

## 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:

**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]*;

**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;)]*;

*[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;

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;

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

**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;

*[Name of Bidder]* complies with existing labor laws and standards; and

*[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

Carefully examine all of the Bidding Documents;

Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

Made an estimate of the facilities available and needed for the contract to be bid, if any; and

Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

*[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 \_\_\_\_\_

# STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT

---

Within three (3) years from the date of submission of bids which is similar in nature and the amount of which should be equivalent to at least fifty (50%) of the ABC .

Please fill up the required information below:

1	Name of Contract	
2	Date of Contract	
3	Contract Duration	
4	Owner's Name	
5	Owner's Address	
6	Kinds of Good / Services	
7	Amount of completed contracts	
8	Date of Delivery	
9	O.R No. / Sales Invoice No.	

**Note:**

The bidder shall:

1. For #7, the amount of the completed contracts can be adjusted by the Bidder to the current prices using PSA's consumer price index, if necessary, for meeting the SLCC Requirement.
2. It is required for the Bidder to submit **one** of the following documents. Choose only **one** to submit, not all.
  - a. Official Receipt
  - b. Sales Invoice
  - c. Statement of End-user's Acceptance
3. For #9, indicate the official receipt no. or the sales invoice no. of the supporting document attached or easier reference. If the Bidder opts to submit a statement of End-user's acceptance, then just indicate "N/A".

**CERTIFIED CORRECT:**

**Name of Company:**  
**Signature of Authorized**  
**Representative:**  
**Name and Designation:**  
**Date:**

## COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY

---

This is to certify that our **Net Financial Contracting Capacity (NFCC)** is **Philippine Pesos** \_\_\_\_\_ (\_\_\_\_\_ PhP) which is at least equal to the Approved Budget for the Contract (ABC). The amount is computed as follows:

**NFCC** = [(Current assets minus current liabilities) **(15)**] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

### **CERTIFIED CORRECT:**

**Name of Company:**

**Signature of Authorized Representative:**

**Name and Designation:**

**Date:**

### **Notes:**

1. The values of the bidder's current assets and current liabilities be based on the latest Audited Financial Statements which includes the data submitted to BIR through its Electronic Filing and Payment System.
2. Value of all outstanding or uncompleted contracts refers those listed in your Statement of All its Ongoing Government and Private Contracts
3. The detailed computation using the required formula must be shown as provided above.

STATEMENT OF PROVISION OF CUSTOMER SUPPORT

**To : ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**  
**Department of Science and Technology**  
**DOST-ASTI Bldg., CP Garcia Ave., UP Technopark**  
**UP Campus, Diliman, Quezon City 1101**

**C E R T I F I C A T I O N**

I/We hereby commit to provide the necessary customer support after deployment of janitorial personnel for the following:

<b>Matter / Subject</b>	<b>Support Personnel</b>	<b>Contact details (Phone No. / Email Address)</b>
Billing preparation/submission		
Premium remittances to Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth) and Pag-IBIG		
Delivery of supplies, materials and equipment (if applicable)		
Contract management		

**CERTIFIED CORRECT:**

\_\_\_\_\_  
SIGNATURE AND PRINTED NAME  
Of Authorized Representative

\_\_\_\_\_  
Designation of Authorized Representative

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

[INSERT CLIENT'S LETTERHEAD]

## **CUSTOMER FEEDBACK FORM**

This is to certify that, to the best of our knowledge and belief, the (Bidder Name), has provided (Name of Project and Company), dated (Duration of Service). The project has been completed and accepted in accordance with the terms and conditions.

In the execution of the project, we further certify and rate the Supplier's performance as:

- Poor*
- Fair*
- Satisfactory*
- Very Satisfactory*
- Outstanding*

This certificate has been issued at the request of (Bidder Name), for its participation in the bidding

Signed and certified by:

Name:

Position:

Company:

Contact No.:

(Note: Must be signed by the person with sufficient knowledge of the project.)

# BID SECURING DECLARATION FORM

---

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

X-----X

## BID SECURING DECLARATION Request for Quotation No. 20-04-3111

To : **ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**  
**Department of Science and Technology**  
**DOST-ASTI Bldg., CP Garcia Ave., UP Technopark**  
**UP Campus, Diliman, Quezon City 1101**

I/We<sup>1</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any 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.

---

<sup>1</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]

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

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

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

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

## TECHNICAL SPECIFICATIONS

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

LOT NO.	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	<b>Provision of Janitorial Services, Five (5) Janitorial Personnel with Cleaning Supplies, Materials and Equipment ( February 01, 2020 to December 31, 2020)</b>	
	<b>I. QUALIFICATIONS OF THE CONTRACTOR</b>	
	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:	
	A. Must be a duly licensed and registered Service Contractor with the Department of Labor and Employment;	
	B. Must be duly registered with the Securities and Exchange Commission, Department of Trade and Industry, or Cooperative Development Authority;	
	C. Must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (PAG-IBIG) 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 one (1) Client / Customer Feedback Forms, with at least Very Satisfactory Rating, from at least one (1) government agency (except DOST-ASTI) or private corporations, with whom the Contractor has a past or ongoing Contract.	
	<b>II. WORK SCHEDULE</b>	

	A. The CONTRACTOR 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. Four (4) Janitorial Personnel – 7:00 AM to 4:00 PM	
	2. One (1) Janitorial Personnel – 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	
	B. The CONTRACTOR, thru the Janitorial Supervisor, shall provide the schedule for the month to be approved by the DOST- ASTI. No work shall be rendered or performed during legal and special public non-working days.	
	C. Sleeping while on duty is not allowed. The CONTRACTOR must impose disciplinary action to its janitorial personnel caught sleeping while on his / her duty.	
	D, The CONTRACTOR 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 CONTRACTOR to confirm daily logs of all janitorial personnel.	
	<b>III. WORKWEAR</b>	
	A. The CONTRACTOR must provide proper uniform or workwear, as well as instruct janitorial personnel to wear the same, while inside DOST - ASTI premises from Monday to Saturday, for easy identification.	
	B. The CONTRACTOR’s personnel shall wear identification cards when they enter and while inside the DOST-ASTI premises. Wearing of proper uniform or workwear is mandatory.	
	C. The CONTRACTOR shall provide safety work	

	clothing to protect worker while performing delicate tasks. Safety shall not be compromised at all times.	
	<b>IV. QUALIFICATIONS OF JANITORIAL PERSONNEL</b>	
	Janitorial personnel, to be provided by the Janitorial Agency, must have the following qualifications:	
	<b>A. One (1) Janitor Supervisor</b>	
	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>B. Four (4) Janitorial Personnel</b>	
	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 National Bureau of Investigation (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 within ten (10) days upon issuance of Notice to Proceed (NTP).	
	<b>V. SCOPE OF SERVICES</b>	
	<b>A. Janitorial personnel shall render eight (8) hours of work from Monday to Saturday in order to perform the following tasks:</b>	

	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, and 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 container 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.	
	i. Maintenance of landscape including but not limited to watering of plants, weeding gardens, trimming trees and shrubs, and keeping green spaces and walkways clear of debris and litter.	
	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 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 and 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 general cleaning of all areas including windows; and	
	b. Thorough shampooing of all chairs, panels, carpets and rugs.	
	5. MISCELLANEOUS ROUTINE AND OTHER SERVICES	
	A. 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 premises as may be assigned from time to time or during major DOST-ASTI activities;	
	b. Report any damage/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 the 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 contracted;	
	d. Provide (1) roving coordinator who will coordinated 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 on top of his / her regular duties:	
	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 a 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 attached to the back of each CR's door;	
	7. Ensure delivery of 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.	
	<b>VI. SUPPLIES, MATERIALS AND EQUIPMENT</b>	
	A. The CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR and shall be audited by DOST – ASTI authorized representative/s.	

	VII. OBLIGATIONS OF THE CONTRACTOR TO ITS EMPLOYEES	
	Aside from paying their employees the proper wages and benefits, the CONTRACTOR shall:	
	A. Provide each Janitorial personnel with at least two (2) sets of new uniforms and an ID at the start of the contract period. The CONTRACTOR shall not deduct from the salary or claim from the janitor the cost of uniforms and IDs;	
	B. Notify the janitors at the time of hiring as to the wages and working conditions under which they are employed, which shall include, but not be limited to, the following:	
	1. The rate of wages payable;	
	2. The method of calculation of wages;	
	3. The periodicity of wage payment - the hour, day and place of payment;	
	4. Any increase or change with respect to any of the foregoing items during the existence of the contract.	
	C. Provide each janitor with a copy of the manual operations/company rules and regulations of the CONTRACTOR on the following:	
	1. Recruitment of personnel;	
	2. Salaries of personnel;	
	3. Attendance / leave credits;	
	4. Performance standards;	
	5. Sanctions for violation(s) of company rules and regulations;	
	6. Equipment of supplies; and,	
	7. Duties/functions/responsibilities of personnel	
	VIII. OTHER MATTERS	
	A. 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 Increases – Should there be any wage or mandated benefit (i.e., SSS, PAG-IBIG 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 CONTRACTOR 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. The CONTRACTOR shall furnish DOST-ASTI a billing, together with copies of payroll, remittances with official receipt of SSS, PAG-IBIG and PHILHEALTH) and other state insurance fund contributions for all janitorial personnel assigned, every 15th of the month. Should the Janitorial Agency fail to comply, DOST-ASTI shall withhold the payment for the current month until the latter shall have complied with subject requirement.	
	D. It is expressly understood that no employee-employer relationship exists between the parties of their employees, representatives and agents. 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.	
	E. The CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR, or go after the Performance Bond set forth in this Contract Agreement. 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. The CONTRACTOR shall maintain effective discipline and full control and supervision over the janitorial personnel assigned under this Contract Agreement, as well as the manner of performance of their duties. However, the CONTRACTOR 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. The CONTRACTOR and its janitorial personnel	

	shall undergo periodic performance evaluation which shall serve as the basis of continuation of its services.	
	H. 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.	
	I. The Janitorial Services budgetary cost per month is P125,000.00.	
	IX. NOTES:	
	A. Should there be any discrepancy with the technical requirements / 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.	
	C. Bidders must comply with all specifications contained in this PR, TOR and supplemental bid bulletin, if any.	
	D. The DOST-ASTI has the right to screen applicants and choose the personnel to be assigned.	
	X. ADDITIONAL REQUIREMENTS	
	The Bidder shall submit the following, within ten (10) days upon issuance of the Notice to Proceed, valid upon submission:	
	a. Photo of Janitorial uniform or workwear;	
	b. Janitorial personnel's resume;	
	c. Transcript of Record;	
	d. Medical Certificate/Clearance (must be valid for one (1) year or before the deadline for the submission and receipt of offers, preferably issued this year);	
	e. Drug Test Result (must be valid for one (1) year or before the deadline for the submission and receipt of offers, preferably issued this year);	
	f. Police and NBI Clearances (must be valid for one (1) year or before the deadline for the submission and receipt of offers, preferably issued this year).	

**TERMS OF REFERENCE FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR CY 2020**

**I. OBJECTIVE**

The Department needs to maintain a cleanliness and healthy working environment that is conducive to all its officials, employees and clients in the delivery of programs and services. Thus, we want to acquire a reputable supplier, which will provide (1) efficient janitorial services and (2) trained janitorial personnel who are able to provide adequate and reliable maintenance services to the Department of Science and Technology (DOST) – Advanced Science and Technology Institute (ASTI) to ensure its orderliness and sanitation including its buildings, facilities and grounds to support its day-to-day operation.

Hiring a janitorial service is more advantageous over hiring an internal cleaning and maintenance staff because the Department will be free from labor and service liabilities which shall be borne by the Service Provider. As such, the Department will just have to procure the service and all of the administrative and supervisory details will be handled by the Service Provider.

In view hereof it is just proper and fitting that DOST-ASTI will outsource a competent and highly efficient janitorial service provider that shall perform all cleaning tasks to keep the DOST-ASTI buildings, facilities and grounds well cleaned and well-maintained at all times.

## II. BUDGET

The engagement of a Janitorial Agency shall be for the period of eleven (11) months, with an Approved Budget for the Contract (ABC) amounting to **One Million Three Hundred Seventy-Five Thousand Pesos Only (Php1,375,000.00)** or equivalent budgetary cost per month of **P125,000.00**.

## III. PLACE OF ASSIGNMENT

All janitorial personnel shall be assigned to the Department of Science and Technology (DOST) – Advanced Science and Technology Institute (ASTI) with address at DOST-ASTI Bldg., CP Garcia Ave., UP Technopark Complex, UP Campus, Diliman, Quezon City 1101.

## IV. QUALIFICATIONS OF THE CONTRACTOR

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:

- A. Must be a duly licensed and registered Service Contractor with the Department of Labor and Employment;
- B. Must be duly registered with the Securities and Exchange Commission, Department of Trade and Industry, or Cooperative Development Authority;
- C. Must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (PAG-IBIG) 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 one (1) Client / Customer Feedback Forms, with at least Very Satisfactory Rating, from at least one (1) government agency (except DOST-ASTI) or private corporations, with whom the Contractor has a past or ongoing Contract.

## V. 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:

SCHEDULE			
Monday to Friday	Four (4) Janitorial Personnel	7:00 AM – 4:00 PM	Eight (8) hours, one (1) hour break
	One (1) Janitorial Personnel	9:00 AM – 6:00 PM	
Saturday	All Janitorial Personnel	8:00 AM – 5:00 PM	

The Contractor, thru the Janitorial Supervisor, shall provide the schedule for the month to be approved by DOST-ASTI. No work shall be rendered or performed during legal and special public non-working holiday. 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.

## VI. 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 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.

## VII. 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 National Bureau of Investigation (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 within ten (10) days upon issuance of Notice to Proceed (NTP).

## VIII. 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, and 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 container 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.
    - i. Maintenance of landscape including but not limited to watering of plants, weeding of gardens, trimming trees and shrubs, and keeping green spaces and walkways clear of debris and litter.
  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 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 and 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 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 premises as may be assigned from time to time or during major DOST-ASTI activities;
- b. Report any damage/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 the 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 contracted;
- d. Provide one (1) Roving Coordinator who will coordinated 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 on top of his / her regular duties:

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 a 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 attached to the back of each CR's door;
7. Ensure delivery of 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.

**IX. SUPPLIES, MATERIALS AND EQUIPMENT**

The Janitorial Agency shall provide the following type and quantity of tools, supplies, materials and equipment, which must be of guaranteed high quality to ensure maximum cleaning results:

- A. The Contractor must provide the following equipment and materials ten **(10) calendar days upon deployment of janitorial personnel to DOST-ASTI:**

DESCRIPTION	UNIT	QUANTITY
Heavy Duty Floor Polisher (16" or 18" with accessories)	unit	3
Heavy Duty Vacuum Cleaner (wet & dry)	unit	1
High Pressure Washer	unit	1
Mop Squeezer with Bucket	unit	3
Caution sign with accessories	piece	5
Aluminum Ladder 8 Ft.	unit	1
Garden Hose 5/8" x 50" with Nozzle	roll	2
Grass Cutter	unit	2
Dust Pan, Aluminum	piece	5
Pail, At least 4 Gal. Capacity	piece	3
Ceiling Brooms	piece	3
Mop Handle, Aluminum, Heavy Duty	piece	10
Mop Head	piece	10
Glass Squeegee	piece	5
Toilet Bowl Pump	piece	15
Push Brush	piece	3
Garden Shears	unit	2
Metal Dumpster (at least 1,100 liters)	unit	2

- B. The following supplies and consumables must be provided to the DOST-ASTI in a monthly basis, specifically, **every first Monday of the month:**

DESCRIPTION	UNIT	QUANTITY
Round Cloth Rags	kilogram	1.5
Flannel rags (Pranela)	piece	20
All Purpose Cleaner	gallon	2
Powdered soap	kilogram	10
Bleaching Solutions/ Stain Remover (ex. Chlorox)	gallon	2
Hand Liquid Soap 500 mL (with Container for sink)	bottle	10
Bathroom Deodorizer (Cake)	piece	30
Toilet Bowl & Urinal Cleaner (ex. TBC)	gallon	5
Furniture Polish	can	6
Natural Floor Wax / Emulsion Wax	gallon	5
Garbage bag (Biodegradable/Compostable), Large (1 pack = 10 pcs)	pack	12
Garbage bag (Biodegradable/Compostable), Medium (1 pack = 10pcs)	pack	12
Garbage bag (Biodegradable/Compostable), Small (1 pack = 10 pcs)	pack	10
Liquid Plumber (Sosa), 250ml	bottle	5
Steel Wool	piece	10
Carpet Shampoo	gallon	1
Carpet Stain Remover	bottle	5
Dishwashing Liquid	gallon	2
Scouring Pad / Hand Pad	piece	5



Sponge	piece	20
Toilet Tissue Paper (12 rolls / pack)	pack	10

- C. The following supplies and consumables must be provided to the DOST – ASTI in a quarterly basis and delivered **every 15<sup>th</sup> day of the first month of the quarter:**

DESCRIPTION	UNIT	QUANTITY
Hand Dustpan and Brush	piece	3
Soft Broom	piece	5
Stick Broom	piece	3
Toilet Bowl Brush	piece	10
Disinfectant	gallon	10
Mop Head	piece	10
Floor Polishing Pad	piece	6
Air Freshener, 300ml	canister	10
Insecticide Spray, Odorless	canister	3
Hand Gloves	pair	5
Stripping Pad	piece	6
Dust Grabber (Duster)	piece	3
Doormat, Rectangular Shape (for Comfort Rooms)	piece	16

The CONTRACTOR 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.

#### X. OBLIGATIONS OF THE CONTRACTOR TO ITS EMPLOYEES

Aside from paying their employees the proper wages and benefits, the CONTRACTOR shall:

- A. Provide each Janitorial Personnel with at least two (2) sets of new uniforms and an ID at the start of the contract period. The CONTRACTOR shall not deduct from the salary or claim from the janitor the cost of uniforms and IDs;
- B. Notify the janitors at the time of hiring as to the wages and working conditions under which they are employed, which shall include, but not be limited to, the following:
  1. The rate of wages payable;
  2. The method of calculation of wages;
  3. The periodicity of wage payment – the hour, day and place of payment;
  4. Any increase or change with respect to any of the foregoing items during the existence of the contract.
- C. Provide each janitor with a copy of the manual operations/company rules and regulations of the CONTRACTOR on the following:
  1. Recruitment of personnel;
  2. Salaries of personnel;
  3. Attendance/leave credits;
  4. Performance standards;
  5. Sanctions for violation(s) of company rules and regulations;
  6. Equipment of supplies; and,
  7. Duties/functions/responsibilities of personnel

XI. 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 Increases** – Should there be any wage or mandated benefit (i.e., SSS, PAG-IBIG 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 and PHILHEALTH) and other state insurance fund contributions for all janitorial personnel assigned, every 15<sup>th</sup> of the month. Should the Janitorial Agency fail to comply, DOST-ASTI 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 junctions of the janitors pursuant to this contract. It is expressly understood that no employee-employer relationship exists between the parties or 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 loses 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.

-----  
**I HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH ALL REQUIREMENTS STATED IN THE TERMS OF REFERENCE.**

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

**Designation** : \_\_\_\_\_

**Company Name** : \_\_\_\_\_

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

## BID FORM

---

Date: \_\_\_\_\_  
Request for Quotation No.: **20-04-3111**

**To : ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE  
Department of Science and Technology Institute  
DOST-ASTI Bldg., CP Garcia Ave., UP Technopark  
UP Campus, Diliman, Quezon City 1101**

Gentlemen and/or Ladies:

Having examined the requirements 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 requirements 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 Schedule of Requirements.

We agree to abide by this Bid for the Bid Validity Period, specifically, one hundred twenty (120) upon opening of offers, 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:

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

(if none, state "None")

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

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

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

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 \_\_\_\_\_

**For Goods Offered From Abroad**

Name of Bidder \_\_\_\_\_ Request for Quotation Number **20-04-3111**

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

\_\_\_\_\_

*[signature]*

\_\_\_\_\_

*[in the capacity of]*

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

**For Goods Offered From Within the Philippines**

Name of Bidder \_\_\_\_\_ Request for Quotation Number **20-04-3111**

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

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

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

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

## SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the **DOST-Advanced Science and Technology Institute**.

Item/Lot Number	Description	Qty.	Unit	Delivered, Calendar Days/Weeks/Months
1	Provision of Five (5) Janitorial Services, Five (5) Janitorial Personnel with Cleaning Supplies, Materials and Equipment (February 01, 2020 to December 31, 2020)	1	Lot	A. Deployment of Five (5) Janitorial Personnel  – Five (5) Calendar Days Upon issuance of Notice to Proceed  B. Cleaning Supplies, Materials and Equipment  – Must observe the schedule as provided for in the Terms of Reference under Section VII. Technical Specifications

**Note:** Fiscal Year 2019 marks the shift to the first annual cash-based budget of the Philippine Government. Under this system, all government programs and projects budgeted for the fiscal year should be implemented and delivered within the same fiscal year. Goods and services delivered, inspected, and accepted until the end of the fiscal year will be settled within the same year, up to the 3-month period following the end of fiscal year, or the Extended Payment Period.

**I hereby certify to comply and deliver all the above requirements.**

**Name of Company** : \_\_\_\_\_  
**Signature of Authorized Representative** : \_\_\_\_\_  
**Name of Authorized Representative** : \_\_\_\_\_  
**Designation** : \_\_\_\_\_  
**Date** : \_\_\_\_\_