



ASTI-FM 03-11  
REV 0/2 APR 2018

**DOST-ASTI Bids and Awards Committee  
Invitation to Bid (Public Bidding)**

ITB No:	18-11-2220	Date:	November-08-2018
PR No:	GAA-18-11-6843	Date:	November-07-2018
Source of Funds:	GAA		
Total ABC:	Php 1,500,000.00		
Time, Date & Venue of Pre-bid Conference:	November 20, 2018, 1:30 PM at DOST-ASTI		
Time and Date of Submission of Bids:	December 03, 2018, 12:00 PM		
Time, Date & Venue of Opening Bids:	December 03, 2018, 1:30 PM at DOST-ASTI		
Date of availability of Complete Set of Documents:	November 12, 2018		
Deadline of Potential Bidder's Clarifications:	November 23, 2018		
Deadline of ASTI's Supplemental Bid Bulletin:	November 26, 2018		
Delivery Schedule:			


The Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), hereby invites all interested bidders to submit their bids for the item(s) listed below. Guidelines regarding the format, eligibility, technical and financial documents needed are described in the Instruction to Bidders of the Philippine Bidding Documents

Bidding will be conducted through open competitive bidding procedures using a non discretionary "pass/fail" criterion as specified in the 2016 R-IRR of RA 9184.

A complete set of Bidding Documents may be purchased by interested bidders upon payment of a fee for the Bidding Documents. It is also downloadable for free of charge at DOST-ASTI's website - [www.asti.dost.gov.ph](http://www.asti.dost.gov.ph)

For further inquiries, contact ASTI's BAC Secretariat via email at [bac-sec@asti.dost.gov.ph](mailto:bac-sec@asti.dost.gov.ph). Interested bidders may also call the number - (632)-426-7423 and look for ASTI's BAC Secretariat.

Respectfully,

  
**PEDRITO B. MANGAHAS**  
Chairperson, BAC-1

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p><b>One (1) Year Janitorial Services, Five (5) Janitors, Eight (8) Hours Daily, Six (6) Days a Week with Cleaning Supplies, Materials and Equipment</b></p> <p>I. QUALIFICATIONS OF THE CONTRACTOR</p> <p>The Janitorial Agency should have at least three (3) years of experience in providing janitorial and/or housekeeping services. All janitorial personnel are subject to a quarterly evaluation at the sole discretion of the DOST-ASTI. Other qualifications of the Contractor include:</p> <p>A. Must be a duly licensed and registered Service Contractor in accordance with Department Order No. 18-A, Series of 201 1 or D.O. No. 18-A-2011;</p> <p>B. Must be duly registered with the Securities and Exchange Commission, Department of Trade and Industry, or Cooperative Development Authority;</p>	1	lot	1500000.00	1,500,000.00

- C. Must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (PAGIBIG) and Philippine Health Insurance Corporation (PHILHEALTH);
- D. Must be duly registered with the Bureau of Internal Revenue;
- E. Net Financial Contracting Capacity at least equal to the ABC or Committed Line of Credit at least equal to 10% of ABC; and
- F. Must present three (3) Client/Customer Feedback Forms, with at least Very Satisfactory Rating, from at least three (3) government agencies or private corporations, with whom the Contractor has a past or ongoing Contract.

## II. WORK SCHEDULE

The Janitorial Agency must provide five (5) janitorial personnel, one (1) of which will be designated as the Janitor Supervisor, who shall work from Monday to Saturday, observing the following schedules:

### A. Monday to Friday

- 1. Janitorial Personnel 1 (Supervisor), 2 & 3 - 7:00 AM to 4:00 PM
- 2. Janitorial Personnel 4 & 5 - 9:00 AM to 6:00 PM

### B. Saturday

- 1. All Janitorial Personnel - 8:00 AM to 5:00 PM

\*Eight (8) hours, one (1) hour break

Sleeping while on duty is not allowed. Janitorial Agency must provide "substitute or reliever" in case of absence of one or more janitorial personnel, at no cost to the DOST-ASTI. Likewise, a log sheet or log book must be provided by the Janitorial Agency to confirm daily logs of all janitorial personnel.

## III. WORKWEAR

The Contractor must provide proper uniform or workwear, as well as order janitorial personnel to wear the same when in the premises of DOST-ASTI, from Monday to Saturday, for easy identification. Contractors' personnel shall wear identification cards when they enter and while inside the DOST-ASTI premises. Wearing of proper uniform or workwear is mandatory. Likewise, the Contractor shall provide safety work clothing to protect workers while performing delicate tasks. Safety shall not be compromised at all times.

Submission of a photo of janitorial uniform or workwear will be an additional requirement in the Post Qualification period.

## IV. QUALIFICATIONS OF JANITORIAL PERSONNEL

Janitorial personnel, to be provided by the Janitorial Agency, must have the following qualifications:

A. One (1) Janitor Supervisor

1. High school graduate. High School diploma and transcript of records must be submitted;
2. Must be physically fit to work. Medical certificate/clearance from a government physician, as well as drug test results must be submitted;
3. Must be of good moral character, reputation, courteous, alert and without any criminal or police record. Police and National Bureau of Investigation (NBI) clearances must be submitted; and
4. At least one (1) year work experience in a government agency/facility.

B. Four (4) Janitorial Personnel

1. Two (2) years completion in high school. Transcript of records must be submitted;
2. Must be physically fit to work. Medical certificate/clearance from a government physician, as well as drug test results must be submitted;
3. Must be of good moral character, reputation, courteous, alert and without any criminal or police record. Police and NBI clearances must be submitted; and
4. At least one (1) year work experience in a government agency/facility.

Submission of all janitorial personnel's resume, transcript of record, medical certificate/clearance, drug test result, and Police and NBI clearances will be required in the Post Qualification period.

V. SCOPE OF SERVICES

A. Janitorial personnel shall render eight (8) hours of work from Monday to Saturday in order to perform the following tasks:

1. DAILY PERIODIC ROUTINE. The daily routine services of janitorial personnel shall include:
  - a. Sweeping, dusting, mopping and polishing floors of all rooms, corridors, lobbies, stairs and entrances or areas which may be specified by the Client;
  - b. Cleaning and wiping of all office tables, glass tops, furniture and fixture, equipment, appliances, window ledges, counters, doorknobs, and glass partitions and doors;
  - c. Cleaning and sanitizing of comfort rooms (CRs) at least three (3) times a day, pantries, bath and kitchens sinks and removal of spots or stains from floors and other surfaces;
  - d. Fetching water and filling of containers in the CRs when water is not available;
  - e. Cleaning driveways, parking spaces and immediate surroundings of the buildings;
  - f. Proper disposal of solid waste from various parts of the area assigned to the designated trash storage of the DOST-ASTI compound;

- g. Upkeep of indoor potted plants; and
- h. Prepare and serve refreshments during conferences and/or meetings.

2. WEEKLY PERIODIC ROUTINE. The weekly routine services of janitorial personnel shall include:

- a. Spot scrubbing, dirt stain removal and cleaning of chairs, carpets, and rugs;
- b. Thorough cleaning, washing and scrubbing of all rooms and CRs facilities;
- c. Cleaning and polishing on the inner surfaces of all window glasses, sun baffles, walls, counters, light diffusers, picture frames and wall hanging; and
- d. Washing, scrubbing, stripping, waxing and polishing floors.

3. MONTHLY PERIODIC ROUTINE. The monthly routine services of janitorial personnel shall include:

- a. Dusting and removing of cobwebs from ceiling of the premises;
- b. Cleaning of ornamental plants and polishing of stair railings and metal signs;
- c. General cleaning of draperies and blinds;
- d. Spraying of insecticides and other pest control activities;
- e. Disinfecting of all bathrooms;
- f. Refilling of liquid deodorizers, liquid soaps, among others, in all bathrooms; and
- g. Trimming of grass/shrubs in the DOST-ASTI grounds.

4. QUARTERLY PERIODIC ROUTINE. The quarterly routine services of janitorial personnel shall include:

- a. Thorough and general cleaning of all areas including windows; and
- b. Thorough shampooing of all chairs, panels, carpets and rugs.

5. MISCELLANEOUS ROUTINE AND OTHER SERVICES. Miscellaneous services to be rendered by janitorial personnel as per request of the concerned units of the DOST-ASTI shall include, but not limited to:

- a. Carrying, transporting or moving of office furniture, equipment or supplies within and/or outside office premises as may be assigned from time to time or during major DOST-ASTI activities;
- b. Report any damaged/leaking pipe plumbing, water and toilet facilities, electrical installations, and any damaged furniture and fixture that will need immediate repair;
- c. Errand services as required by concerned DOST-ASTI units. In performing errand services, the janitorial personnel must fill out a Pass Slip (form to be provided by Janitorial Agency) duly authorized by the Janitor Supervisor which shall be submitted to the security guard on duty in order to be informed of

his/her whereabouts or itinerary in case of the need to be located or contacted;

d. Provide one (1) roving coordinator who will coordinate with the supervisor from time to time in monitoring the performance of the personnel deployed; and

e. Render extra hours of service during special occasions and affairs celebrated/held by DOST-ASTI.

B. The Janitor Supervisor must:

1. Submit to the Chief Administrative Officer (CAO) and/or Building Administrator a monthly manpower schedule every first Monday of the month;

2. Submit to the CAO and/or Building Administrator a projected monthly and quarterly schedule of cleaning within ten (10) days from assumption of duties;

3. Evaluate and verify employee performance through review of completed work assignments. He/She shall submit to the CAO and/or Building Administrator quarterly performance evaluation of the janitorial staff;

4. Ensure compliance and implementation of DOST-ASTI's rules and regulations apart from the cleanliness and sanitation of its premises;

5. Conduct inspection of the premises to ensure clean and safe conditions and inspect equipment for cleanliness and repair;

6. Prepare daily bathroom cleaning checklist, checklist must be attached to the back of each CR's door;

7. Ensure delivery of the supplies needed by its complement for the month and submit therewith a list/inventory thereof to the CAO and/or Property/Supply Officer every first Monday of the month;

8. Determine, on a monthly basis, the materials, supplies, and equipment needed;

9. Submit every first Monday of the month to the CAO and/or Property/Supply Officer a report of the supplies consumed during the previous month and an inventory of the remaining supplies to be consumed for the year; and

10. Ensure correctness of daily log entries of all janitorial personnel assigned to the DOST-ASTI.

#### VI. SUPPLIES, MATERIALS AND EQUIPMENT

The Janitorial Agency shall provide tools, supplies, materials and equipment (enlisted in the Terms of Reference) which must be of guaranteed high quality to ensure maximum cleaning results. The Janitorial Agency shall hold the DOST-ASTI free from any liability arising from loss or damage of such materials and equipment. Appropriate internal control on inventory management shall be implemented by the Janitorial Agency and shall be audited by DOST-ASTI authorized representatives.

#### VII. OTHER MATTERS

A. Furnishing of Bond - The Contractor shall furnish the DOST-ASTI with a valid and sufficient Performance

Bond in accordance with the rules set forth under Government Procurement Reform Act (R.A. No. 9184) and its 2016 Implementing Rules and Regulations (IRR).

B. Wage and Mandated Benefit Increase - Should there be any wage or mandated benefit (i.e., SSS, PAGIBIG and PHILHEALTH) increase in favor of the assigned janitorial personnel subsequent to the execution of the Contract pursuant to a Law, Executive Order, Decree or Wage Order, the Janitorial Agency must inform the DOST-ASTI in writing of the wage increase to allow the latter to undertake the appropriate measures to address the same before its implementation.

C. Billing and Submission of Documents - The Janitorial Agency shall furnish DOST-ASTI a billing, together with copies of payroll, remittances with official receipt of SSS, PAG-IBIG, PHILHEALTH and other state insurance fund contributions for all janitorial personnel assigned, every 15th day of the month. Should the Janitorial Agency fail to comply, DOSTASTI shall withhold the payment for the current month until the latter shall have complied with subject requirement.

D. Employer-Employee Relationship - The DOST-ASTI shall not be responsible for any claims for general injury, including death sustained by the janitorial personnel or any third person arising out of or in the course of the performance of the functions of the janitors pursuant to this contract. It is expressly understood that no employee-employer relationship exists between the parties or of their employees, representatives and agents.

E. Liability for Losses and Damages - The Janitorial Agency shall be responsible for any loss or damage that may be incurred by its janitorial personnel. The DOST-ASTI may suspend or withhold whatever contract payments may be due the Janitorial Agency should they fail to pay such losses or damages within fifteen (15) days from the date of notice, or until such loss or damage shall have been duly paid, restituted or repaired by the Janitorial Agency, or go after the Performance Bond set forth in this Contract. Likewise, the DOST-ASTI has the option to demand payment for the replacement value of the lost properties, or its replacement by another at least substantially in the same condition as the former.

F. Compliance with the DOST-ASTI Rules and Regulations - Maintain effective discipline and full control and supervision over the janitorial personnel assigned under this Contract, as well as the manner of performance of their duties. However, The Janitorial Agency binds itself to cause the implementation and enforcement of any and all rules, regulations or directives that DOST-ASTI may issue concerning the conduct of said janitorial personnel.

G. Extension Clause - Extension of Contract is subject

to the provisions of R.A. No. 9184 and its 2016 IRR. The extended term shall automatically terminate upon effectivity of a new contract.

VIII. NOTES:

A. Should there be any discrepancy with the technical requirement/s stipulated herein and the Terms of Reference, requirement/s provided for in the latter shall govern.

B. Any other term, condition or provision not stipulated in this document will be covered by a separate agreement as proposed and agreed upon by DOST-ASTI and the Janitorial Agency.

**TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):**

**Php 1,500,000.00**

**RESERVATION CLAUSE**

The Advanced Science and Technology Institute reserves the right to accept or reject any proposal, to annul the bidding process, and to reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proponent or proponents.