



Department of Agriculture  
**PHILIPPINE CARABAO CENTER**  
CERTIFIED:ISO 9001 | ISO 14001 | ISO 45001

# **BIDDING DOCUMENTS**

**(EPA 2023) JANITORIAL MAINTENANCE AND  
OTHER RELATED SERVICES (59 PERSONNEL)  
January 1-December 31, 2023**

**(Identification No. PB 2022-77)**

**Approved Budget for the Contract: P 13,383,805.44**

**November 2022**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign- Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

# Table of Contents

<b>Glossary of Acronyms, Terms, and Abbreviations .....</b>	<b>5</b>
<b>Section I. Invitation to Bid.....</b>	<b>8</b>
<b>Section II. Instructions to Bidders.....</b>	<b>12</b>
1. Scope of Bid .....	13
2. Funding Information.....	13
3. Bidding Requirements .....	13
4. Corrupt, Fraudulent, Collusive, and Coercive Practices .....	14
5. Eligible Bidders.....	14
6. Origin of Goods .....	15
7. Subcontracts .....	15
8. Pre-Bid Conference .....	16
9. Clarification and Amendment of Bidding Documents .....	16
10. Documents comprising the Bid: Eligibility and Technical Components .....	16
11. Documents comprising the Bid: Financial Component .....	17
12. Bid Prices .....	17
13. Bid and Payment Currencies .....	18
14. Bid Security .....	18
15. Sealing and Marking of Bids .....	19
16. Deadline for Submission of Bids .....	19
17. Opening and Preliminary Examination of Bids .....	19
18. Domestic Preference .....	20
19. Detailed Evaluation and Comparison of Bids .....	20
20. Post-Qualification .....	21
21. Signing of the Contract .....	22
<b>Section III. Bid Data Sheet .....</b>	<b>23</b>
<b>Section IV. General Conditions of Contract .....</b>	<b>25</b>
1. Scope of Contract .....	26
2. Advance Payment and Terms of Payment .....	26
3. Performance Security .....	26
4. Inspection and Tests .....	27
5. Warranty .....	27
6. Liability of the Supplier .....	27
<b>Section V. Special Conditions of Contract .....</b>	<b>28</b>
<b>Section VI. Schedule of Requirements .....</b>	<b>33</b>
<b>Section VII. Technical Specifications .....</b>	<b>35</b>
<b>Section VIII. Checklist of Technical and Financial Documents .....</b>	<b>39</b>

# ***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***

## **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



**INVITATION TO BID**  
**ITB/Identification No. PB 2022-77**

**(EPA 2023) JANITORIAL MAINTENANCE AND OTHER RELATED SERVICES**  
**(59 PERSONNEL) January 1-December 31, 2023**

1. The **PHILIPPINE CARABAO CENTER**, through the **GAA 2023 and Revolving Fund** intends to apply the sum of **Thirteen Million Three Hundred Eighty-Three Thousand Eight Hundred Five Pesos & 44/100 (P 13,383,805.44)** being the ABC to payments under the contract for **(EPA 2023) JANITORIAL MAINTENANCE AND OTHER RELATED SERVICES (59 PERSONNEL)** under **ITB/Identification No. PB 2022-77**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **PHILIPPINE CARABAO CENTER** now invites bids for the above Procurement Project. Completion of delivery/Works/Services is required within **one (1) year** as specified in the Schedule of Requirements. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **PHILIPPINE CARABAO CENTER** and inspect the Bidding Documents at the address given below during Monday to Friday (8am-5pm) except weekends and holidays.
5. A complete set of Bidding Documents may be acquired by interested Bidders **on November 2-22, 2022** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Fifteen Thousand Pesos (P 15,000.00) non-refundable**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees presented in person, by facsimile, or through electronic means not later than the submission of their bids.

We encourage bidders to download the bidding documents through PhilGEPS or the PCC Website and pay through bank. Please coordinate with the BAC Secretariat Office through the email address and contact number given below for the bank detail procedures.

6. The **PHILIPPINE CARABAO CENTER** will hold a Pre-Bid Conference on **November 10, 2022 (10am)** at **EUSEBIO HALL, PHILIPPINE CARABAO CENTER**, National Headquarter and Gene Pool, Science City of Muñoz, Nueva Ecija through web conference platform via Zoom.

A Personal Meeting ID will be sent through email for each participant at least one day before the event. Prospective bidders need to signify their intention to participate by sending an email to [noemi.balais@pcc.gov.ph](mailto:noemi.balais@pcc.gov.ph)

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **November 22, 2022 (9am)**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **November 22, 2022 (10am)** at the given address below through web conference platform via Zoom (face to face for the BAC).

A Personal Meeting ID will be sent to participants through email who submitted bid proposals.

10. The **PHILIPPINE CARABAO CENTER** 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. The PHILIPPINE CARABAO CENTER Bids and Awards Committee (BAC) will use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is “draw lots”, in the event that two or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated Responsive Bid (LCRB) to determine the final LCRB (In alphabetical order, the bidders shall pick one rolled paper. The lucky bidder who would pick the paper with “Congratulations” remark shall be declared as the final bidder having LCRB and recommended for award of the contract.)

12. Please refer to the following schedule of activities:

Activity	Date	Remarks
Availability of Bidding documents	November 22-22, 2022	Downloadable through PhilGEPS, PCC Website and can be requested through email ( <a href="mailto:noemi.balais@pcc.gov.ph">noemi.balais@pcc.gov.ph</a> )  Available and ready for pick-up at the PCC main gate through the security guard assigned for the day after the payment/deposit has been validated by the PCC Cashier.
Payment of Bidding Documents	November 22-22, 2022	Prospective Bidders may pay the bidding documents through bank deposit to:  Bank Name/Branch: Land Bank of the Philippines-CLSU Bank Account No. 2962-1020-37 Account Name: PHILIPPINE CARABAO CENTER  Prospective Bidders must email the scanned copy of deposit slip to BAC Secretariat Office with the following details: <ul style="list-style-type: none"><li>▪ Project Title</li><li>▪ Company Name with Contact Information</li></ul> BAC Secretariat Office: <a href="mailto:noemi.balais@pcc.gov.ph">noemi.balais@pcc.gov.ph</a>  PCC Cashier's Office will issue Official Receipt after the validation/confirmation of the bank deposit.
Pre-bid Conference (Online)	November 10, 2022 (10am)	A Personal Meeting ID will be sent through email for each participant at least one day before the event. Prospective bidders need to signify their intention to participate by sending an email to <a href="mailto:noemi.balais@pcc.gov.ph">noemi.balais@pcc.gov.ph</a>
Deadline for the submission of bids	November 22, 2022 (9am)	Late bids shall not be accepted.  Through personal delivery or through courier at the PCC BAC Secretariat Office/PCC main gate.  Bidders must ensure that the Bid Proposals are properly delivered and received by the BAC Secretariat Office on or before the deadline of submission.
Bid Opening (Online)	November 22, 2022 (10am)	A Personal Meeting ID will be sent to participants through email who submitted bid proposals on time.

12. The PHILIPPINE CARABAO CENTER (PCC) does not condone any forms of solicitation on any prospective winning and losing bidders by any of our staff/employees or any other party. Any sort of this kind shall be reported immediately to PCC ([pccoed2021@gmail.com](mailto:pccoed2021@gmail.com)).

13. For further information, please refer to:

**MS. NOEMI V. BALAIS**  
Head, BAC Secretariat Office  
PHILIPPINE CARABAO CENTER  
National Headquarters and Gene Pool

Science City of Munoz, Nueva Ecija  
Email: [noemi.balais@pcc.gov.ph](mailto:noemi.balais@pcc.gov.ph)  
Contact No.: 0917 824 4374  
Website: [www.pcc.gov.ph](http://www.pcc.gov.ph)

**(SGD) ERIC P. PALACPAC**  
Chairperson, Bids and Awards Committee  
**November 2, 2022**

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, **PHILIPPINE CARABAO CENTER** wishes to receive Bids for the **(EPA 2023) JANITORIAL MAINTENANCE AND OTHER RELATED SERVICES (59 PERSONNEL) JANUARY 1-DECEMBER 31, 2023** with ITB/Identification Number **PB 2022-77**.

*[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]*

The Procurement Project (referred to herein as "Project") is composed of **Janitorial Maintenance and Other Related Services** 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 in the amount of **Thirteen Million Three Hundred Eighty-Three Thousand Eight Hundred Five Pesos & 44/100 (P 13,383,805.44)**

2.2 The source of funding is: **GAA and Revolving Fund**

## 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<sub>4</sub> practices defined under Annex "I" of the

2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership 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.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have a Single Largest Completed Contract (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:

**The Bidder must have completed a single contract that is similar to this Project, equivalent to at least **fifty percent (50%)** of the ABC amounting to **P 6,691,902.72****
- 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. **Subcontracting is not allowed.**
- 7.2. 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 **Eusebio Hall, PHILIPPINE CARABAO CENTER, National Headquarters and Gene Pool, Science City of Muñoz, Nueva Ecija** through web conference platform via Zoom as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

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

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within the last **Five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23



May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    - ii. The price of other (incidental) services, if any, as listed

in **Section VII (Technical Specifications)**).

### **13. Bid and Payment Currencies**

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in: **Philippine Pesos**.

### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration 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 **One Hundred Twenty (120) calendar days from the date of Bid Opening**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. Sealing and Marking of Bids**

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

The Procuring Entity may request additional hard 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.

### **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**.

## 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.

## 19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. **The Project shall be awarded by LOT.**

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**

- 20.2. 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, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the BDS.

## **21. Signing of the Contract**

- 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**.

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause	
5.3	<p>The Bidder must have a single contract similar to the project.</p> <p>a) Similar Contract:</p> <p style="text-align: center;"><b>Project/s related to Janitorial Maintenance and Other Related Services</b></p> <p>b) Completed within the last <b>Five (5) years</b> prior to the deadline for the submission and receipt of bids.</p>
7.1	<b>Subcontracting is not allowed.</b>
12	The price of the Goods shall be quoted delivered duty paid (DDP) to the <b>PHILIPPINE CARABAO CENTER.</b>
14.1	<p>The bid security shall be in any of the following forms and amounts:</p> <p>a. Bid Securing Declaration <b>with ITB/Identification No. (see attached form) or</b></p> <p>b. The amount of not less than <b>P 267,676.10</b> equivalent to two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; <b>or</b></p> <p>c. The amount of not less than <b>P 669,190.27</b> equivalent to five percent (5%) of ABC] if bid security is in Surety Bond.</p>
19.3	<p>The project will be awarded by <b>LOT</b></p> <p style="text-align: center;"><b>(EPA 2023) JANITORIAL MAINTENANCE AND OTHER RELATED SERVICES (59 PERSONNEL) JANUARY 1-DECEMBER 31, 2023</b></p> <p style="text-align: center;"><b>Approved Budget for the Contract: P 13,383,805.44</b></p>
20.2	<p>Post-Qualification documents</p> <ol style="list-style-type: none"> <li>1. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)</li> <li>2. Other appropriate licenses and permits as required by law</li> </ol> <p>The bidder with the Lowest Calculated Bid (LCB)/Single Calculated Bid (SCB) must submit the document/s to the BAC Secretariat Office within five (5) calendar days from the bid opening</p>
21.1	<b>No other contract documents required.</b>

# ***Section IV. General Conditions of Contract***

## **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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 Special Conditions of Contract (SCC).

## 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.

## 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 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***

## **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a) Information that complements provisions of the GCC must be incorporated.
- b) Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered to <b>PCC-OED</b>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered to <b>PCC-OED</b>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project site is <b>MS. MARY LEI B. BAUTISTA (0917 808 0416)</b></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol>

- e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
- f. *[Specify additional incidental service requirements, as needed.]*

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

**Spare Parts -**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

*Select appropriate requirements and delete the rest.*

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *[indicate here the time period specified. If not used indicate a time period of three times the warranty period]*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within *[insert appropriate time period]* months of placing the order.

	<p><b>Packaging -</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows: Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation -</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p>

	<p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights -</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p><b>The terms of payment shall be as follows:</b></p> <p><b>Semi-Monthly/Monthly</b></p>
4	<p>Inspection and test if applicable.</p>

## ***Section VI. Schedule of Requirements***

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

<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Total</b>	<b>Delivered, Weeks/Months/Years</b>	<b>End-user</b>
1	(EPA 2023) JANITORIAL MAINTENANCE AND OTHER RELATED SERVICES (59 PERSONNEL) January 1-December 31, 2023	1	lot	1 year upon receipt of Notice to Proceed	<ul style="list-style-type: none"> <li>▪ GSS</li> <li>▪ Gene Pool</li> <li>▪ LBRAF</li> <li>▪ CDCPF</li> <li>▪ Milka Krem</li> <li>▪ Hostel</li> </ul>

# ***Section VII. Technical Specifications***

## **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.



Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

# Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

Specifications				Statement of Compliance (Comply or Not Comply)
	End-user	Number of Personnel	Qualifications	
1	Gene Pool and Livestock Biotechnology Research and Animal Facility (Saranay)	30	<ul style="list-style-type: none"> <li>• Able to read and write (at least elementary level)</li> <li>• Trustworthy, industrious</li> <li>• Ability to care for the carabao and other livestock animals in the farm</li> <li>• Ability to maintain sanitary living quarters for animals</li> <li>• Ability to understand and carry out routine oral and written instructions</li> <li>• Skill in the use and care of equipment used in the farm</li> <li>• Favorable work ethic/attitude</li> <li>• Previous work experience is preferred; related to management of Buffalo/Cattle</li> </ul>	
2	General Services Section	9	<ul style="list-style-type: none"> <li>• Able to read and write (at least elementary level)</li> <li>• Industrious</li> <li>• With one (1) year janitorial experience in corporate office. (The experience should be supported by a valid Certificate of Employment that will be subjected for PCC validation.</li> <li>• Knowledge in landscaping maintenance</li> <li>• Ability to operate/ use grass cutter and other tools and equipment related to landscape maintenance</li> <li>• Favorable work ethic/attitude</li> </ul>	
3	PCC Hostel	4	<ul style="list-style-type: none"> <li>• Able to read and write (at least Junior High School Graduate)</li> <li>• Knowledge in proper housekeeping</li> <li>• Courteous, excellent professional service and customer service skills</li> <li>• Ability to ensure that the workplace is clean and</li> </ul>	

			<ul style="list-style-type: none"> <li>organized</li> <li>• Previous hotel work experience is preferred</li> <li>• Favorable work ethic/attitude</li> </ul>
4	Milka Krem	3	<p>Utility</p> <ul style="list-style-type: none"> <li>• Able to read and write (at least elementary level)</li> <li>• Industrious</li> <li>• With one (1) year janitorial experience in corporate office. (The experience should be supported by a valid Certificate of Employment that will be subjected for PCC validation.</li> <li>• Knowledge in landscaping maintenance</li> <li>• Ability to operate/ use grass cutter and other tools and equipment related to landscape maintenance</li> <li>• Knowledge in basic carpentry</li> </ul> <p>Maintenance of Landscape Areas</p> <ul style="list-style-type: none"> <li>• Able to read and write (at least elementary level)</li> <li>• Industrious</li> <li>• With one (1) year janitorial experience in corporate office. (The experience should be supported by a valid Certificate of Employment that will be subjected for PCC validation.</li> <li>• Knowledge in landscaping maintenance</li> <li>• Ability to operate/ use grass cutter and other tools and equipment related to landscape maintenance</li> <li>• Favorable work ethic/attitude</li> </ul>
5	Central Dairy Collecting and Processing Facility)	13	<ul style="list-style-type: none"> <li>• Able to read and write (at least Junior High School Graduate)</li> <li>• Attention to Detail (must pay close attention to every detail)</li> <li>• Speed/Efficiency (must be able to not only produce quality products, but do it quickly as well)</li> <li>• Ability to ensure that the workplace is clean and organized</li> <li>• Favorable work ethic/attitude</li> </ul>
<b>Total Number of Personnel</b>		<b>59</b>	

## 1. SCOPE OF WORK

The service provider should provide regular janitorial maintenance and other related services to PCC for six (6) days **per week**. Janitorial works and other related services beyond the required schedule will be subjected to PCC approval.

The service provider shall maintain a satisfactory level of performance throughout the term of the contract based on the prescribed set of performance criteria.

The following shall be billed separately by the service provider to the PCC:

- a) If a legal holiday falls on a regular working day appropriate holiday pay should be provided to its employee;
- b) Traveling expenses if required shall be approved by the PCC and subject to prevailing traveling expenses rates (inclusive of admin cost and tax); and
- c) PCC may request on-call janitorial personnel from the service provider as the need arise. The janitorial personnel will be paid based on the prevailing labor cost per day (please refer to annex A of bidding documents).

Provision of sanitation, maintenance, janitorial and other related services for the following PCC Buildings and Facilities with the following area of assignment.

	<b>End-user</b>	<b>Number of Personnel</b>	<b>Area of Assignment</b>
1	Gene Pool and Livestock Biotechnology Research and Animal Facility (Saranay)	30	4 - Milking Parlor 3 - Vermicomposting area 7 - Animal Keeper (Gene Pool) 6 - Animal Facility (LBRAF) 10- Forage area and Maintenance
2	General Services Section	9	3 - Annex Building. Main Admin Building, Main Lobby and Estrada Hall 2 - Livestock Innovation and Biotechnology Building 4 - Landscape areas at PCC Compound
3	PCC Hostel	4	4 - Room Service
4	Milka Krem	3	2- Utility 1-Landscape areas at Milka Krem
5	Central Dairy Collecting and Processing Facility	13	1 – Machine Operator (Gelato Ice Cream) 1 – Machine Operator (Butter Churner and Fat Separator) 1 – Machine Operator (Pastillas Cooker Operator) 10 – Support Staff
	<b>Total Number of Personnel</b>	<b>59</b>	

## **DUTIES AND RESPONSIBILITIES (GENE POOL AND LBRAF)**

### **NATIONAL WATER BUFFALO GENE POOL**

#### **Milking Parlor (4)**

- Clean and disinfect milking parlor following standard procedure by PCC Gene Pool using prescribed cleaning reagents
- Prepare and clean all tools and equipment used in pre- and post-milking operation
- Drive the animals to holding pen and bath the animal prior to milking
- Milk the animal following standard procedure employed by PCC Gene Pool
- Feed the animal during milking
- Regularly clean the milking parlor and its surrounding area
- Record and submit milk production performance
- Conduct regular disinfection of milking parlor
- Deliver milk produced to Central Dairy Collection and Processing facility (CDCPF)

#### **Vermicomposting Area (3)**

- Maintenance of vermicomposting area
- Feeding of substrate to earthworm (African Night Crawler(ANC))
- Migration of ANC
- Harvest, pack and stack vermicast

#### **Animal Keeper (Animal Management) (7)**

- Provide food and water to buffaloes following recommended feeding rations and record the amount of feed offered
- Cleaning and manure scraping of animal barns to include feeding and drinking trough
- Check all animals on a timely basis to be certain they are receiving adequate feed. Be certain clean water is available at all times.
- Assess the animal pens/barn to ensure that the areas remain hygienic, to reduce the risk of injury and disease of the buffaloes and farm workers.
- Use/ operate tools to move feed, animals and other equipment to the appropriate areas on the farm in an efficient manner.
- Feeding and care of the calves
- Regularly monitor the health of the animal and immediately report to the farm veterinarian any signs of disease or changes in the condition of the animal
- Observe signs of estrus (female breedable animals) and report to the farm AI technician
- Assist the farm veterinarian and AI technician in animal health-related activities and animal breeding respectively
- Collect colostrum (milking) from newly parturient animal
- Train calf to feed/ drink milk in the pail or bottle
- Transfer animals to other pen/animal house from time to time
- Ensure that the animals are secured inside the pen/ barn

## **FORAGE AND PASTURE, MAINTENANCE AND WASTE MANAGEMENT**

### Forage area and maintenance (10)

- Harvesting and hauling of forages to be fed to animals following the prescribed amount
- Grass cutting and cleaning of forage area
- Collecting and recording of forage and legumes samples
- Forage planting material preparation
- Development, planting and maintenance of forage pasture
- Preparation of potting media for grass and legume seedling production
- Harvesting of legumes seeds for legumes production
- Application of fertilizer (organic/ inorganic) to forage area
- Follow scheduled irrigation and maintenance of water pumps
- Maintenance of irrigation canal to prevent clogging
- Care and maintenance of farm equipment assigned (grasscutter, harvester, farm tractor etc.)
- Assist in the harvesting of vermicast
- Assist in the repair of animal pen/barn and farm equipment and tools
- Assist in cleaning of animal pen
- Properly disposed waste materials

## **LIVESTOCK BIOTECHNOLOGY RESEARCH AND ANIMAL FACILITY (LBRAF)/SARANAY**

### Animal Facility (6)

- Feeding, care and management of buffaloes
- Cleaning of animal corrals
- Grass cutting, harvesting & hauling of forages
- Assists in baling of rice straw
- Operates and maintains farm tractors
- Perform other duties as may be assigned by the GP Coordinator
- Cutting and preparation of napier planting materials or other forage grasses/legumes
- Planting of napier or other forage grasses/legumes

# **DUTIES AND RESPONSIBILITIES (GENERAL SERVICES SECTION)**

## **DAILY ROUTINE SERVICES**

### **Offices**

- Sweeping, mopping, spot scrubbing of all areas including the removal of floor stains on all vinyl areas.
- Dusting and cleaning of all mirrors, glass tops, inside windows, window edges, blinds and vents of air conditioning units.
- Disposing and emptying waste receptacle to designated trash bins.
- Dusting and cleaning of horizontal and vertical surfaces including all office furniture and equipment.
- Sweeping of cobwebs on walls and ceilings.
- Watering of existing ornamental plants.
- Glass cleaning of windows inside and out.
- Spot cleaning of furniture and doors.
- Other related utility/messengerial works are subject to completion of the assigned daily janitorial maintenance tasks.
- Other services such as hauling of furniture and fixtures and others, subject to approved work request.

### **Building Hallways, Stairways and Lobby**

- Spot clean walls.
- Sweep/dust mops all floors
- Clean baseboards, cornices, doors, glass windows and air vents to include lighting diffusers and metal railings.
- Dusting and cleaning of office furniture's.
- Empty waste receptacles.
- Damp mop stairs and clean railings.
- Spray buff floors.
- Damp wipe tables and chairs.
- Clean and mop mats and runners.
- Vacuum carpets.
- Spot wash entry glass, inside
- Wet mop or machine scrub floors.
- Water existing ornamental plants.
- Spot clean furniture.
- Turn Off lights between 12:00 pm-1:00 p.m. or if the area is not in use along hallways as part of Energy Conservation.

### **Restrooms / Toilets and Bathrooms**

- Clean and disinfect all toilet floors, walls, bowls, urinals, commodes and wash basins.
- Regularly empty and disinfect all waste receptacles.
- Clean all glass mirror and window.
- Spot clean walls on ceramic tiles and metal partition as well as the floors.
- Refill soap dispensers.
- Clean exhaust fans, lighting diffusers and doors
- Dust mop floors.



- Damp and dry clean mop floors.
- Cleaning, sanitizing of toilets and restrooms with the use of effective disinfecting chemicals on the wash basins, urinals, toilet bowls and lavatories including fogging of toilets with deodorants.
- Immediately Report to Administrative and General Services Section of PCC any busted bulbs and lamps including any leaking faucets, water closets and urinals including other unusual findings within the area such as locks of the bathroom doors and cubicles and others.
- Turn on all Exhaust Fan at 7:30 a.m. and Turn them off at 4:30 p.m.

#### **Conference Rooms**

- Spot clean carpets and furniture.
- Spot clean walls and doors.
- Clean all glass windows with glass cleaner.
- Empty waste containers.
- Vacuum carpets
- Dust mop floors (for PSD Conference)
- Water existing ornamental plants

#### **Landscape Areas**

- Trimming of grasses, shrubs and other ornamental plants
- Watering of plants and grasses.
- Sweeping of roads, parking and adjacent areas as needed
- Collection and disposal of garbage
- Fertilize plants and grasses as needed
- Control pest and insects as needed

#### **Other Covered Areas**

- Sweeping of cobwebs on walls and ceilings when necessary
- Dusting and cleaning of all mirrors, glass tops, inside window, window ledges, blinds and all vents of air-conditioning system

#### **For any areas**

- Sweeping, mopping, spot scrubbing and polishing of all floor areas
- Sweeping of cobwebs on walls and ceilings when necessary
- Dusting and cleaning of all mirrors, glass tops, inside window, window ledges, blinds and all vents of air-conditioning system.

#### **Weekly Maintenance Services**

- General cleaning of floor areas and shampooing spot scrubbing and or dry shampooing of carpets as the need arises.
- General cleaning of toilets and bathrooms. Thorough cleaning and disinfecting of toilet floors, walls, bowls, commodes and wash basins.
- Cleaning of doors, screens, roofing's and gutters.
- Dusting of light fixtures suspended from ceiling.
- Cleaning, waxing and polishing of furniture and fixtures, counters, etc., excluding items of equipment that require specialized maintenance.

#### **Monthly Maintenance Services**

- Shampooing of carpets and furniture with foam cover as warranted.
- Thorough General Cleaning of all areas covered for maintenance.
- Scrubbing/ cleaning of outer/ exterior walls, fire exits and other related areas
- Cleaning and de-clogging of roof decks, gutters and downspouts.
- Stripping and waxing of vinyl floor areas as the need arise.

#### **Waste Segregation**

- Waste segregation would start at the designated areas of works for all janitorial personnel;
- All bio-degradable, non-bio-degradable and recyclable waste would be segregated in three trash bag prior to disposal;
- There would be three (3) designated big trash bins for every office to distinguished the bio-degradable from non-biodegradable.

#### **Other Scope of Services**

- In the exigency of services, janitorial service provider should form part of the emergency response team;
- Assist the technical personnel such as but not limited to electrical, plumbing and other related services.

#### **Power Conservation**

- Turning off lights from 12:00 to 1:00 p.m. along Hallways, Corridors and offices provided there are no working employees within the area;
- Scheduled turning on/off of all Air-cons during rainy season and cold months of December-February from 9:00 a.m.-4:00 p.m.;
- Proper monitoring of all exhaust fan within comfort rooms ensuring operations are confined only within 8:00 a.m.-5:00 p.m. only;
- Turning off lights along hallways/comfort rooms during summer months to maximize natural lights
- Properly ensure that all Emergency Exits are all closed to minimize electricity consumption on air-conditioning units.

#### **Water Conservation**

- Regular monitoring of water closets/lavatories for possible leaks & immediately turn off valve /report to Building Maintenance for appropriate action within the day;
- Proper scheduling & procedures for general cleaning of comfort rooms to maximize the usage of water;
- Turn off water valve during long weekends to avoid water leaks due to high water pressure.

### **DUTIES AND RESPONSIBILITIES (PCC HOSTEL)**

- Maintain professional appearance with a positive attitude and adaptable and flexible.
- Patient, helpful and is interested in the welfare of the guests and staff.
- Great attention to detail and works well under pressure in fast-paced environment.
- Follows staff conduct policies and time management guidelines.
- Multi-task for the benefit of quality services, such us cleaning of training halls, pcc housing, gym and the like.

- Work efficiently and independently with minimal supervision.
- Perform any laundry duties.
- Stock and maintain any housekeeping supply rooms.
- Ensure high level of customer service is maintained at all times
- Assist guests with all questions and reasonable requests.
- Ensure accurate information is provided to all clients with respect.
- Timely answers visitor's special requests for extras like cribs, cots, towels and etc.
- Ensure that mattresses and pillows are clean and placed orderly and neatly.
- Assure adherence to housekeeping department standards.
- Ascertain that all rooms are maintained and inspected in accordance with standards.

## **DUTIES AND RESPONSIBILITIES (MILKA KREM)**

### **Utility**

- Ensures cleanliness and maintenance of Milka Krem Café and Dairy Product Outlet including toilets and stockrooms
- Cleanliness and Maintenance of CDCPF Hallway and windows including office comfort rooms
- Maintain store order and cleanliness, which includes workstation, counters, floors, tables, seats
- Practice good housekeeping and customer service at all time
- Assist in getting Dairy Products at the cold room/window of CDCPF and arrange them in FIFO order at Milka Krem chillers
- Welcome customers and answer their queries re: products and other related concerns
- Serves as messenger with document related to other departments as needed.
- Serves as a delivery staff in delivering milk and other products inside/outside Manila

### **Maintenance of Landscape Areas**

- Trimming of grasses, shrubs and other ornamental plants
- Watering of plants and grasses.
- Sweeping of roads, parking and adjacent areas as needed
- Collection and disposal of garbage
- Fertilize plants and grasses as needed
- Control pest and insects as needed

### **Other Covered Areas**

- Sweeping of cobwebs on walls and ceilings when necessary
- Dusting and cleaning of all mirrors, glass tops, inside window, window ledges, blinds and all vents of air-conditioning system

### **For any areas**

- Sweeping, mopping, spot scrubbing and polishing of all floor areas
- Sweeping of cobwebs on walls and ceilings when necessary

- Dusting and cleaning of all mirrors, glass tops, inside window, window ledges, blinds and all vents of air-conditioning system.

## **DUTIES AND RESPONSIBILITIES (CENTRAL DAIRY COLLECTION AND PROCESSING FACILITY)**

### **Machine Operator (Gelato Ice Cream)**

- Operate the gelato ice cream machine and other processing related machines such as Pastillas mixer, Batch Pasteurizer and Filling bottle according to quality standards.
- Process the gelato ice cream products.
- Ensure that the processing equipment, devices and machine are in order and thoroughly clean all the time prior to and after processing activities.
- Daily fill up related logbook/forms in production (in process monitoring forms of Ice Cream)
- Assist in daily receiving of milk, inventory of raw materials and finished goods.
- Assist in labelling and packaging of bottle and other products.
- Assist in disinfection of bottle and other materials used in the production.
- Undertake proper housekeeping in assigned areas/work stations.
- Comply with ISO standards and requirements.
- Carry out other duties and responsibilities as identified by Immediate Supervisor.

### **Machine Operator (Butter Churner and Fat Separator)**

- Operate the Butter churner and Fat Separator machine and other processing related machines such as Pastillas mixer, Batch Pasteurizer and Filling bottle according to quality standards.
- Process the butter, low Fat milk and Paneer products.
- Ensure that the processing equipment, devices and machine are in order and thoroughly clean all the time prior to and after processing activities.
- Assist in daily receiving of milk, inventory of raw materials and finished goods.
- Assist in labelling and packaging of bottle and other products.
- Assist in disinfection of bottle and other materials used in the production.
- Undertake proper housekeeping in assigned areas/work stations.
- Daily fill up related logbook/forms in production.
- Comply with ISO standards and requirements.
- Carry out other duties and responsibilities as identified by Immediate Supervisor.

### **Machine Operator (Pastillas Cooker Operator)**

- Operate the Pastillas machine and other processing related machines such as Batch Pasteurizer, Gelato ice cream machine, cooling tank and Filling bottle according to quality standards.
- Process/ cook Pastillas.
- Ensure that the processing equipment, devices and machine are in order and thoroughly clean all the time prior to and after processing activities.
- Assist in daily receiving of milk, inventory of raw materials and finished goods.
- Assist in labelling and packaging of bottle and other products.
- Assist in disinfection of bottle, milkcans and other materials used in the production.
- Undertake proper housekeeping in assigned areas/work stations.
- Daily fill up related logbook/forms in production.
- Monitoring of temperature of different storage area inside plant.
- Comply with ISO standards and requirements.
- Carry out other duties and responsibilities as identified by Immediate Supervisor.
- Other: Delivery of dairy products.

### **Support Staff**

- Assist to operate processing related machines such as Batch Pasteurizer, cooling tank, pastillas mixer and Filling bottle according to quality standards.
- Filling bottle operator.
- Ensure that the processing equipment, devices and machine are in order and thoroughly clean all the time prior to and after processing activities.
- Assist in daily receiving of milk, inventory of raw materials and finished goods.
- Assist in labelling and packaging of bottle and other products.
- Assist in disinfection of bottle, milk cans and other materials used in the production.
- Undertake proper housekeeping in assigned areas/work stations.
- Daily fill up related logbook/forms in production.
- Comply with ISO standards and requirements.
- Carry out other duties and responsibilities as identified by Immediate Supervisor.
- Other: Delivery of dairy products.

### **Support Staff**

- Assist to operate processing related machines such as Batch and Continues Pasteurizer, cooling tank, pastillas mixer and Filling bottle according to quality standards.
- Filling bottle operator.
- Ensure that the processing equipment, devices and machine are in order and thoroughly clean all the time prior to and after processing activities.
- Daily receiving of milk, inventory of raw milk and finished goods.
- Assist in labelling and packaging of bottle and other products.
- Assist in disinfection of bottle, milk cans and other materials used in the production.
- Undertake proper housekeeping in assigned areas/work stations.
- Daily fill up related logbook/forms in production.
- Comply with ISO standards and requirements.
- Carry out other duties and responsibilities as identified by Immediate Supervisor.

### **Support Staff**

- Over all in charge in production inventory forms/ logbook such as Daily Inventory, Production output, Product Disposition, Spoilage logbook and Finished Good Daily Inventory form.
- In charge in finished goods inventory and product disposition to Mlikakrem.
- Conduct balance inventory of all finished product.
- Ensure that the storage facilities, processing equipment and devices are in order and thoroughly clean all the time prior to and after processing activities.
- Assist in weighing of raw materials, packing of yogurt, kesong puti and butter.
- Assist in labelling, coding and packaging of bottle and other products.
- Undertake proper housekeeping in assigned areas/work stations.
- Daily fill up related logbook/forms in production.
- Comply with ISO standards and requirements.
- Carry out other duties and responsibilities as identified by Immediate Supervisor.

### **Support Staff**

- In charge in process and packaging of Yogurt Milk Drink.
- In charge in inventory and utilization of packaging materials.
- Reliever in weighing of raw materials, logbook inventory and utilization.
- Ensure that the storage facilities, processing equipment and devices are in order and thoroughly clean all the time prior to and after processing activities.
- Assist packing of kesong puti and butter.
- Assist in labelling, coding and packaging of bottle and other products.
- Undertake proper housekeeping in assigned areas/work stations.
- Daily fill up related logbook/forms in production.
- Comply with ISO standards and requirements.
- Carry out other duties and responsibilities as identified by Immediate Supervisor.

### **Support Staff**

- In charge in process of Kesong Puti, Mozzarella and Gouda.
- In charge in weighing of raw materials.
- In charge in raw materials logbook inventory and utilization.
- Reliever in production inventory forms/ logbook such as Daily Inventory, Production output, Product Disposition, Spoilage logbook and Finished Good Daily Inventory form.
- Ensure that the storage facilities, processing equipment and devices are in order and thoroughly clean all the time prior to and after processing activities.
- Assist packing of yogurt and butter.
- Assist in labelling, coding and packaging of bottle and other products.
- Undertake proper housekeeping in assigned areas/work stations.
- Daily fill up related logbook/forms in production.
- Comply with ISO standards and requirements.
- Carry out other duties and responsibilities as identified by Immediate Supervisor.

### **Support Staff**

- In charge in packing of Pastillas. Quota : Pastillas in box= 110 pieces, Pastillas in packs= 90 pieces
- In charge in pastillas production output logbook.
- Ensure that the storage facilities, processing equipment and devices are in order and thoroughly clean all the time prior to and after processing activities.
- Labelling, coding, cutting of packaging materials.
- Undertake proper housekeeping in assigned areas/work stations.
- Daily fill up related logbook/forms in production.
- Comply with ISO standards and requirements.
- Carry out other duties and responsibilities as identified by Immediate Supervisor.

**Support Staff**

- In charge in packing of Pastillas. Quota : Pastillas in box= 110 pieces, Pastillas in packs= 90 pieces
- In charge in pastillas packaging materials inventory and utilization logbook.
- Ensure that the storage facilities, processing equipment and devices are in order and thoroughly clean all the time prior to and after processing activities.
- Labelling, coding, cutting of packaging materials.
- Undertake proper housekeeping in assigned areas/work stations.
- Daily fill up related logbook/forms in production.
- Comply with ISO standards and requirements.
- Carry out other duties and responsibilities as identified by Immediate Supervisor.

**Support Staff**

- In charge in packing of Pastillas. Quota : Pastillas in box= 110 pieces, Pastillas in packs= 90 pieces
- In charge in Relative Humidity logbook.
- Ensure that the storage facilities, processing equipment and devices are in order and thoroughly clean all the time prior to and after processing activities.
- Labelling, coding, cutting of packaging materials.
- Undertake proper housekeeping in assigned areas/work stations.
- Daily fill up related logbook/forms in production.
- Comply with ISO standards and requirements.
- Carry out other duties and responsibilities as identified by Immediate Supervisor.

**Support Staff**

- In charge in packing of Pastillas. Quota : Pastillas in box= 110 pieces, Pastillas in packs= 90 pieces
- Assist in pastillas output, packaging materials inventory and utilization logbook.
- Ensure that the storage facilities, processing equipment and devices are in order and thoroughly clean all the time prior to and after processing activities.
- Labelling, coding, cutting of packaging materials.

- Undertake proper housekeeping in assigned areas/work stations.
- Daily fill up related logbook/forms in production.
- Comply with ISO standards and requirements.
- Carry out other duties and responsibilities as identified by Immediate Supervisor.

## **2. MANPOWER QUALIFICATION AND OTHER CONDITIONS**

The following information is provided to assist the bidders in understanding the scope of services needed by PCC. As PCC takes pride in providing an exceptionally clean and safe environment at all times for its customers and employees and expects the janitorial services to demonstrate this same pride in their work performed.

### **1. STAFFING AND EMPLOYEE RECRUITMENT**

- 1.1 The service provider shall provide a total of **FIFTY-NINE (59)** adequate personnel properly screened, experienced in proper cleaning, janitorial and other related services methods and techniques to properly and satisfactorily maintain the facilities on a day-to-day basis during the scheduled times indicated. A total of **FIFTY-NINE (59)** personnel shall be provided for janitorial maintenance and other related services and provide utility works to concerned departments. The list of personnel shall be submitted to PCC for verification, including the required clearances for approval at least seven (7) calendar days prior to start of work. No janitors will be reporting for work without the necessary approval of PCC and proper orientation with regards to PCC policies and standards.
- 1.2 The service provider warrants that all personnel that it will supply and hire are healthy (complete medical check-up), reliable, honest, professionally trained, industrious, carefully selected and properly screened, have passed the necessary annual tests such as but not limited to neuro-psychological and drug tests and possessed the necessary latest and valid annual clearances from the National Bureau of Investigation (NBI), Philippine National Police (PNP), Barangay and Health Clearance (Health and Medical Certificate) validated by PCC Health and Safety Office. The said tests and clearances shall be copy furnished to PCC for verification and documentation prior to the start of work.
- 1.3 The service provider shall provide equally qualified relievers for the absentee personnel. The said relievers should comply with the required qualification requirements and clearances of PCC and are subject to approval of PCC prior to report for work.
- 1.4 The number of personnel maybe increased or decreased whenever the exigency of the service so requires upon written notice to the service provider, provided that corresponding adjustment in the consideration prescribed shall be affected.
- 1.5 Personnel with any history of drugs, violence of any type including deadly weapons violation, theft of all types, fraud and/or forgery shall not be assigned to work at PCC facility. Violation of this requirement will be a cause for contract termination.



- 1.6 The service provider must demonstrate the ability to provide industrious, trustworthy, reliable employees and shall make in good faith effort to retain the same employees on the same schedule in the same area for as long as possible. If the change of personnel is to occur, the Officer in Charge shall be notified thru written communication before the change of personnel or as quickly as possible thereafter.
- 1.7 All Personnel shall have the ability to read, write and have the necessary public relations skill to deal with employees and customers in a professional, courteous manner. They must understand written and oral rules and regulations and apply them in a tactful and non-confrontational manner as well as maintain poise, self-control, tact, diplomacy and mature judgment under stress.
- 1.8 All hired personnel shall have related one (1) year janitorial maintenance and other related services experience in corporate office and physically fit prior to working within the PCC Premises and shall have undergone proper orientation regarding PCC working policies and procedures.
- 1.9 All equally qualified reliever shall possess the same document and clearance requirements as that of the regular duty personnel.

## **2. UNIFORM AND APPEARANCE STANDARDS**

- 2.1 The selected service provider's personnel shall be neat and clean in appearance and shall wear suitably prescribed uniforms with the personnel's name displayed and with appropriate company issued identification cards. The uniforms shall be provided by the service provider at no cost to the personnel.
- 2.2 All personnel shall wear the prescribed uniform while working in PCC premises. No personnel will be allowed to enter and work within PCC without the appropriate uniforms and identification cards.

## **3. ASSIGNMENT/REPLACEMENT OF SERVICE PROVIDER'S PERSONNEL**

- 3.1 The specific location or assignment of the personnel to be detailed in the premises of PCC shall be determined by the service provider. The said location or assignment maybe changed whenever the exigency so requires, and is to be approved by PCC. The PCC Officer in Charge shall have the right to inspect at all times the personnel detailed or assigned by the service provider and request for a change, replacement or substitution of the assigned personnel for legitimate reasons upon written notice to the service provider by the PCC.
- 3.2 A Monthly Detailed Work Assignment of all personnel within the designated specific area shall be submitted to PCC for approval one (1) week prior to the start of each month. It shall include the names of personnel, times of work and areas of work assignment. Any changes in work assignment thereafter should be properly notified in writing addressed to PCC at least one (1) week before its implementation.
- 3.3 The service provider shall ensure that their Personnel are within their respective work assignments during their working hours and should properly inform their supervisors if they

will perform other utility works outside their work assignments but within PCC premises. Abandonment of work will be a sufficient ground for the termination of contract.

- 3.4 The Supervisor shall properly inform and coordinate with the PCC Human Resource Management Section if they will re-assign or require additional manpower to perform an approved PCC Work Request (WR).

#### **4. SERVICE PROVIDER'S/CONTRACTOR'S RESPONSIBILITY**

- 4.1 Being the employer, shall assume full responsibility for the acts of its personnel during the performance of their duties, and the proper maintenance, safekeeping and upkeep of the required janitorial and related services equipment ensuring that the equipment are properly operating during the duration of the contract.
- 4.2 Shall be responsible for the issuance of the uniforms of its personnel including identification card.
- 4.3 Shall at all times be solely liable and/or responsible for the enforcement and compliance with all existing labor laws, including minimum wage, 13th month pay, holiday premium, SSS/Philhealth /ECC/Pag-ibig premium contributions and other mandatory benefits as prescribed by law for all its employees assigned at PCC if applicable. Non-compliance thereof is a valid ground for cancellation of the service contract. The service provider shall bind itself to save and hold PCC free and harmless from any and all liabilities arising thereof.
- 4.4 The service provider shall notify or inform the PHILIPPINE CARABAO CENTER (PCC) in writing on such wage order/adjustment in the event of wage increases or adjustments when mandated by law or wage order after the execution of the contract.
- 4.5 Shall be responsible for all coordination and supervision of personnel associated with the janitorial and other related services at PCC facilities.
- 4.6 Shall recruit, screen, background check and train personnel and ensure that the said personnel comply with the standard qualifications as required by PCC.
- 4.7 Train personnel about PCC's security protocol and procedures including confrontation avoidance; and ensure that employees abide by the said procedures.
- 4.8 Cooperate with PCC AdHoc Committee designated to conduct official investigation of suspected criminal activity in case of theft and burglary in the maintained buildings.
- 4.9 Shall be responsible for the safety of their employees in the conduct of janitorial and other related maintenance services.
- 4.10 Shall submit a monthly progress report to PCC regarding their performance within five days after the end of each month.
- 4.11 Shall ensure that janitorial and other related services personnel working beyond the required

schedule are duly approved by the Officer in Charge prior to their start of work.

1.12 Shall maintain a satisfactory level of performance throughout the term of the contract based on the prescribed set of performance criteria. The performance criteria to be applied shall include, among others, the following:

- (i) Quality of Service delivered;
- (ii) Time Management;
- (iii) Management and suitability of personnel;
- (iv) Provision of regular monthly progress report.

4.13 Shall provide Biometrics for daily time record for their contracted personnel.

## **5. EVALUATION OF PERFORMANCE AND INSPECTION**

5.1 The Performance of the service provider will be evaluated **quarterly** based on the quality of work accomplished and its compliance with the contract documents.

5.2 **Quarterly** Performance Inspection Report will be conducted to assess the performance of the service provider in terms of Contract Compliance, Manpower Requirements, Supplies Inspection and Compliance, Personnel/Work Performance and other related requirements which will form part of the Performance Review of the service provider.

5.3 The performance criteria to be applied shall include, among others, the following:

- (i) Quality of Service delivered;
- (ii) Time Management;
- (iii) Management and suitability of personnel;
- (iv) Provision of regular progress reports.

## **6. SCOPE AND METHOD OF PAYMENT**

6.1 Billing shall be made on a Semi-Monthly Basis and shall be based on the actual number of personnel deployed as verified and certified by the PCC.

6.2 Payrolls of Personnel shall be based on the following cut-off: 1-15th of the month and 16-30th of the month and shall be payable within three (3) working days.

6.3 The following are the required attachments duly certified true copy (CTC) for every billing period:

- a) Request for Payment;
- b) Duly Signed Payrolls;
- c) Daily Time Record (DTR) of all personnel;
- d) Affidavit of Payments for Pag-ibig, Phil-health and SSS remittances;
- e) Proof of Payments for SSS, Phil-Health and Pag-ibig monthly premiums and loans for the current billing period; and
- f) Contract Document

## 7. OTHERS

7.1 The service provider preferably ISO Certified (with knowledge on EMS/OHSAS).

7.2 Supplier's Officer/Representative thru the PCC Human Resource Management Section shall meet with the PCC Head/ Officer/s concerned once a month to discuss updates, problems encountered (if any) and the likes.

7.3 The proposal of the service provider must be supported with a Certificate of Satisfactory Performance from previous clients.

**Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence.**

Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.

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

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

## CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

The Technical Component shall contain the following documents listed below. Kindly put tab markings/dog-ear codes on each of the requirements and arrange the documents in proper order.

Bidders are encouraged to submit the Technical and Financial Documents in three (3) copies for the following purposes:

1. **Original Copy** – reference of the BAC during the Opening of Bids/Evaluation and to be attached to the payment/voucher of the contractor/supplier
2. **Copy No. 1** - reference of the Technical Working Group for the Post-qualification
3. **Copy No. 2** – sealed copy to be provided to the Commission on Audit after the Opening of Bids

ANY discrepancy/insufficient or incomplete documents between the original and duplicate copies, the original shall prevail. Any document lacking in the bid envelope marked as ORIGINAL, the bid requirement will be marked as failed.

**TECHNICAL COMPONENT (1st Envelope) please prepare in three (3) copies one original & two (2) duplicate copies (Copy No. 1 and Copy No. 2).**

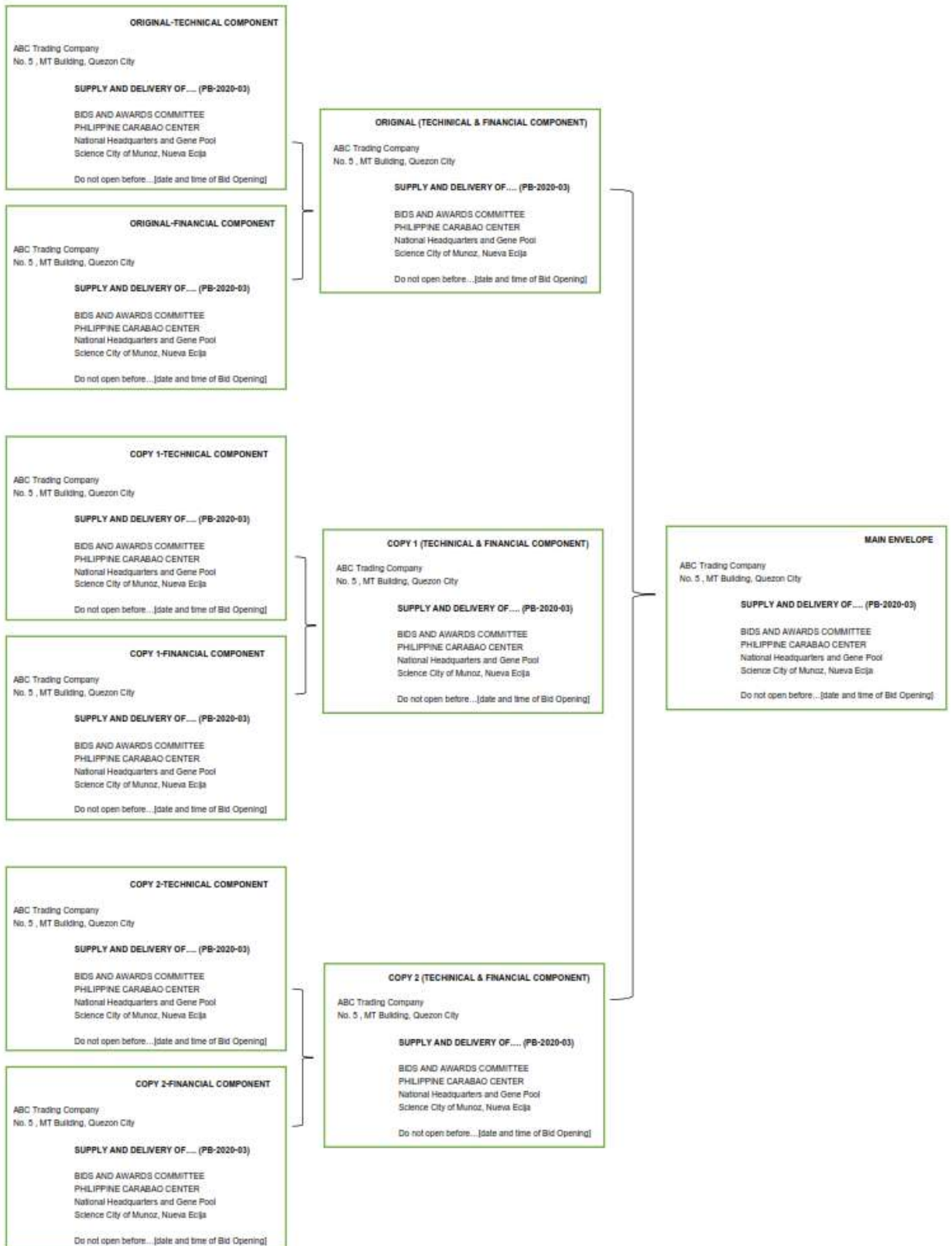
<b>ELIGILITY AND TECHNICAL DOCUMENTS</b>	
1	<p>Valid PhilGEPS Registration Certificate (Platinum Membership) including all pages of the updated Annex A <b>OR</b></p> <p>Combination of the following:</p> <ul style="list-style-type: none"> <li>▪ Valid PhilGEPS Registration Certificate (Platinum Membership)</li> <li>▪ SEC/DTI or CDA or its equivalent document</li> <li>▪ Mayor’s or Business permit <i>[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]</i></li> <li>▪ <b>Expired Business/Mayor’s permit with Official Receipt of renewal application is acceptable, subject to submission of Business/Mayor’s Permit after award of contract but before payment (GPPB Resolution 09-2020)</b></li> <li>▪ Audited Financial Statements <i>[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]</i></li> <li>▪ Valid Tax Clearance</li> </ul>
2	<p>Statement of All Ongoing Government and Private Contracts <b>AND</b></p> <p>Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid within the last five (5) years supported by <b>End-user’s certificate of acceptance OR Official Receipt(s) OR Sales Invoice</b> issued for the completed project.</p>
3	<p>Computation of Net Financial Contracting Capacity (NFCC) at least equivalent to the total Approved Budget for the Contract (ABC) <b>OR</b></p>

	Committed Line of Credit from Universal or Commercial Bank (10% of ABC) in lieu of its NFCC Computation.
4	Duly signed Joint Venture Agreement (JVA) if applicable <b>OR</b>  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.
5	Bid Security (any of the following): <ul style="list-style-type: none"> <li>▪ <b>Notarized</b> Bid Securing Declaration (<b>with Project Identification No.</b>) original and duly signed <b>OR</b></li> <li>▪ Cash or cashier's/manager's check issued by a Universal or Commercial Bank (2% of the total ABC) <b>OR</b></li> <li>▪ Surety Bond with certification issued by the Insurance Commission (5% of the total ABC)</li> </ul>
6	Section VI Schedule of Requirements <b>AND</b>  Section VII Technical Specifications <ul style="list-style-type: none"> <li>▪ State "comply" or "not comply" against each of the individual parameter of the item to offered.</li> <li>▪ Attach brochure/manufacturer's un-amended sales literature/ unconditional statements of specifications and compliance issued by the manufacturer, samples, independent test data...etc. as appropriate.</li> <li>▪ Conformity with the Technical Specifications which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable</li> </ul>
7	<b>Notarized</b> Omnibus Sworn Statement (OSS) original and duly signed. <i>Attach Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable</i>

**FINANCIAL COMPONENT (2nd Envelope) please prepare in three (3) copies one original & two (2) duplicate copies (Copy No. 1 and Copy No. 2)**

	<b>FINANCIAL DOCUMENTS</b>
1	Financial Bid Form (original and duly signed)
2	Price Schedule for Goods from the Abroad/Philippines (original and duly signed)

## SAMPLE GUIDE FOR SEALING AND MARKING OF BIDS (10 ENVELOPES)





**FINANCIAL BID FORM FOR THE PROCUREMENT OF GOODS**  
*[shall be submitted with the Bid]*

---

Date: \_\_\_\_\_  
Project Identification No.: \_\_\_\_\_

To: **PHILIPPINE CARABAO CENTER**  
National Headquarters and Gene Pool  
Science City of Muñoz, Nueva Ecija

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

If our Bid is accepted, we undertake:

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

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address	Amount and Purpose of agent	Currency	Commission or gratuity
------------------	-----------------------------	----------	------------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(if none, state "None")]

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

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

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

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

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

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

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

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

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

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



<b>BID FORM</b>		
<b>JANITORIAL MAINTENANCE AND OTHER RELATED SERVICES (59 PERSONNEL)</b>		
<b>JANUARY 1 - DECEMBER 31, 2023</b>		
<b>Item</b>	<b>Description</b>	<b>Amount</b>
<b>A</b>	<b>DIRECT LABOR COST @ P 460.00/day</b>	
	Computation based on <b>313 days</b> per year	
<b>A.1</b>	Monthly Rate (6 days a week)	₱11,998.33
<b>A.2</b>	Service Incentive Leave (Daily Rate x 5 days/12 months)	₱191.67
<b>A.3</b>	13 <sup>th</sup> Month Pay (Basic Pay/12 months)	₱999.86
	<b>SUB-TOTAL OF DIRECT COST</b>	<b>₱13,189.86</b>
<b>B</b>	<b>INDIRECT LABOR COST/PAYABLE TO GOVERNMENT</b>	
<b>B.1</b>	SSS Contributions	₱1,020.00
<b>B.2</b>	Philhealth Contributions	₱269.96
<b>B.3</b>	ECC	₱10.00
<b>B.4</b>	Pag-Ibig Contributions	₱100.00
	<b>SUB-TOTAL OF INDIRECT COST</b>	<b>₱1,399.96</b>
<b>C</b>	<b>TOTAL PAID TO EMPLOYEE AND GOVERNMENT</b>	<b>₱14,589.82</b>
<b>D</b>	<b>ADMINISTRATIVE EXPENSES</b>	
<b>D.1</b>	Administrative (should not be less than 10% of Item C as per DOLE Department Order No. 174) exclusive of VAT rounded of the nearest cents	
<b>E</b>	<b>Uniform Allowance @ P 100.00 per month</b>	₱100.00
<b>F.</b>	<b>Value Added Tax</b>	₱
	<b>TOTAL CONTRACT RATE PER JANITOR PERSONNEL PER MONTH</b>	₱
	<b>x 59 Personnel</b>	₱
	<b>TOTAL APPROVED BUDGET FOR THE CONTRACT OF JANITORIAL PERSONNEL FOR ONE (1) YEAR (January 1, 2023 to December 31, 2023)</b>	₱
<b>Amount in words:</b>		

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

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

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

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

**PRICE SCHEDULE FOR GOODS OFFERED FROM ABROAD**  
*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

---

**For Goods Offered from Abroad**

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

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place  (specify border point or place of destination)	Total CIF or CIP price per item  (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

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

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

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

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

**PRICE SCHEDULE FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

**For Goods Offered from Within the Philippines**

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

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

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

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

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

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

**STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS**  
 (including awarded but not yet started, whether similar or not similar in nature)

Name of the Contract	Date of the Contract	Contract Duration	Owner's name and Address	Kinds of Goods	Amount of Contract and Value of Outstanding Contracts
(1)	(2)	(3)	(4)	(5)	(6)
<b>TOTAL OF ALL ONGOING CONTRACTS</b>					<b>P</b>

**Note: If no ongoing contract, the bidder shall state "none".**

Name of Company : \_\_\_\_\_  
 Name and Signature of bidder/authorized signatory: \_\_\_\_\_  
 Date Accomplished : \_\_\_\_\_

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC)  
SIMILAR TO THE CONTRACT TO BE BID**  
(at least **50%** of the ABC within the last five (5) years)

Name of the Contract	Date of the Contract	Contract Duration	Owner's name and Address	Kinds of Goods	Amount of Contract	Date of Delivery
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**Note: This Statement shall be supported by End-user's acceptance OR Official Receipt(s) OR Sales Invoice issued for the completed project.**

Name of Company : \_\_\_\_\_  
 Name and Signature of bidder/authorized signatory: \_\_\_\_\_  
 Date Accomplished : \_\_\_\_\_



## NET FINANCIAL CONTRACTING CAPACITY (NFCC)

The computation of a prospective bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects 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.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

	<b>Amount</b>
<b>Current Assets</b>	<b>P</b>
<b>Less: Current Liabilities</b>	<b>P</b>
<b>Sub-Total</b>	<b>P</b>
<b>Multiplied by 15</b>	<b>P</b>
<b>Sub-Total</b>	<b>P</b>
<b>Less: Value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.</b>	<b>P</b>
<b>Net Financial Contracting Capacity (NFCC)</b>	<b>P</b>

Name of Company : \_\_\_\_\_

Name and Signature of bidder/authorized signatory: \_\_\_\_\_

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

(Name of Bank)  
**CREDIT LINE CERTIFICATE**

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

**DR. LIZA G. BATTAD**

Executive Director

PHILIPPINE CARABAO CENTER

National Headquarters and Gene Pool

Science City of Muñoz, Nueva Ecija

Contract/Project : \_\_\_\_\_  
Company/Firm : \_\_\_\_\_  
Address : \_\_\_\_\_  
Bank/Financing Institution : \_\_\_\_\_  
Address : \_\_\_\_\_  
Amount : \_\_\_\_\_

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award and such line of credit shall be maintained until the project is completed by the Contractor.

This Certification is being issued in favor of said (Supplier/Distributor Manufacturer/ Contractor) in connection with the bidding requirement of **PHILIPPINE CARABAO CENTER** for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

This committed line of credit cannot be terminated or cancelled without the prior written approval of **PHILIPPINE CARABAO CENTER**.

\_\_\_\_\_  
Name and Signature of Authorized Financing Institution Office

\_\_\_\_\_  
Official Designation

**Concurred By:**

\_\_\_\_\_  
Name & Signature of (Supplier/Distributor/Manufacturer/Contractor's) Authorized Representative

\_\_\_\_\_  
Official Designation

**BID SECURING DECLARATION FORM**

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

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

X-----X

**BID SECURING DECLARATION**  
**Project Identification No. PB 2022-77**

To: **PHILIPPINE CARABAO CENTER**  
National Headquarters and Gene Pool  
Science City of Muñoz, Nueva Ecija

I/We, the undersigned, declare that:

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

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

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

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

**OMNIBUS SWORN STATEMENT**  
*[shall be submitted with the Bid]*

---

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

**AFFIDAVIT**

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

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

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

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

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

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

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

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

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

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

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

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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

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

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

*[Insert signatory's legal capacity]*  
Affiant

**[Iurat]**

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

## CONTRACT AGREEMENT FORM FOR THE PROCUREMENT OF GOODS

---

### CONTRACT AGREEMENT

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between **PHILIPPINE CARABAO CENTER** of the Philippines (hereinafter called “the Entity”) of the one part and [**name of Supplier**] of [**city and country of Supplier**] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [**brief description of goods and services**] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [**contract price in words and figures in specified currency**] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
  - i. Philippine Bidding Documents (PBDs);
    - a) Schedule of Requirements;
    - b) Technical Specifications;
    - c) General and Special Conditions of Contract; and
    - d) Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents 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;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.
3. In consideration for the sum of [**total contract price in words and figures**] or such other sums as may be ascertained, [**Named of the bidder**] agrees to [**state the object of the contract**] in accordance with his/her/its Bid.

4. The **PHILIPPINE CARABAO CENTER** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

**LIZA G. BATTAD**  
Executive Director  
PHILIPPINE CARABAO CENTER

[Name and Signature]  
[Signatory's Legal Capacity]  
[Name of Supplier/Company]

**Acknowledgment**

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

