel are expected to be at their assigned workplace at the start of their work schedule.

G. Eight Hour Work Schedule:

Regular Working days

For offices and laboratory rooms, corridors, lobbies, stairways, comfort rooms, surrounding areas, care of ornamental plants. 7:00 a.m. to 4:00 p.m.

18 Janitors - 7:00 a.m. to 4:00 p.m

2 Janitors – 9:00 a.m. to 6:00 p.m

Schedule of janitors should be in rotation.

For other activities

Sundays and Regular Holidays - No Work.

Sundays are considered rest days and without pay.

Legal or Regular Holidays are considered paid days.

H. Work Activities

1. Janitorial Works

Daily Activities (Monday to Saturday)

- **Maintenance of Buildings/Laboratories:**

- Sweeping, mopping, spot scrubbing and polishing of all floors including corridors.

- Dusting of all office furniture/ equipment, fixtures, laboratory equipment, counters, bookshelves, telephone, electric fans, etc.
 - Dusting and cleaning of horizontal and vertical building surfaces.
 - Dusting and cleaning of all glass/panels, windows, window edges, and partitions
 - Cleaning of trash receptacles.
 - Disposing of trash from the confines of the building to outside receptacles provided for this purpose.
 - Cleaning and sanitizing toilets and washrooms.
 - Filling up of at least one (1) drum of water in every comfort room for water storage; and
 - Providing messengerial/ errand work and attending to the needs of the staff during meetings, as required.
- **Maintenance of grounds.**
- **Maintenance/ upkeep of all ornamental plants.**
 - Grass cutting of the PNRI landscape areas (at least twice a month).
 - Sweeping of fallen leaves and weeding of plants (daily).
 - Roadways and sidewalk cleaning including covered walk (daily).
 - Cutting blown down trees including stumps caused by typhoons.
 - Propagation of indoor and outdoor ornamental plants.
 - Grass cutting of the forested areas.
- **Weekly Periodic Operations:**
 - Washing, scrubbing, waxing and polishing of all floors including conference rooms.
 - Washing inside glass windows and all outside windows that can be reached by hand, and which will not require scaffolding.
 - Dusting of light fixtures suspended from the ceiling.
 - Dry vacuum cleaning of carpeted areas.
 - Maintenance and upkeep of indoor plants.
 - Defogging/spraying/disinfecting of all rooms and laboratories with insecticides/mosquito killers/disinfectant
- **Monthly Operations:**
 - Cleaning/Clearing of roofs of all Modular buildings.
 - Shampooing of carpeted areas.
 - Washing of Venetian blinds and wall fans
 - Cutting of small branches of trees along the PNRI perimeter fence and plant maintenance along Central Avenue perimeter fence.
- **Other Related Services**
 - Provides messengerial/ errand work and other related services
 - Provides all necessary assistance in support of the Zero Waste Management Program of the Institute.
 - Assists in the implementation of the Energy Conservation Program of the Institute
 - Assists in the implementation of the Disaster Preparedness Plan

- Provides one (1) roving project coordinator who will coordinate with the Janitor Supervisor from time to time in monitoring the performance of the deployed personnel.

2. Work Activities (Maintenance Work)

- All Skilled Maintenance Personnel shall have the required maintenance experience and skills
- All Skilled Maintenance personnel shall be able to assist the other trades as the need arises
- All Skilled Maintenance personnel shall be able to canvass the materials needed for urgent repair and recommend the rough estimate of material needed for the repairs
- **Assistant Carpenter/Laborer – NC II**
 - Provide assistance to other trade
 - Shall monitor the building roofs based on the preventive maintenance schedule (for leaks, rusting, etc.)
 - Apply sealant and repair minor damages
 - Removal of leaves and other obstructions on roof and downspouts
 - Apply anti-termite agent on wood base materials (furniture, wall, post, etc.)
 - Prepare written report through the working supervisor on the locations that needs attending
 - Repair ceiling, walls, doors, etc.
 - Fabricate wooden works
 - Prepare/submit rough estimate/costing of materials needed
- **Assistant Electrician – NC II**
 - Provide assistance to other trade
 - Shall monitor the lightings for the whole compound (busted lights, etc)
 - Prepare written report through the working supervisor on the locations that needs attending
 - Laying out of wires
 - Rewiring works
 - Wiring terminations
 - Checking of Panel boards and breakers
 - Replacement of busted lights
 - Prepare/submit rough estimate/costing of materials needed
- **Plumber – NC II**
 - Provide assistance to other trade
 - Shall monitor the pipes, faucet for the whole compound (leaks, loose and rusted)
 - Prepare written report through the working supervisor on the locations that needs attending
 - Repair pipes, faucets and other plumbing fixtures
 - Laying out of pipes
 - Installation of plumbing fixtures
 - Prepare/submit rough estimate/costing of materials needed

- **Mason/Laborer – NC II**
 - Provide assistance to other trade
 - Hauling of materials
 - Excavations works
 - Masonry Works
 - Tiling works
 - Concrete grinding
 - Restoration works
 - Prepare/submit rough estimate/costing of materials needed

All maintenance personnel shall provide assistance in the janitorial services if there are no requests for maintenance issued.

3. Work Activities - Supervisor

- Supervise and monitor daily activities and attendance of the janitorial and maintenance personnel
- Prepare the brought in documents for the monthly and quarterly janitorial supplies
- Monitor the actual consumption of janitorial supplies
- Must be technically knowledgeable with skilled works (Carpentry, Electrical, Plumbing, and Masonry)
- Must be computer literate to provide reports of Asst Carpenter, Asst Electrician, Plumber and Mason/laborer, and other reports required by General Services Section.
- Provide assistance to janitorial activities as the need arises
- Shall be able to coordinate with PNRI and the Contractor (Load Card shall be provided by the Contractor).

III. JANITOR AND MAINTENANCE PERSONNEL QUALIFICATION

Number of Janitors: 20

The CONTRACTOR shall provide PNRI during the life of the contract with twenty 20 personnel which includes fourteen (14) trained, experienced, honest janitors/janitress, one (1) gardener, one (1) assistant carpenter, one (1) assistant electrician, one (1) plumber, one (1) mason, and one (1) "working" supervisor with appropriate uniform and identification card. It shall warrant that every personnel assigned by it under the contract possesses the following minimum qualifications:

- At least high school graduate.
- Have at least one year's experience in cleaning offices and buildings, maintaining grounds and handling plants/trees, as appropriate, as well as maintenance services for the trade personnels.
- Should not be less than 21 nor more than 54 years of age
- Must be medically cleared for fitness by the PNRI doctor based on pre – employment physical examination.
- Have been screened and cleared by the National Bureau of Investigation (NBI) and Philippine National Police (PNP).

- Have Certification from previous employer or barangay captain that he/she is of good moral character and reputation, honest and a team worker.

In connection with the foregoing, the CONTRACTOR shall provide the PNRI with the corresponding documentations/certifications for each janitor, such as High School Diploma, results of Psychological Test, Drug Test and X-ray (with film) from concerned agencies, upon approval of the contract and before assumption to duty of janitors/janitresses. No janitor/janitress shall be assigned to PNRI without prior clearance/approval by the PNRI. Further, the PNRI reserves the right to examine the assigned janitor/janitress by its own Medical Officer and to reject those found to be physically and mentally unfit to do the job.

A pool of at least three (3) permanent relievers of equal qualifications shall be maintained by the CONTRACTOR for the PNRI. The required certifications shall also be submitted for the permanent relievers. The absent janitor/janitress shall be immediately replaced to avoid delay of service. Permanent replacement will be required for six (6) days of absence without notification by the janitor. Replacement shall be taken from the pool of relievers with the CONTRACTOR notifying the Institute upon assumption of permanent post. Replacement by trainees shall not be allowed. Likewise, payment of salaries for the same shall not be affected.

- **Disclosure and/or misuse of confidential information.**

- Janitorial and Maintenance personnel shall not use and/or divulge, classified or confidential information that is not made available to the public.

A. QUALIFICATION OF SKILLED MAINTENANCE PERSONNEL

- **Assistant Carpenter**

- Experienced in fabricating and repairing of chairs, tables, doors and other wood works
- Experienced in installation and repair of ceiling and roofing
- Must be able to understand construction drawings
- Must be familiar with carpentry tools and equipment
- Must be able to use carpentry tools and equipment

- **Assistant Electrician**

- Experienced in installation of panelboards and main circuit breakers
- Proficiency in building wiring installation, repair and maintenance
- Lay outing, installing of electrical wiring and components in buildings
- Must be able to understand wiring diagrams and electrical codes
- Able to perform electrical repair and maintenance work
- Basic knowledge in motor control, CCTV and fire alarm system
- Basic knowledge in telephone repair and maintenance work
- Familiar with various electrical measurement tools and instrument tools such as clamp ammeter, multi-tester and insulation tester
- Must be able to use various electrical measurement tools and instrument tools

- **Plumber**

- Must be experienced in pipe laying
- Must be experienced in installation and replacement of plumbing fixtures
- Must be able to understand plumbing drawings
- Must be familiar with plumbing tools and equipment
- Must be able to use plumbing tools and equipment

- **Mason**

- Must be experienced in masonry works and tiling works
- Must be able to understand construction drawings
- Must be familiar and able to use masonry tools and equipment

IV. SUPPLIES/MATERIALS AND EQUIPMENT REQUIREMENTS

A. Cleaning and Maintenance Materials/Equipment, to be provided by the CONTRACTOR.

Materials & Equipment

Quantity	Unit	Supplies
1	unit	Step ladder
1	unit	Buggy (new)
6	pc	Glass squeegee/wiper (new)
2	set	Garden hose, at least 30m long each (new)
6	pc	long and heavy-duty Bolo (new)
4	pc	Carit (new)
1	set	Garden tools (new)
20	set	Safety Boots (PPE)
20	pcs	Raincoat (PPE)
6	pcs	Safety Glasses/Goggles (PPE)
20	pc	Hard Hat (PPE)
1	pc	Heavy-duty Rechargeable Flashlight
1	pc	Tape Meter
1	set	Basic Carpentry Tools
1	set	Basic Plumbing Tools
1	set	Basic Electrical Tools
1	set	Basic Masonry Tools
20	set	Working Uniform
40	pc	Pail & dipper (Timba at Tabo)
3	unit	Heavy-duty Floor Polishers with scrubbing pad & extension cord
2	unit	Heavy-duty Vacuum Cleaner (wet & dry) with extension cord
3	unit	Grass Cutter (heavy duty) with Tansi
2	unit	Heavy-duty Pressure Washer
1	set	Computer with printer and scanner

The CONTRACTOR shall immediately provide replacement for out-of-order cleaning materials and equipment. Replacement of out-of-order cleaning materials/repair of equipment shall be attended to within two (2) days, otherwise Memorandum of Unsatisfactory Service will be issued by the PNRI.

B. Quarterly Semi-consumable/consumable cleaning materials.

Quantity	Unit	Supplies
6	pcs	Mop Handle (Aluminum)
6	pcs	Mop Head
5	pcs	Plastic Dustpan
3	pcs.	Ceiling Broom
10	pcs.	Soft Broom
1	pc.	Caution Tape
1	gal.	Carpet Shampoo
2	gal.	Muriatic Acid (Apollo)
6	pcs.	Push Brush
6	pcs.	Toilet Bowl Pump
6	pcs.	Toilet Boel Brush
6	pcs.	Hand Brush
2	pcs.	Polishing Pad (Black)
24	pcs.	Steel Wool
2	pcs.	Cleanser (Ajax)
5	pcs.	Rubber Gloves (for CR)
30	pcs.	Cotton-Working Gloves with Rubber grip
50	pcs.	Garbage bag-Yellow (small)
10	gal.	Alcohol (Casino)

C. Monthly Consumable cleaning materials

Quantity	Unit	Brand Supply
20	kl	Tide/Breeze Powder Soap
4	gal.	Prime Time Wax
4	gal.	Lysol Disinfectant
6	can	Glade/Pledge Dry Air Freshener (for sanitizing office & conference rooms)
3	doz	Scotch Brite Hand pad
2	pck	Black Garbage bag - 3XL (100pcs/pack)
2	pck	Green Garbage bag – 3XL (100pcs/pack)
6	can	Baygon/Raid Insect Spray
4	gal.	Liquid Toilet Deodorant
8	gal.	Zonrox
1	kg.	Tansi #300 (Grasscutter)
4	gal.	Toilet Bowl Cleaner
4	doz.	Stick Broom
4	box	Jumbo Roll (12rolls/box)
30	pcs.	Paper Towel
4	gal.	Hand Soap
10	L	Gasoline (for ripper)
3	pc	Oil 200ml (for ripper)

Bidders are requested to provide detailed costing for items in Sections IV.A, B and C to serve as a basis for the Institute for computation and appropriate deduction, as necessary. The delivery schedule of items indicated in Sections IV.B and C shall be strictly followed.

D. Delivery Period/ Penalty

- **Delivery**

1. For items under 4A, delivery shall be made one week before the start of the contract period.
2. For items under 4B, delivery for the first quarter shall be made one week before the start of the contract period and on the 3rd week of the 3rd month thereafter.
3. For items under 4C, delivery for the first month shall be made one week before the start of the contract period and on the 3rd week of every month thereafter.

- **Penalty**

1. A penalty of one tenth (1/10) of 1% of the total value of the supplies due for each day of delay in the delivery of materials shall be imposed for the failure of the CONTRACTOR to deliver the items within the specified dates under Section 4.D.1.

V. CONTROL AND SUPERVISION OF JANITORS

- A. The CONTRACTOR shall not reshuffle personnel without the prior clearance/approval of PNRI which hereby reserves the right to reject any proposal to reassign personnel if such re-assignment is found to pose an imminent danger or prejudice to the service. It is however understood that on matter of disciplinary action toward the personnel of the CONTRACTOR, PNRI shall cooperate with the CONTRACTOR or vice versa by means of mutual consultation.
- 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 the area of work and shall comply with all the standards and established safety regulations, rules and practices.
- C. The CONTRACTOR shall ensure that safety shall be the 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.
- D. The CONTRACTOR shall assume responsibility and liability for all damages and losses which may occur within the PNRI premises directly caused or arising as a result of any misconduct, negligence, fault, dishonesty or dereliction of duty of the personnel concerned, as maybe found by a joint and impartial investigation. Provided, that PNRI

shall advice or report orally or in writing to the CONTRACTOR the same. The maximum liability of the CONTRACTOR in case of loss or damage under this paragraph shall be for the replacement or reparation of the loss or damaged property or the corresponding amount of the loss or damaged property. PNRI shall have no authority to automatically deduct its claim under this paragraph from the agreed fees due to the CONTRACTOR or to withhold payment of same without the approval of the CONTRACTOR. It is expressly understood, however, that the CONTRACTOR shall not be liable for damages or losses due to fortuitous events or force majeure.

- E. PNRI shall prescribe the time and schedule of duties of the janitors. The CONTRACTOR's personnel and the latter are prohibited to stay overnight at the PNRI buildings unless authorized. The respective areas of assignment of the personnel shall be determined by the PNRI, who may also prescribe additional duties to the personnel in the enforcement of regulations and instructions.
- F. PNRI shall not be responsible for any accident, mishap or injury of any kind or nature that may be sustained by any of the personnel of the CONTRACTOR while performing their respective duties at the PNRI's premises during their tour of duty, including death resulting therefrom. It being understood that the personnel heir's claims in connection with his employment shall be borne by and the sole liability of the CONTRACTOR.
- G. In the case of a dispute between the PNRI and the CONTRACTOR, the dispute shall be resolved in accordance with Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004" and the procedures provided by Republic Act No. 9184, as applicable.

VI. EVALUATION CRITERIA

The following technical parameters, minimum standards and corresponding documents shall be used in the evaluation of bid for Janitorial and Maintenance Services for PNRI:

A. Stability

1. Years of Experience

- *Minimum Standard:* At least three (3) years
- *Document to be submitted:* DTI/SEC/BIR (2303) Business Registration

2. Liquidity

- *Minimum Standard:* Net Financial Contracting Capacity at least equal to ABC
- *Document to be submitted:* NFCC

3. Organizational Set-up

- *Minimum Standard:* Must have a clear Organization Structure
- *Document to be submitted:* Organizational Chart

B. Resources

1. No. of Janitors and Supervisors

- *Minimum Standard:* The bidder should have at least a minimum of thirty (30) personnel (total Janitors and Supervisors)

- *Document to be submitted:* Alpha list of Janitors and Supervisors

2. No. and Kinds of Equipment and Supplies

- *Minimum Standard:* The bidder should have the PNRI required quality and quantity of equipment and supplies.
- *Document to be submitted:* List of Equipment and Supplies

C. Housekeeping Plan

1. Housekeeping Plan for PNRI (to include grounds)

- *Minimum Standard:* The bidder is required to submit a housekeeping plan based on the scope of work as provided in Section VII. Manpower Requirements and Technical Specifications under II H.

D. Other Factors

1. Compliance with Labor Law

- *Minimum Standard:* Timely payment of appropriate wages and remittance due to Government (SSS, Philhealth and Pag-ibig)
- *Document to be submitted:* Latest copy of Payroll and Remittances

2. Personnel Recruitment and Selection Criteria

- *Minimum Standard:* With existing Personnel Recruitment and Selection Criteria

3. Recommendation from existing client(s)- at least 1 recommendation

- *Minimum Standard:* Feedback from existing/previous clients for at least Satisfactory Performance.
- *Document to be submitted:* Certification of Performance (at least 1)

4. Completeness of Uniforms and other Paraphernalia

- *Minimum Standard:* With standard company uniform
- *Document to be submitted:* List of Uniforms and other Paraphernalia

5. Office Presentation

- *Minimum Standard:* With existing Office
- *Document to be submitted:* Photo of Office/Facilities

VII. COMPLIANCE WITH LABOR LAWS AND SUCH OTHER RELATED LAWS

All janitors and maintenance personnel assigned by the CONTRACTOR under CONTRACT are exclusively the employees of the CONTRACTOR and the latter shall, in connection with such employment relations with the janitors, comply with all labor laws and such other related laws bearing on employment including monthly salary not less than the minimum wage, Workmen's compensation, Employer's Liability, Separation Pay, SSS Coverage, Income Tax Payments and other benefits mandated by the law.

The CONTRACTOR shall hold the PNRI free from any claim by any or all the supervisor/ janitor/ janitress related thereto. Valid complaints received by PNRI re: late payment, non-payment and incomplete payment of the salary and benefits especially the

implementation of minimum daily wage shall be considered a breach of this contract and can, therefore, be a ground for termination of contract.

VIII. TERMS OF PAYMENT

Payment for janitorial services which is net of Value Added Tax (VAT) and Contractor's Tax shall be monthly. The amount shall be paid in two (2) equal payments.

IX. BIDDERS RESPONSIBILITY

By submitting its bid, the Bidder is presumed to have examined and to accept all provisions of the Tender Documents. Failure or omission of any Bidder to receive or examine any form, instruction or document shall not relieve it from any obligation in respect to its bid.

The Bidder is likewise presumed to be familiar with all laws, decrees, ordinances, acts and regulations of the Philippines which may affect or apply to the activities of the Contract.

Before submitting its bid, the Bidder is required to inspect the work area and its surroundings.

The PNRI will not assume any responsibility regarding erroneous interpretations or conclusions by the Bidder out of the data/information provided. The PNRI will not allow any claim by the Contractor for additional compensation which is based on lack of knowledge of the scope of work or any portion of the Tender Documents.

X. SECURITY BONDS

A. Bid Security

1. Cash, cashier's check, manager's check- Minimum amount is 2% of the Approved Budget for the Contract to be bid.
2. Surety Bond - Minimum amount is 5% of the Approved Budget for the Contract to be Bid; callable on demand issued by the GSIS or Insurance Company duly accredited by the Philippine Insurance Commission (PIC).
3. Bid Securing Declaration - The bid security shall remain in force and valid for a period of 120 days from the date of the opening of the bids.

B. Performance Security

The successful Bidder shall post a Performance Security in favor of the Procuring Entity (PNRI) to guarantee its faithful performance in the forms specified under Section 39 of the Revised IRR of Republic Act 9184 of the Contract, as follows:

1. Cash, manager's/cashier's check, 5% of the Total Contract Price; or
2. Surety bond, callable on demand, 30% of the Total Contract Price issued by GSIS or insurance company duly certified by the Philippine Insurance Commission.

Failure of the CONTRACTOR to post the performance security within ten (10) calendar days from the signing of the contract shall be a sufficient cause for cancellation of the award.

C. Surety Bond

Likewise, the successful bidder shall provide PNRI with a surety bond, callable on demand, issued by the GSIS or insurance company duly certified by the Insurance Commission, equal to the cost of labor under contract on condition that the bond will answer for the wages due the janitors/janitress should the CONTRACTOR fails to pay the same.

XI. REJECTION OF BIDS

The PNRI reserves the right to reject any or all Bids and to waive any required formality therein.

XII. AWARDING OF THE CONTRACT

Award of contract shall be made to the bidder whose proposal is most advantageous to PNRI as determined by the PNRI BAC and approved by the Director. The acceptance of the Notice of Award shall bind the winning bidder to accept the award and execute the contract. Failure of the winning bidder to do so within the time prescribed by the PNRI or withdrawal of the bid after acceptance of Notice of Award, will give PNRI the right to forfeit the bid bond of the concerned bidder.

The Institute is not bound to justify the selection of the successful bidder to any bidder.

XIII. EXECUTION OF THE CONTRACT

The Bidder to whom the contract is awarded is required to enter and execute a Contract Agreement in accordance with the terms and conditions of the Tender Documents and to furnish the required Performance Security and other necessary documents within ten (10) calendar days from the signing of the Contract.

If the successful Bidder refuses or fails to enter into the Contract Agreement within the stipulated time, the Government shall impose the following penalties:

- A. Forfeiture of bid security for first offense.
- B. For the second offense, in addition to forfeiture of its Bid Security suspension for one year.
- C. For succeeding offense, perpetual disqualification.

The PNRI shall conduct a periodic assessment and evaluation of the CONTRACTOR'S performance for the purpose of determining the latter's compliance with its obligation and warranty under the contract.

XIV. TERMINATION OF CONTRACT

In addition to non-fulfillment by the CONTRACTOR of its obligations under the CONTRACT, breach of warranty by the CONTRACTOR, and any cause which will defeat the purpose or rationale for contracting the services of the AGENCY, PNRI shall terminate the CONTRACT of janitorial services upon evidence of unsatisfactory performance.

The CONTRACTOR shall maintain a satisfactory level of performance throughout the Contract period based on the following set of performance criteria:

	PERFORMANCE CRITERIA	WEIGHT
I	Conformity to 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 (Passing Rate: 80 points)	

XV. CONTRACT TIME

The contract will be in force and in effect from January 01 until October 31, 2025, unless sooner terminated by either party upon a 30-day written advance notice to the other, without prejudice to the rights and obligations of the parties that have been agreed upon prior to such termination.

Company's Name: _____

Duly authorized to sign Bid for and on behalf of: _____

Date accomplished: _____

Section VIII. Checklist of Technical and Financial Documents

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) with latest General Information Sheet (GIS) , 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.
- (k) Bid Bulletin (if applicable)

Financial Documents

- (l) 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 (2022 and 2023); **and**

- (m) 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

- (n) 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)

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

II. FINANCIAL COMPONENT ENVELOPE

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

Bidding Forms

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Name of Procuring Entity: **PHILIPPINE NUCLEAR RESEARCH INSTITUTE**
 Name of the Project: **Supply of Janitorial and Maintenance Services for CY 2025 (January – October 2025)**
 Location of the Project: **PNRI Compound, Commonwealth Avenue, Diliman, Quezon City**

Statement of Single Largest Completed Contracts (SLCC) in the last three (3) years

Business Name : _____
 Business Address : _____

Name of Contract	d. Owner Name e. Address f. Telephone Nos.	Nature of Work	Contractor's Role		d. Amount at Award e. Amount at Completion f. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

- 1 End-user's Acceptance; or
- 2 Official Receipt(s) issued for the Contract

Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

X-----X

BID-SECURING DECLARATION

Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

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) from the receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Section 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 as the bidder with the Lowest Calculated and Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

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

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

Omnibus Sworn Statement

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

AFFIDAVIT

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

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

If a sole proprietorship: I am the sole proprietor 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: I am 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]

Procuring Entity: **PHILIPPINE NUCLEAR RESEARCH INSTITUTE**
Name of the Project: **Supply of Janitorial and Maintenance Services for CY 2025 (January – October 2025)**
Location of the Project: **PNRI Compound, Commonwealth Avenue, Diliman, Quezon City**

AUTHORITY OF SIGNATORY

SECRETARY'S CERTIFICATE

I, _____, a duly elected and qualified Corporate Secretary of _____ (Name of the Bidder), a corporation duly organized and existing under and by virtue of the law of the _____, DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on _____ at which meeting a quorum was present and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that _____ (Name of the Bidder) be, as it hereby is, authorized to participate in the bidding of _____ (Name of the Contract) _____ by the _____ (Name of the Procuring Entity); and that if awarded the Contract shall enter into a contract with the _____ (Name of the Procuring Entity); and in connection therewith hereby appoints _____ (Name of Representative), acting as duly authorized and designated representatives of _____ (Name of the Bidder), and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent _____ (Name of the Bidder) in the bidding as fully and effectively as the _____ (Name of the Bidder) might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FURTHER THAT, the Board hereby authorizes its President to:

- (1) execute a waiver of jurisdiction whereby the _____ (Name of the Bidder) hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;
- (2) execute a waiver that the _____ (Name of the Bidder) shall not seek and obtain writ of injunctions or prohibition or restraining order against the AFP or any other agency in connection with this Contract to prevent and restrain the bidding procedures related thereto, the negotiating of and award of a contract to a successful bidder, and the carrying out of the awarded contract.

WITNESS the signature of the undersigned as such officer of the said _____ this _____.

(Corporate Secretary)

ACKNOWLEDGMENT

SUBSCRIBED AND SWORN to before me this _____day of _____, 20____affiant exhibited to me his/her Community Tax Certificate No. _____ issued on _____at _____, Philippines.

Notary Public
Until 31 December 20____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Procuring Entity: **PHILIPPINE NUCLEAR RESEARCH INSTITUTE**
Name of the Project: **Supply of Janitorial and Maintenance Services for CY 2025 (January – October 2025)**
Location of the Project: **PNRI Compound, Commonwealth Avenue, Diliman, Quezon City**

AUTHORITY OF SIGNATORY

SPECIAL POWER OF ATTORNEY

I, _____, President of _____, a corporation incorporated under the laws of _____ with its registered office at _____, by virtue of Board Resolution No. _____ dated _____, has made, constituted and appointed _____ true and lawful attorney, for it and its name, place and stead, to do, execute and perform any and all acts necessary and/or represent _____ in the bidding of _____ as fully and effectively as corporation might do if personally present with full power of substitution and revocation and hereby confirming all that said representative shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____ at _____.

Signed in the Presence of:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

QUEZON CITY)SS.

BEFORE ME, a Notary Public for and in Quezon City, Philippines, this _____ day of _____, 20____, personally appeared:

<u>NAME</u>	<u>CTC NO.</u>	<u>ISSUED AT/ON</u>
_____	_____	_____
_____	_____	_____

known to me and known to be the same person who executed the foregoing instrument consisting of _____ () pages, including the page whereon the acknowledgments is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public
Until 31 December 20____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Firm’s/Contractor’s assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped “RECEIVED” by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Total Net Worth (1-3)	
6.	Current Net Worth or Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [Current Asset – Current Liabilities] (15) minus value of all outstanding works or uncompleted portions of the project under ongoing contracts including, awarded contracts yet to be started coinciding with the contract to be bid.

The values of the domestic bidder’s current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR

Submitted by:

 Name of Firm / Contractor

 Signature of Authorized Representative

Date : _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

Bid Form

Date: _____

Project Identification No: _____

To: *[name and address of PROCURING ENTITY]*

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 modification 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 specified in the PBDs;
- c. to abide by the Bid Validity Period specified in PBDs 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 of agent	Amount and Currency	Purpose of 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 on behalf of: _____

Date: _____

Republic of the Philippines
 Department of Science and Technology
PHILIPPINE NUCLEAR RESEARCH INSTITUTE
 Commonwealth Avenue, Diliman, Quezon City

PROJECT: **Supply of Janitorial and Maintenance Services**

**DETAILED COMPUTATION OF JANITORIAL AND MAINTENANCE SERVICES
 JANUARY – OCTOBER 2025**

No. of Working Days	315.7	15 JANITORS	MASON/ASST. CARPENTER/ ELECTRICIAN	PLUMBER	SUPERVISOR
Minimum Wage rate					
Ordinary working days: (292 x MWR)	292				
Regular holidays: (12 x 100% x MWR)	12				
Special days: (9 x 130% x MWR)	11.7				
ANNUAL TOTAL					
Total Equivalent Monthly Rate					
13th Month Pay per Month: (MWR x 365/12)/12					
5 Days Incentive Pay (MWR x 5/12)					
TOTAL MONTHLY AMOUNT DIRECTLY TO JANITOR/S,					
<i>Amount to Government in Favor of Janitor:</i>					
Retirement Benefit (RA7641)(DWx22.5/12)					
SSS Premium (January 2023)					
SSS EC-Employer Share					
PHILHEALTH-Employer Share (MR x 2.5%)					
PAGIBIG					
TOTAL AMOUNT TO JANITOR & GOVERNMENT:					
REQUIRED NUMBER OF JANITOR/S					
AMOUNT DUE TO JANITOR/S AND GOVERNMENT					
DURATION (in Months)					
TOTAL AMOUNT DUE TO JANITOR/S AND GOVERNMENT					
SUPPLIES (See Attached Schedule A)					
ADMINISTRATIVE FEE	15%				
VAT (IMPOSED ON ADMINISTRATIVE FEE ONLY)	12%				
TOTAL CONTRACT RATE OF 20 JANITORS FOR TEN (10) MONTHS					

Total Bid Price in Words and in Figures: (In Phil. Pesos)

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and on behalf of: _____

Date: _____

SCHEDULE A

Supplies and Materials:

COST OF SUPPLIES					
Monthly	Item/Description	Quantity	Unit	Months	Total Price
	Tide/Breeze Powder	20	kg	10	
	Prime Time Wax	4	Gal	10	
	Stick Broom	4	Gal	10	
	Zonrox	8	Gal	10	
	Dry Air Freshener (Glade/Pledge)	6	Can	10	
	Scotch Brite	36	pcs	10	
	Air Freshener (Toilet Deodorant)	8	Gal	10	
	Stick Broom	48	pcs	10	
	Tansi #300 (Grasscutter)	1	kg	10	
	Disinfectant (Lysol)	4	Gal	10	
	Garbage Bag Black XXXL (100pcs/pack)	2	pack	10	
	Garbage Bag Green XXL (100pcs/pack)	2	pack	10	
	Baygon Spray	6	can	10	
	Jumbo Roll (12 rolls/box)	2	boxes	10	
	Paper Towel	30	pcs	10	
	Hand Soap	4	gal	10	
Sub-Total					
Quarterly	Item/Description	Quantity	Unit	Quarter	Total Price
	Steel Wool	24	pcs	3	
	Mop Heads	6	pcs	3	
	Soft Broom	10	pcs	3	
	Ceiling Broom	3	pcs	3	
	Mop Handle (Aluminum)	6	pcs	3	
	Plastic dustpan	5	pcs	3	
	Carpet Shampoo	1	gal	3	
	Push Brush	6	pcs	3	
	Cleanser (Ajax)	2	pcs	3	
	Polishing Pad (Black)	2	pcs	3	
	Toilet Bowl Brush	6	pcs	3	
	Toilet Bowl Pump	6	pcs	3	
	Hand Brush	6	pcs	3	
	Muriatic Acid	2	gal	3	
	Caution Tape (300m)	1	pcs	3	
	Gloves Rubber (For CR)	5	pcs	3	
	Gloves Cotton-Working Gloves with Rubber Grip	30	pcs	3	
	Garbage Bag Yellow (Small)	50	pcs	3	
	Alcohol (Casino)	10	gal	3	
Sub-Total					
	TOTAL				

