



ASTI-FM 03-10  
REV 0/2 APR 2018

**DOST-ASTI Bids and Awards Committee**  
**Notice of Negotiated Procurement -Two Failed Biddings**

RFQ No.: 20-04-3111	Date: Apr-14-2020
PR No.: GAA-19-11-9254	Date: Nov-20-2019

The Advanced Science and Technology Institute (ASTI) , through its Bids and Awards Committee, will undertake **Negotiated Procurement:Two-failed Biddings** for the item/s listed below. Interested proponents are invited to attend **Negotiated Conference** at ASTI Building, Ground Flr. ASTI Bldg, C. P. Garcia Ave, U.P.Campus Diliman, Quezon City on: **April 20,2020 , 1:30 PM.**

For inquiries, you may call the BAC Secretariat at **+63 2 426-9759/60 local 1206/1212** and look for Ms. Katherine B. Ramos.

Respectfully,

**PEDRITO B. MANGAHAS**

*Chairperson, BAC-1*

ITEM NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	<p><b>Provision of Janitorial Services, Five (5) Janitorial Personnel with Cleaning Supplies, Materials and Equipment (February 01, 2020 to December 31, 2020)</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 with the Department of Labor and Employment;</p> <p>B. Must be duly registered with the Securities and Exchange Commission, Department of Trade and</p> <p>C. Must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (PAG-IBIG) and Philippine Health Insurance</p> <p>D. Must be duly registered with the Bureau of Internal Revenue;</p> <p>E. Net Financial Contracting Capacity at least equal to the ABC or Committed Line of Credit at least equal to 10% of ABC; and</p> <p>F. Must present one (1) Client / Customer Feedback Forms, with at least Very Satisfactory Rating, from at</p>	1	lot	1375000.00	1,375,000.00

Email : [info@asti.dost.gov.ph](mailto:info@asti.dost.gov.ph)

least one (1) government agency (except DOST-ASTI) or private corporations, with whom the Contractor has a past or ongoing Contract.

## II. WORK SCHEDULE

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.

## III. WORKWEAR

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.

## 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 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).

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, 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.

#### VI. SUPPLIES, MATERIALS AND EQUIPMENT

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.





**For procurement of consulting services:**

1. The requirements for goods.
2. Valid PRC License or Curriculum Vitae.

**NOTE:** For new suppliers, submit a BIR Certificate of Registration for accounting purposes.

**C. Terms and Conditions**

1. Additional requirements, if necessary, may be requested by the BAC depending on the item to be bid.
2. For all kinds of procurement, the bidder who passed the bid evaluation, shall submit a duly notarized Omnibus Sworn Statement upon issuance of NOA, unless otherwise provided;
3. All transactions are subject to creditable withholding tax and final Value Added Tax or percentage tax per revenue regulation/s of the BIR;
4. A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services shall be charged as liquidated damages for every day of delay of the delivery; and
5. The DOST-ASTI 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.

