



**AFP RETIREMENT AND SEPARATION BENEFITS SYSTEM**  
424 Capinpin Ave. Camp General Emilio Aguinaldo, Quezon City

# **PHILIPPINE BIDDING DOCUMENTS**

## **PROCUREMENT OF JANITORIAL, MAINTENANCE AND MESSENGERIAL SERVICES FOR AFPRSBS COMPOUND**

**JUNE 2022**

**Government of the Republic of the Philippines**

**Sixth Edition  
July 2020**

# 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.

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **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 FOR THE  
PROCUREMENT OF JANITORIAL, MAINTENANCE AND  
MESSENGERIAL SERVICES FOR  
AFPRSBS COMPOUND**

1. The **AFPRSBS**, through the *Corporate Budget for CY 2022* intends to apply the sum of **One Million Eight Hundred Fifty Thousand Pesos (Php 1,850,000.00)** being the ABC to payments under the contract for *Procurement of Janitorial, Maintenance and Messengerial Services for AFPRSBS Compound*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **AFPRSBS** now invites bids for the above Procurement Project. Delivery of the Goods is required by a period of one (1) year. 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.
  - a. 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 **AFPRSBS** and inspect the Bidding Documents at the address given below during from 8:00 a.m. to 5:00 p.m., Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **14 June 2022** from the given address and websites below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (Php 5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronics means.
6. The **AFPRSBS** will hold a Pre-Bid Conference on **21 June 2022, 2:00 p.m.** at the AFPRSBS Boardroom, AFPRSBS Building, 424 Capinpin Avenue, Camp Aguinaldo, Quezon City which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat on or before 10:30 a.m. **04 July 2022** through (i) manual submission at the office address indicated below (ii) electronic submission to this e-mail address: [rsbsafpbac@gmail.com](mailto:rsbsafpbac@gmail.com). 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 **04 July 2022, 10:30 a.m** at AFPRSBS Boardroom, AFPRSBS Building, 424 Capinpin Avenue, Camp Aguinaldo, Quezon City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **AFPRSBS** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:  
  
**MARIA GRACITA C. GARCIA**  
*BAC Secretariat*  
*AFPRSBS*  
*AFPRSBS Building 424 Capinpin Avenue*  
*Camp General Emilio Aguinaldo, Quezon City*  
*[rsbsafpbac@gmail.com](mailto:rsbsafpbac@gmail.com)*  
*Tel Nos. (02) 9124718 / (02) 9124686*
12. You may visit the following websites:

For downloading of Bidding Documents:  
[www.afprsbs.com](http://www.afprsbs.com) and PhilGEPS website

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**RODERICK A LUNA**  
*Chairperson*  
*Bids and Awards Committee*

## ***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, **BDS** wishes to receive Bids for the for *Procurement of Janitorial, Maintenance and Messengerial Services for AFPRSBS Compound*

The Procurement Project (referred to herein as “Project”) is composed of *Procurement of Janitorial, Maintenance and Messengerial Services for AFPRSBS Compound*, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **CY 2022** in the amount of **One Million Eighth Hundred Fifty Thousand (Php 1,850,000.00)**.

2.2. The source of funding is:

a. GOCC and GFIs, the Corporate Operating Budget.

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership 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 an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

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

## **7. Subcontracts**

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

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

## 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 the AFPRSBS Boardroom, AFPRSBS Building, 424 Capinpin Avenue, Camp Aguinaldo, Quezon City 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 *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 the **BDS**.
- 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 the **BDS**.

## **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 until **(01 November 2022)**. 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 and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

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

## **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. Submission by Electronic or Online means**

In addition to the submission of sealed bids as discussed in the as stated in the foregoing, Bidders can submit bids thru electronic or online means in accordance with the Government Procurement Policy Board (GPPB) Resolution No. 09-2020 as guided by the following procedures:

- 17.1. All procurement related documents to include the eligibility requirements and bid proposals may be submitted electronically to this e-mail address [rsbsafpbac@gmail.com](mailto:rsbsafpbac@gmail.com) on or before the closing date and time specified in the Bidding Documents as published in the Philippine Government Electronic Procurement System (PhilGEPS). The electronic documents must be sent through the **bidder's valid company e-mail account** or through the **e-mail address of the bidder's duly authorized representative**.
- 17.2. The receipt of electronic submission shall be acknowledged by the AFPRSBS BAC Secretariat through an e-mailed reply from the official AFPRSBS e-mail account [rsbsafpbac@gmail.com](mailto:rsbsafpbac@gmail.com). A Bid receipt page for the official time of submission as well as the e-mail acknowledgment of the submission shall be printed by the AFPRSBS BAC representative for reference and audit trail.
- 17.3. Bid documents to be submitted through electronic means must be saved in two (2) separate compressed archive folders in “WinRAR” or “ZIP” archive format. These should be sent simultaneously to the [rsbsafpbac@gmail.com](mailto:rsbsafpbac@gmail.com). The **first compressed archived folder** which shall contain the technical component of the bid, including the eligibility requirements under Section 23.1 of the IRR for the procurement of Goods and Infrastructure Projects shall

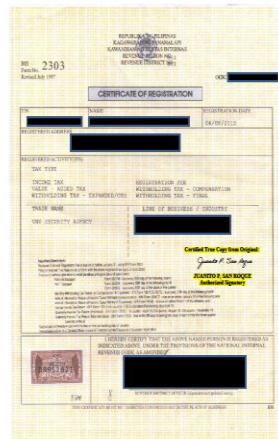


be labelled as “**Technical Bid**”, while the **second compressed archived folder** which shall contain the financial component of the bid shall be labeled as “**Financial Bid**”.

- 17.4. The electronic Bidding Documents contained in each of the compressed archive folders must be **password-protected**. The passwords for accessing the files will be disclosed by the bidders’ duly authorized representatives to the AFPRSBS BAC Secretariat only during the actual bid opening which will be done face-to-face through videoconferencing using Google Meet. The invite for the videoconferencing shall be sent to the bidder’s valid company e-mail account and/or e-mail address of the bidder’s duly authorized representative.
- 17.5. Electronic Bidding Documents not in compressed archive folders and are not password-protected, shall be rejected. However, submitted bids that are not properly compressed and not password-protected may be accepted provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of improperly compressed or not password-protected folder, or for its premature opening.
- 17.6. The Bidding Documents to be submitted through electronic means should be **scanned copies of the original documents** in PDF/JPEG file format. Each scanned document must bear the markings “**Certified True Copy from Original**” **duly signed by the bidder’s authorized signatory**. Each document must be saved in PDF/JPEG file format using this **file name format**: “**Name of Bidder - Title of the Original Document**”. Examples are shown below:



**File Name:**  
**ABC Company – DTI**  
**Certificate of Registration**



**File Name:**  
**ABC Company – BIR**  
**Certificate of Registration**



**File Name:**  
**ABC Company – Mayor's**  
**Business Permit**

- 17.7. As with manual submission, Bidders may modify or withdraw their electronic bid submission at any time before the deadline for the submission and receipt of bids. Where a bidder modifies its Bid, it shall not be allowed to retrieve its original Bid and shall only be allowed to send another Bid equally secured, properly identified, and labeled as “**Technical Bid Modification**” and “**Financial Bid Modification**”. The time indicated in the latest Bid receipt

page generated shall be the official time of submission. Electronic bids submitted after the deadline shall not be accepted.

- 17.8. Electronic Bidding Documents, including the eligibility requirements under Section 23.1 of the IRR, submitted after the deadline shall not be accepted by the BAC Secretariat. The BAC Secretariat shall generate a Bid receipt page for the official time of late submission which should be saved and printed for reference and audit trail. The BAC Secretariat shall likewise record in the minutes of bid submission and opening, the bidder's name, its representative and the time the late bid was submitted.

## **18. Opening and Preliminary Examination of Bids**

- 18.1 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.

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

## **19. Domestic Preference**

- 19.1. 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.

## **20. Detailed Evaluation and Comparison of Bids**

- 20.1 The Procuring Entity's 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.
- 20.2 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 14 shall be submitted for each lot or item separately.
- 20.3 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.

- 20.4 The Project shall be awarded One Project having several items that shall be awarded as one contract.
- 20.5 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.

## **21. Post-Qualification**

- 21.1. 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**.

## **22. Signing of the Contract**

- 22.1. 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>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. the name of the Contract is <b><i>Janitorial, Maintenance and Messengerial Services for AFPRSBS Compound</i></b></li> <li>b. completed within five (5) years prior to the deadline for the submission and receipt of bids</li> </ol>
7.1	Subcontracting is not allowed.
12	The price of the Goods quoted DDP Philippines or the applicable International Commercial Terms (INTERCOM) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>a. The amount of not less <b><i>Thirty Seven Thousand Pesos (Php 37,000.00)</i></b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b><i>Ninety Two Thousand Five Hundred Pesos (Php 92,500.00)</i></b> if bid security is in Surety Bond.</li> </ol>
20.2	<p>The following documents shall likewise be submitted as part of the Eligibility Requirements:</p> <ol style="list-style-type: none"> <li>a. Basic Experience Record as Janitorial Agency with Company Profile;</li> <li>b. Organizational and Manning Records;</li> <li>c. List of Key Personnel/Officials, with their respective bio-data;</li> <li>d. Organizational Chart;</li> <li>e. List of Owned Motor Vehicles &amp; Communication Equipment;</li> <li>f. List of Owned Janitorial Equipment;</li> <li>g. Latest Clearances from the following agencies: (as of December 2021 or latest issuances); <ul style="list-style-type: none"> <li>• Social Security System</li> <li>• State Insurance / ECC</li> <li>• PhilHealth</li> <li>• Pag-Ibig</li> </ul> </li> <li>h. Certificate of pending or no pending labor standards violations case/s issued by the National Labor Relations Commission (NLRC) and DOLE;</li> <li>i. Certificate of Registration pursuant with DOLE Department Order No. 174 series of 2017;</li> <li>j. Affidavit to provide employee's welfare;</li> <li>k. Affidavit of Site Inspection to be supported with a Certification from authorized AFPRSBS representative.</li> </ol>
21.2	No Additional Requirements

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

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

## **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	
2.2	<p>The Terms of payment shall be as follows:</p> <ol style="list-style-type: none"> <li>1. Client shall pay the Janitorial Agency based on the latter's actual services rendered under this Contract, taking into account the actual number of janitors, their actual tour of duty and respective compensations per month. It is understood that the Janitorial Agency's billings include all the statutory compensation and benefits due to its Janitors.</li> <li>2. The Janitorial Agency shall inform the Client of the place and time of payment of wages and they may proceed with the payment of wages should the Client's representative, without the prejudice to do so, fail to arrive on the specified time and place to witness the payment.</li> </ol> <p><b>MANNER OF PAYMENT</b></p> <ol style="list-style-type: none"> <li>1. Payment shall be made every fifteenth (15<sup>th</sup>) day and at the end of each month for janitorial services rendered per billing submitted by the Janitorial Agency shall be supported by a properly accomplished payroll showing the gross amount earned, deductions and the net amounts payable to the Janitors and properly signed daily time records. The number of Janitors considered for billing purposes shall not exceed those listed in the duly approved janitor deployment roster covering the billing period</li> <li>2. If Client becomes liable to any employee of the Janitorial Agency under the provisions of any law resulting from the Janitorial Agency's failure to comply with the said law, the Janitorial Agency shall reimburse Client for all payments made to said employee, including the cost of suit as the case maybe. The Janitorial Agency shall, together with its billings, submit to the Client a sworn statement certifying that it has paid the salaries, wages and/or benefits due to its janitors under the law for the billing period.</li> </ol>

## ***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 Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
1	Janitorial Services	One (1) Work Leadman Five (5) janitors One (1) Skilled Personnel	Seven (7) Service Personnel	The contract duration is one (1) year

## ***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
(a)	<b>Manpower Complement:</b> Minimum of one hundred (100) service personnel	
(b)	<b>Posting/Branches:</b> Luzon	
(c)	<b>Years of Experience:</b> Minimum of five (5) years experience in rendering cleaning, maintenance and related services	
(d)	<b>Liquidity of the Service Provider:</b> Maintains adequate monthly average balance of cash deposit in leading commercial/universal bank for operational use and payment of payroll of service personnel	
(e)	<b>Organizational Set-up:</b> Adopts an Organizational Structure with properly defined lines of authority, job positions and job responsibilities	
(f)	<b>Materials and Equipment:</b>	
(f.1)	<b>Communication Equipment:</b>	
(f.2)	<b>Transportation Equipment:</b>	

Item	Specification	Statement of Compliance
(g)	<p><b>Recruitment and Selection Criteria:</b> The qualifications of service personnel being hired by the Service Provider include, among others, the following:</p> <ol style="list-style-type: none"> <li>1. Must be physically and mentally fit;</li> <li>2. Must be literate both in oral and written communication in Filipino and English;</li> <li>3. With adequate training and experience;</li> <li>4. Must be courteous, honest and trustworthy;</li> <li>5. With good moral character and reputation and without any criminal and/or police records; and</li> <li>6. Qualified and passed the TESDA training in accordance with existing applicable laws.</li> </ol>	
(h)	<p><b>Completeness of Uniforms and Other Paraphernalia:</b> Service Provider provides its personnel with proper uniforms, tools, implements, supplies, materials, equipment and other paraphernalia necessary in the performance of their duties.</p>	
(i)	<p><b>Training of Service Personnel:</b> Owns properly maintained training facilities for the exclusive use of service personnel</p>	
(j)	<p><b>Administration of Service Personnel:</b> Owns a properly maintained admin facility for the morale and welfare of the service personnel</p>	

## ***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

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

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

#### Technical Documents

- ☐ (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (i) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- ☐ (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (k) The prospective bidder’s computation of Net Financial Contracting

Capacity (NFCC);

**or**

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class “B” Documents***

- ☐ (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

**or**

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

***Other documentary requirements under RA No. 9184 (as applicable)***

- ☐ (m) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (n) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity

**II. FINANCIAL COMPONENT ENVELOPE**

- ☐ (o) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (p) Original of duly signed and accomplished Price Schedule(s).
- ☐ (q) Computed Bid Price Breakdown

## ***Section IX. Terms of Reference***



## **AFP Retirement and Separation Benefits System**

**424 Capinpin Avenue, Camp General Emilio Aguinaldo, Quezon City**

# **TERMS OF REFERENCE**

## **PROCUREMENT OF A CONTRACT FOR JANITORIAL, MAINTENANCE AND MESSENGERIAL SERVICES FOR THE AFPRSBS COMPOUND**

### **1.0 Introduction:**

The intent of this document is to outline the requirements of this procurement activity and to solicit full-service proposals for the **PROCUREMENT OF JANITORIAL, MAINTENANCE AND MESSENGERIAL SERVICES FOR THE AFP RETIREMENT AND SEPARATION BENEFITS SYSTEM (AFPRSBS) COMPOUND**, in accordance with Republic Act (R.A.) No. 9184 (The Government Procurement Reform Act) and its Implementing Rules and Regulations.

### **2.0 The AFPRSBS Compound:**

2.1. The AFPRSBS Compound is located at No. 424 Capinpin Avenue, Camp General Emilio Aguinaldo, Quezon City. The building located inside the compound consist of the following:

- (a) Four (4) - storey Office Building except the 4<sup>th</sup> floor of the building which is being leased by AFPMBAI.
- (b) Two (2) - storey Operations Building. This building houses the Offices under the Real Estate Group, Investment Management Group, Membership Group, and the Executive Vice Pres/COO Office. The Central Meeting Area (CMA-A) sometimes utilize for other office activities/meetings.
- (c) One (1) - storey Annex Building. This building houses the Offices under the President, Boardroom, and other Executive Offices and some offices under Corporate Services Group.
- (d) Two (2) - storey Annex Building. This building houses the General Services Department, and the former Office of the President which is

presently use as storage of unserviceable office furniture and equipment.

- (e) Two (2) - storey Storage Building made of concrete and wood. This building serves as storage area for inactive records, files and documents.
- (f) One (1) - storey Canteen Building.
- (g) Multi-purpose covered court utilized for various corporate activities of the AFPRSBS.
- (h) Three (3) covered parking.
- (i) Guard House, this serves as the entry and exit points of the AFPRSBS employees, members, guests and visitors.
- (j) Guards' Barracks, this serves as the shelter of security guards who are on detail with AFPRSBS.

### **3.0 Purpose of the Procurement Activity:**

3.1. The following are the purposes of this Procurement Activity:

- 1. To ensure the effective management and maintenance of the over-all cleanliness and orderliness of the AFPRSBS premises and compound to include grounds care maintenance, sanitation, minor maintenance works and all other related services; and

3.2 Interested bidders are advised to conduct ocular inspection of the AFPRSBS Compound to determine the actual site condition in coordination with the General Services Department (GSD) of the AFPRSBS.

### **4.0 General Requirements of the Procurement Activity:**

The following are the general requirements of this Procurement activity:

(a)	<b>Number of Service Personnel</b>	Seven (7) service personnel to include the following: 1. One (1) Work Leadman 2. Five (5) Janitors 3. One (1) Skilled Personnel
(b)	<b>Regular Duty of Service Personnel</b>	Eight (8) hours; one (1) shift on a daily basis, from Mondays to Saturdays for a period of one (1) year
(c)	<b>Right of Inspection</b>	Service provider shall allow AFPRSBS or its authorized representative to inspect the service personnel on duty and on detail at AFPRSBS Compound and may recommend relief of any or all

		service personnel for reasons of doubtful trustworthiness, dependability and efficiency.
(d)	<b>Implements, Tools, Equipment</b>	<p>Service Provider shall provide the necessary implements, tools and equipment as part of its services to AFPRSBS. These shall include but not be limited to the following:</p> <p>Minimum of:</p> <ol style="list-style-type: none"> <li>1. One (1) Wet/Dry Vacuum Cleaners</li> <li>2. Two (2) Upright Vacuums</li> <li>3. One (1) Floor Polisher Roto 20"</li> <li>4. One (1) Floor Polisher Roto 6"</li> <li>5. Two (2) Push Sweepers</li> <li>6. One (1) Pressure Washer</li> <li>7. Two (2) Extractors</li> <li>8. Two (2) Mini-Extractors</li> <li>9. Two (2) Blowers with Kit</li> <li>10. Two (2) Custodial Carts</li> <li>11. Three (3) Buckets and Wringers</li> <li>12. One (1) Electric Drill with Drill bits</li> <li>13. One (1) set gardening tools, to include the following: <ol style="list-style-type: none"> <li>(a) One (1) set grass scissors</li> <li>(b) One (1) set grass cutter</li> <li>(c) Two (2) pieces of bolos</li> </ol> </li> <li>14. One (1) set plumbing tools to include a 12 meters Plehe</li> <li>15. One (1) set carpentry tools</li> <li>16. Ten (10) pieces glass squeegees</li> <li>17. Three (3) pieces each of the following: <ol style="list-style-type: none"> <li>(a) Plastic signage "Caution"</li> <li>(b) Plastic signage "Wet Floor"</li> </ol> </li> </ol> <p>The minimum number of the abovementioned implements, tools and equipment shall be maintained at any given time.</p> <p>There should be an immediate replacement in case any of the said items if lost, misplaced, broken or damaged.</p>

(e)	<b>Supplies and Materials</b>	<p>Service Provider shall provide the necessary supplies and materials as part of its services to AFPRSBS. These shall include but not be limited to the following:</p> <p>Minimum of:</p> <ol style="list-style-type: none"> <li>1. Seven (7) pieces raincoats</li> <li>2. Seven (7) pieces boots</li> <li>3. Fourteen (14) pieces gloves</li> <li>4. Seven (7) pieces umbrellas</li> <li>5. Seven (7) pieces medical kit</li> <li>6. Three (3) sets of uniforms for each service personnel</li> <li>7. Seven (7) pieces belt bags</li> <li>8. <b>Monthly supply of the following:</b> <ol style="list-style-type: none"> <li>(a) Two (2) gals hand soap</li> <li>(b) Five (5) kilos Detergent Soap</li> <li>(c) Three (3) gals Zonrox</li> <li>(d) Four (4) gals toilet bowl cleaner</li> <li>(e) Seven (7) Hand Gloves</li> <li>(f) One (1) gal carpet shampoo</li> <li>(g) One (1) gal furniture cleaner</li> <li>(h) Two (2) gals terranova (for marble)</li> <li>(i) One (1) gal muriatic acid</li> <li>(j) Three (3) gals step off</li> <li>(k) Five (5) gals complete wax</li> <li>(l) Twenty-four (24) pcs deodorant cake</li> <li>(m) One (1) pc red pad</li> <li>(n) One (1) pc black pad</li> <li>(o) Two (2) pcs push brush</li> <li>(p) Ten (10) pcs mop head</li> <li>(q) Three (3) pcs mop handle</li> <li>(r) Three (3) pcs soft broom</li> <li>(s) Three (8) pcs stick broom</li> <li>(t) Two (2) pcs dust pan</li> <li>(u) Ten (10) pcs pranela</li> <li>(v) One (1) pc spray gun</li> <li>(w) Five (5) pcs sanding paper # 10</li> <li>(x) Five (5) reams steel wool (penguin)</li> <li>(y) One Hundred (100) pcs trash bag (big)</li> <li>(z) One hundred (100) pcs trash bag (small)</li> <li>(aa) One (1) gal Lysol All Purpose Cleaner</li> </ol> </li> </ol> <p>The minimum number of the abovementioned supplies and materials shall be maintained at any given time.</p> <p>There should be an immediate replacement in case any of the said items is lost, misplaced, broken or damaged.</p>
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(f)	<b>Basic Qualifications of Service Personnel</b>	<p>The service personnel to be assigned to AFPRSBS must possess the following qualifications:</p> <ol style="list-style-type: none"> <li>1. must be physically and mentally fit;</li> <li>2. must be literate both in oral and written communication in Filipino and English;</li> <li>3. with adequate training and experience;</li> <li>4. courteous, honest and trustworthy;</li> <li>5. with good moral character and reputation and without any criminal and/or police records;</li> <li>6. qualified and passed the TESDA training in accordance with existing applicable laws; and</li> <li>7. must be provided by the Service Provider with proper uniforms, tools, implements, supplies, materials, equipment and other paraphernalia necessary in the performance of their duties.</li> </ol>
(g)	<b>Statement of Liability</b>	Service Provider shall be liable for the payment of repairs on damaged equipment as well as payment for the replacement of lost equipment or property of the AFPRSBS during its watch should the investigation conducted by the Service Provider and AFPRSBS show the culpability of anyone of the service personnel.
(h)	<b>Retention</b>	Service Provider shall allow AFPRSBS to retain a minimum of five percent (5%) of the monthly billings based on the contract amount for a period of three (3) months as guaranty for the payment of losses or damages that may be incurred to AFPRSBS.
(i)	<b>Compliance to Applicable Laws and Government Regulations</b>	<p>Service Provider shall execute and furnish AFPRSBS with a sworn statement of its compliance to applicable laws and government regulations.</p> <p>Service Provider shall furnish also proofs of the remittance of contributions to SSS, ECC, HDMF, PHILHEALTH and other agencies, and remittance of withholding taxes to the BIR.</p>
(j)	<b>Bonding of Service Personnel</b>	Service Provider shall secure a surety bond in the amount of Php 5,000.00 per service personnel with a validity period of one (1) year subject to renewal and extension if warranted.
(k)	<b>Re-Hiring of Service Personnel</b>	Service Provider shall have the option to re-hire the services of existing service personnel of the AFPRSBS; however, re-hiring of personnel shall not



		be automatic but shall be subject to evaluation and written approval of the AFPRSBS.
--	--	--

## 5.0 Approved Budget for the Contract (ABC)

The procuring entity's Approved Budget for the Contract (ABC) is **One Million Eight Hundred Fifty Thousand Pesos (Php 1,850,000.00)**. The ABC is inclusive of service provider's fee, value added tax, withholding tax, and other forms of taxes that may be imposed by the government in relation to the Procurement of Janitorial, Maintenance and Messengerial Services for the AFPRSBS Compound.

## 6.0 Contract Duration

- 6.1. The services to be provided by the Service Provider shall be for a period of one (1) year to commence from the issuance of the Notice to Proceed.
- 6.2. The contract duration may be subject to extension if deemed necessary and warranted by the AFPRSBS; however, the extension shall be in writing duly conformed and signed by the authorized representatives of the AFPRSBS and the Service Provider.

## 7.0 Terms of Payment

- 7.1. Payments for janitorial, maintenance and messengerial services rendered shall be made on a semi-monthly basis.
- 7.2. All payments shall be subject to five percent (5%) retention, which shall be released by the AFPRSBS upon submission by the Service Provider of a Statement of No Liability after a period of at least three (3) months.
- 7.3. Statements of Account for billed services should show separately the Service Provider's Fee and Salary of Service Personnel. Only the Service Provider's Fee shall be subject to deductions for expanded value added tax, expanded withholding tax and other applicable taxes, and such other deductions as may be mutually agreed upon by both parties.
- 7.4. All billings for services rendered shall be supported by the following:
  - Statement of Account duly signed by an authorized signatory;
  - Payroll of Service Personnel duly signed by an authorized signatory;
  - Notarized Affidavit of remittance of contributions to SSS, ECC, HDMF and PHILHEALTH, and remittance of withholding taxes to the BIR, with attached photocopies of the remittance forms and payroll; and
  - Other requirements as may be imposed by the AFPRSBS.

## 8.0 Computation of Bid Price

### I. SERVICES

#### A. Amount to Service Personnel

Average Pay/Month	P _____
Thirteenth (13 <sup>th</sup> ) Month Pay	_____
SILP (Service Incentive Leave)	_____
Sub-Total	P _____

#### B. Amount to Government in favor of SP

SSS Premium	P _____
Phil Health Contribution	_____
ECC Fund	_____
PAG-IBIG Fund	_____
Sub-Total	P _____

#### C. AGENCY FEE

Administrative Overhead and Margin	P _____
Add: Value Added Tax	_____
Sub-Total	P _____

<b>Total Amount (A+B+C)</b>	<b>P _____</b>
-----------------------------	----------------

Required number of Service Personnel \_\_\_\_\_

Sub Total	P _____
-----------	---------

**TOTAL SERVICES DUE PER CONTRACT (for one year)** \_\_\_\_\_

### II. IMPLEMENTS/TOOLS AND SUPPLIES

Implements/Tools and Supplies	_____
Add: Value Added Tax	_____
<b>TOTAL IMPLEMENTS/TOOLS AND SUPPLIES</b>	_____

### III. SUMMARY

Total Services Due	_____
--------------------	-------

Total Implements/ Tools and Supplies	_____
--------------------------------------	-------

<b>TOTAL BID PRICE:</b>	<b>Php _____</b>
-------------------------	------------------

**Amount in Words:** \_\_\_\_\_

## ***Section X. Housekeeping Plan***



## AFP Retirement and Separation Benefits System

424 Capinpin Avenue, Camp General Emilio Aguinaldo, Quezon City

# HOUSEKEEPING PLAN

\_\_\_\_\_  
Date

**TO : ALL CONCERNED**

**SUBJECT : HOUSEKEEPING PLAN**

**A. Background:**

1. The AFPRSBS Compound is a gated/fenced-off compound within the premises of Camp General Emilio Aguinaldo, Quezon City. Located within the compound are the following structures: (vicinity map of the compound attached as **Annex "A"**).
  - (a) Four (4) - storey Office Building except the 4<sup>th</sup> floor of the building which is being leased by MBAI.
  - (b) Two (2) - storey Operations Building. This building houses the Offices under the Real Estate Group, Investment Management Group, Membership Group, and some Executive Offices. The Central Meeting Area (CMA-A) sometimes is utilized for other offices activities/meetings.
  - (c) One (1) - storey Annex Building. This building houses the Office of the President, Boardroom and other Executive Offices and some offices under Corporate Services Group.
  - (d) Two (2) - storey Annex Building. This building houses the General Services Department and the former Office of the President which is presently used as the storage of defective furniture and equipment.
  - (e) Two (2) - storey Storage Building made of concrete and wood. This building serves as storage area for inactive records, files and documents.
  - (f) One (1) - storey Canteen Building.
  - (g) Multi-purpose covered court utilized for various activities of the AFPRSBS
  - (h) Three (3) covered parking. These are all occupied.

- (i) Guard House, this serves as the entry and exit points of the AFPRSBS employees, members, guests and visitors.
  - (j) Guards' Barrack, this serves as the temporary shelter of security guards who are on detail with AFPRSBS.
- 2. Membership and Customer transactions with the AFPRSBS normally start at 0800H and ends at around 1800H from Monday to Friday.
- 3. There is normally no office transactions during weekends and holidays but some employees opt to do their backlogs during these times.
- 4. Additionally, the janitorial service personnel do general maintenance on Saturdays.

**B. Housekeeping Concept:**

- 1. The over-all cleanliness and orderliness of the compound is a primary concern of our service personnel. These personnel are mandated to keep and maintain the AFPRSBS buildings, office premises, surroundings and grounds clean, orderly and healthful at all times.
- 2. The regular duty of the service personnel from Mondays to Fridays shall be from 6:00 a.m. to 3:00 p.m. for the janitors, gardener and skilled personnel, and from 8:00 a.m. to 5:00 p.m. for the supervisor and messengers. On Saturdays, the regular duty of all service personnel shall be from 8:00 a.m. to 5:00 p.m.
- 3. Duties of the service personnel shall include but not be limited to cleaning the interior and exterior of the building structures and its surroundings, rendering minor repair and maintenance services, rendering messengerial services and minor errands and such other duties and miscellaneous activities of similar nature. Minor repair and maintenance services shall include but not be limited to washroom, carpet cleaning and maintenance, minor carpentry, plumbing and electrical works. Checklists of the work routines and other regular jobs of the service personnel are hereto attached as **Annexes "B-1" and "B-2"**.
- 4. Service personnel may provide extra work/help after their regular duty or after office hours or on non-working special holiday, such as messengerial, lifting, moving, hauling, transferring of office furniture, office equipment and machines, etc. from one room/building to another or any work related and/or services as the occasion warrants.
- 5. To insure the carrying out of the housekeeping tasks within the compound, all service personnel must be on their designated posts during their regular duty. Only on cases of emergency or when officially called for, can a service personnel leave the post.

6. Service personnel are required to provide all necessary safeguards such as warning signs, safety and precautionary/corrective measures before, during the progress, and/or after the work and/or services has been performed / completed.
7. After their regular duty or regular office hours, the service personnel may stay within the AFPRSBS premises provided they have filed the necessary application for overtime and are actually doing the required overtime work.
8. Inspection and monitoring of the buildings, offices, meeting areas and comfort rooms shall be done daily by the Supervisor of service personnel. The Supervisor shall render a Housekeeping Inspection Report which shall be submitted on a daily basis to the General Services Department. Copy of the Housekeeping Inspection Report is hereto attached as **Annex “C”**.

**For strict compliance.**

**MARIA GRACITA C. GARCIA**

**Head, General Services Department**

**Attachments:**

**Annex “A” – Vicinity Map of AFPRSBS Compound**

**Annex “B-1” – Checklist for Cleaning & Monitoring of Offices, Rooms & Grounds**

**Annex “B-2” – Checklist for Cleaning and Monitoring of Comfort Rooms**

**Annex “C” – Housekeeping Inspection Checklist**

## ANNEX "A"

### VICINITY MAP OF AFPRSBS COMPOUND



## ANNEX “B-1”

CHECKLIST FOR CLEANING AND MONITORING OF OFFICES, ROOMS AND GROUNDS													
		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>GROUPS MAINTENANCE</b>													
	GARDENING												
	WATERING OF PLANTS												
	TRIMMING OF GRASSES/TREES												
	SWEEPING OF ROADS/ALLEYS												
	REMOVAL OF DRY LEAVES FROM GUTTERS												
	PAINTING OF GUTTERS												
<b>CLEANING OF OFFICES/ROOMS</b>													
	<b>A. DAILY (MONDAY TO SATURDAY)</b>												
	SWEEPING OF FLOORS												
	WIPING OF DOORS & WINDOWS												
	WIPING OF FURNITURE & EQUIPMENT												
	GARBAGE COLLECTION												
	FLOOR MOPPING												
	FLOOR POLISHING												
	CLEANING OF COMFORT ROOMS												
	REFILLING OF WATER DISPENSER												
	<b>B. WEEKLY (SATURDAY)</b>												
	GENERAL CLEANING												
	STRIPPING/APPLICATION OF WAX												
	CLEANING OF AIR-CON UNITS												
	CLEANING OF CEILING												
	CLEANING OF WATER DISPENSER												
	SPRAY BUFFING (MARBLE TILES)												
<b>MINOR REPAIRS AND MAINTENANCE</b>													
	CARPENTRY												
	ELECTRICAL												
	PLUMBING												
	ROOK LEAKS												
	AIR-CON MAINTENANCE												
<b>LEGEND:</b>		OK - Done / Cleaned							ND - Work Not Done				
<b>Prepared by:</b>		<b>Verified by:</b>				<b>Noted by:</b>				<b>Noted by:</b>			
<b>Supervisor</b>		<b>Head, Admin Branch</b>				<b>Head, GSD</b>				<b>Head, CSG</b>			



## ANNEX “B-2”

CHECKLIST FOR CLEANING AND MONITORING OF COMFORT ROOMS													
		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>PLUMBING</b>													
	CLEANING OF FLOOR TILES												
	CLEANING OF WALL TILES												
	CLEANING OF LAVATORY TILES												
	CLEANING OF WATER CLOSET												
	CLEANING OF WINDOWS												
	CLEANING OF VENETIAN BLINDS												
<b>PLUMBING FITTINGS</b>													
<b>A.</b>	<b>WATER CLOSET</b>												
	GATE VALVE												
	FLEXIBLE HOSE												
	FLOPPER HANDLE												
	TANK FLOPPER												
<b>B.</b>	<b>LAVATORY CLOSET</b>												
	GATE VALVE												
	LAVATORY FAUCET												
	F-TRAP												
<b>LEGEND:</b>		<b>OK - Functioning well / Cleaned</b>						<b>FR - For Repair</b>					
<b>Prepared by:</b>		<b>Verified by:</b>				<b>Noted by:</b>				<b>Noted by:</b>			
<b>Supervisor</b>		<b>Head, Admin Branch</b>				<b>Head, GSD</b>				<b>Head, CSG</b>			

## ANNEX “C”



### **AFP Retirement and Separation Benefits System**

**424 Capinpin Avenue, Camp General Emilio Aguinaldo, Quezon City**

## **HOUSEKEEPING INSPECTION REPORT**

\_\_\_\_\_

Date

**TO : HEAD, GENERAL SERVICES DEPARTMENT**

**THRU : HEAD, ADMIN BRANCH, GENERAL SERVICES DEPT.**

**SUBJECT : HOUSEKEEPING INSPECTION REPORT**

1. Submitted hereunder is the result of housekeeping inspection conducted on \_\_\_\_\_ at different AFPRSBS Buildings, Offices, Storage Rooms and Meeting Areas:

<b>Building / Office / Room / Grounds / Other Areas</b>	<b>Time Inspected</b>	<b>Comfort Rooms Clean</b>	<b>Surroundings Clean</b>	<b>Area in Order</b>
OP				
CPO				
BOARD ROOM				
JANITORS' BARRACKS				
OH, CSG				
LD				
HRO				
OIA				
AD				
GSD				
CANTEEN				
STORAGE BUILDING				
OH, TD				
FMB, TD				
CMB, TD				
IRMB,TD				
MSD				
TD LOBBY				
PRAYER ROOM				
STORAGE ROOM 1				
STORAGE ROOM 2				

Building / Office / Room / Grounds / Other Areas	Time Inspecte d	Comfort Rooms Clean	Surroundin gs Clean	Area in Order
MG LOBBY				
OH, MG				
MG				
MISO				
STORAGE ROOM 3				
COA ROOM				
STORAGE ROOM 4				
PMED				
OEVP/COO				
CMA ROOMS				
OH, IMG				
AMD				
EIMD				
TRAINING ROOM				
OH, REG				
4-STOREY BUILDING				
GUARDS' BARRACKS				
GROUNDS				
PUBLIC COMFORT ROOMS				

**Legend:**      **OK ( √ )**      **With Noted Deficiency ( X )**

- Details of the deficiencies noted are as follows:

Building / Office / Room / Meeting Area	Deficiencies Noted
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Prepared by:**

**Verified by:**

**Noted by:**

**Noted by:**

---

**Supervisor**

---

**Head, Admin Branch**

---

**Head, GSD**

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**Head, CSG**

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## Bid Form

---

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

Invitation to Bid No: \_\_\_\_\_

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including 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 Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in [BDS](#) provision for **ITB** Clause 14.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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:<sup>2</sup>

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "None")		

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

---

<sup>2</sup> If ADB, JICA and WB funded projects, use IFB.

<sup>3</sup> Applicable only if the Funding Source is the ADB, JICA or WB.

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 as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## Contract Agreement Form

---

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of *PROCURING ENTITY*] 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, viz., [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] (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 shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Supplier’s Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.* bidder’s response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity’s bid evaluation;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract;
  - (f) the Performance Security; and
  - (g) the Entity’s Notice of Award.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.



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.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier).

## Omnibus Sworn Statement

---

REPUBLIC OF THE PHILIPPINES )

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

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

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

*If a sole proprietorship:* I am the sole proprietor 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;
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 following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure 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.

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

---

Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

\* This form will not apply for WB funded projects.

## Bid Securing Declaration Form

REPUBLIC OF THE PHILIPPINES)

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

X-----X

### BID SECURING DECLARATION

**Invitation to Bid:** *[Insert Reference number]*

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

I/We<sup>3</sup>, the undersigned, declare that:

<sup>3</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

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

*[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]*  
*[Insert Signatory's Legal Capacity]*  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

### NAME OF NOTARY PUBLIC

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

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 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 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;
  - (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.

---

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

