

**COMPLIANCE WITH 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 (Calendar Days/Months)</b>
1	Janitorial Services	One (1) Lot	One (1) Lot	01 January 2023

**This is to certify that we hereby commit to comply and deliver all the above.**

**Name of the Representative of the Bidder:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Name of the Bidder:** \_\_\_\_\_

## COMPLIANCE WITH 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 Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.*

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	<b>PROVISION OF JANITORIAL SERVICES FOR CY 2023</b>	
	I. OBJECTIVE	
	The Department needs to maintain a clean 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) and its other offices to ensure its orderliness and sanitation including its buildings, facilities and grounds to support it’s the 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 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. CONTRACT DURATION	
	The Duration of this contract shall be from 01 January to 31 December 2023.	
	III. PLACE OF ASSIGNMENT	
	A. Five (5) 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.	
	B. Two (2) janitorial personnel shall be assigned to the Electronics Product Development Center with office	

	address at MIRDC Comp., Gen. Santos Ave., Bicutan 1631, Taguig City.	
	C. One (1) janitorial personnel shall be assigned to the University of the Philippines - National Engineering Center (UP-NEC), Diliman, Quezon City 1101.	
	<b>IV. QUALIFICATIONS OF THE SERVICE PROVIDER</b>	
	The Service Provider shall follow the qualifications indicated in the Terms of Reference.	
	<b>V. WORK SCHEDULE</b>	
	The janitorial personnel shall comply with the schedule and obligations stipulated in the Terms of Reference.	
	<b>VI. WORKWEAR</b>	
	A. The Service Provider must provide proper uniform or workwear, as well as instruct janitorial personnel to wear the same, while inside DOST – ASTI, EPDC and UP-NEC premises from Monday to Saturday, for proper identification.	
	B. The Service Provider’s personnel shall wear identification cards when they enter and while inside the DOST-ASTI, EPDC and UP-NEC premises. Wearing of proper uniform or workwear is mandatory.	
	C. The Service Provider shall provide safety work clothing to protect worker while performing delicate tasks. Safety shall not be compromised at all times.	
	<b>VII. QUALIFICATIONS OF JANITORIAL PERSONNEL</b>	
	Janitorial personnels, to be provided by the Janitorial Agency, shall comply with the qualifications set in the TOR.	
	<b>VIII. SCOPE OF SERVICES</b>	
	The Janitorial personnel shall render the required working hours and shall strictly follow the scope of works indicated daily, weekly, monthly, quarterly and miscellaneous as per indicated in the TOR.	
	<b>IX. SUPPLIES, MATERIALS AND EQUIPMENT</b>	
	The Service Provider 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 per indicated iin the Terms of Reference.	
	<b>X. OBLIGATIONS OF THE SERVICE PROVIDER TO ITS EMPLOYEES</b>	
	Aside from paying their employees the proper wages and benefits, the Service Provider shall:	
	A. Provide each Janitorial Personnel with at least two (2) sets of appropriate uniforms, protective gear, if necessary, and ensure that they shall always observe proper personnel hygiene and appear neat and clean. The Service Provider shall not deduct from the salary or claim from the janitor the cost of uniforms and IDs;	
	B. The Service Provider shall pay its personnel not less than the minimum wage ang other benefits mandated by law. The Service Provider shall provide the janitorial personnel their monthly pay slip containing the necessary information	

	on it. The Service Provider shall comply with the laws governing labor standards and employee's compensation.	
	C. Notify the janitorial personnel, 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; and	
	4. Any increase or change with respect to any of the foregoing items during the existence of the contract.	
	D. Provide each janitor personnel with a copy of the manual operations/company rules and regulations of the Service Provider 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. OBLIGATIONS OF THE AGENCY	
	The DOST-ASTI will provide a storage area of all equipment, to be provided by the Service Provider, in carrying out its services. Said equipment shall be returned to the Service Provider only at the end of the contract or upon termination, hence, cannot be pulled out from DOST-ASTI and EPDC at any time within the contract period.	
	XII. OTHER MATTERS	
	A. The Service provider 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. 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 Service Provider 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, subject to the accounting and auditing rules and regulations and upon showing actual payment made to their employees.	
	C. The Service Provider shall furnish DOST-ASTI the monthly 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 during the performance of the functions of the janitors pursuant to this contract.	
	E. The Service Provider 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 Service Provider 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 Service Provider, 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 Service Provider 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 Service Provider binds itself to cause the implementation and enforcement of all rules, regulations or directives that DOST-ASTI may issue concerning the conduct of said janitorial personnel.	
	G. The Service Provider and its janitorial personnel shall undergo periodic performance evaluation which shall serve as the basis of continuation of its services.	
	H. The Service Provider shall provide three (3) units (1-ASTI, 1-EPDC and 1-NEC) of official cellphone with load allowance for the janitorial personnel assigned in DOST-ASTI, EPDC and NEC to be used for official business only.	
	I. 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.	
	J. The Service Provider agrees that the DOST – ASTI, through Property and Supply Section, reserves the right to screen and accept or deny the deployment of any personnel recommended by the Service Provider.	
	XIII. NOTES:	
	A. Should there be any discrepancy with the technical requirements stipulated herein and the Terms of Reference, requirement/s provided for in the former 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.	
	E. The Breakdown of Budget shall be under MFO1 amounting 1,500,000.00 and MFO2 with a budget of 2,000,000.00	
	XIV. ADDITIONAL REQUIREMENTS	

	The Bidder shall submit the additional requirements prescribed in the TOR within fifteen (15) days upon issuance of NTP	
	XV. TERMS OF PAYMENT	
	Payment shall be made on a monthly basis for twelve (12) months subject to submission of billing statement and other supporting documents by the Service Provider. Services shall only be billed based on the actual services received by DOST-ASTI, hence, may be computed by a fraction of a month.	

# **TERMS OF REFERENCE FOR THE PROVISION OF JANITORIAL SERVICES FOR CY 2023**

## **I. OBJECTIVE**

The Department needs to maintain a clean 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) and its other offices 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 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. CONTRACT DURATION**

The Duration of this contract shall be from 01 January to 31 December 2023.

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- C. One (1) janitorial personnel shall be assigned to the University of the Philippines - National Engineering Center (UP-NEC), Diliman, Quezon City 1101.

## **IV. QUALIFICATIONS OF THE SERVICE PROVIDER**

The Service Provider should have at least three (3) years of experience in providing janitorial and/or housekeeping services. They shall provide eight (8) janitorial personnel, one (1) of which shall be designated as Janitorial Supervisor who will be assigned to monitor and supervise janitorial personnel. All janitorial personnel are subject to a quarterly evaluation at the sole discretion of DOST-ASTI.

Other qualifications of the Service Provider include:

- Must be a duly licensed and registered Service Provider with the Department of Labor and Employment;
- Must be duly registered with the Securities and Exchange Commission, Department of Trade and Industry, or Cooperative Development Authority;
- Must be duly registered with the Social Security System (SSS), Home Development Mutual Fund (PAG-IBIG) and Philippine Health Insurance Corporation (PHILHEALTH);
- Must be duly registered with the Bureau of Internal Revenue;

- Net Financial Contracting Capacity at least equal to the Approved Budget for the Contract (ABC) or Committed Line of Credit at least equal to 10% of ABC; and
- Client/Customer Feedback Form, with at least Very Satisfactory in rating, from at least one (1) government agency or private corporation, with whom the janitorial service provider has a past or ongoing contract for three (3) years. The bidder, however, may submit Client/Customer Feedback Forms from multiple clients as long as the aggregate period of the past or ongoing contracts is not less than three (3) years.
- The supplier's main/satellite office must be within National Capital Region (NCR) in order to efficiently coordinate transactions or other concerns of the Agency.

## V. WORK SCHEDULE

A. The following schedule shall be observed by the janitorial personnel assigned:

1. DOST-ASTI

Provide janitorial force consisting of 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

2. EPDC

Provide janitorial force consisting of two (2) janitorial personnel to work eight (8) hours a day, six (6) day a week, from Mondays to Saturdays (8:00 AM to 5:00 PM)

3. UP-NEC

Provide janitorial force consisting of one (1) janitorial personnel to work eight (8) hours a day, six (6) day a week, from Mondays to Saturdays (8:00 AM to 5:00 PM)

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

- B. The Service Provider, 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. Daily wage computation shall be based on 313 days per year.
- C. Sleeping while on duty is not allowed. The Service Provider must impose disciplinary action to its janitorial personnel caught sleeping while on his / her duty.
- D. The Service Provider must provide "substitute or reliever" in case of absence of one or more janitorial personnel to ensure continuous and uninterrupted services, at no cost to the DOST-ASTI. Likewise, a log sheet or logbook must be provided by the Service Provider to confirm daily logs of all janitorial personnel.
- E. The Service Provider shall be responsible in supervising and monitoring its employees to ensure that they efficiently perform their duties and responsibilities as herein indicated.



- F. The Service Provider shall always ensure that all the tools and equipment as required in the contract be available for use and that there will be no delays in the provision of general cleaning, maintenance and other related services.

## **V. WORKWEAR**

- A. The Service Provider must provide proper uniform or workwear, as well as instruct janitorial personnel to wear the same, while inside DOST – ASTI, EPDC and UP-NEC premises from Monday to Saturday, for proper identification.
- B. The Service Provider’s personnel shall wear identification cards when they enter and while inside the DOST-ASTI, EPDC and UP-NEC premises. Wearing of proper uniform or workwear is mandatory.
- C. The Service Provider shall provide safety work clothing to protect worker while performing delicate tasks. Safety shall not be compromised at all times.

## **VI. 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 diploma and transcript of records must be submitted;
- 2. Must be physically fit to work. Medical certificate / clearance from a certified/licensed physician/hospital/health center, 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 relation to serving customer care and/or janitorial services.

Duties and of the assigned Janitorial Supervisor shall include but not limited to the following:

- 1. Make rounds to check his/her subordinates, provides special cleaning instructions and/or assignment, and ascertain compliance with directives;
- 2. Conducts inspection to check cleanliness and orderliness of the premises, and informs his/her subordinate of corrections necessary;
- 3. Determines materials, supplies needed and timely informs the Property and Supply Section of the requirement.
- 4. Trains subordinates on proper cleaning methods, use of equipment, safety practice and work regulations.

### **B. Seven (7) 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 certified/licensed physician/hospital/health center, 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 relation to serving customer care and/or janitorial services.

The Janitorial Personnel shall perform the following:

- 1. Maintain the cleanliness and orderliness of the building and premises. This includes protection of properties from damage or destruction in connection with the janitorial

- activities rendered, preservation of confidentiality of DOST – ASTI and EPDC records, and proper collection and disposal of garbage.
2. Miscellaneous services to be performed whenever required i.e., logistical assistance during meetings and conferences; hauling of office furniture, fixtures and equipment; and other necessary errand works within and outside the DOST – ASTI, EPDC and UP-NEC premises, as requested by DOST – ASTI and EPDC officials and personnel.

## **VII. SCOPE OF SERVICES**

- A. Janitorial personnel shall render eight (8) hours of work a day, 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 DOST-ASTI and EPDC;
    - 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 of 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, EPDC and UP-NEC compound;
    - g. Upkeep of indoor potted plants;
    - h. Prepare and serve refreshments during conferences and/or meetings; and
    - 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;
    - d. Washing, scrubbing, stripping, waxing and polishing floors;
    - e. Disinfecting of all bathrooms; and
    - f. Any other works advised by the DOST-ASTI and EPDC in connection with the service.
  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, when necessary;
    - e. Refilling of liquid deodorizers, liquid soaps and among others in all bathrooms; and
    - f. Trimming of grass / shrubs in the DOST – ASTI and EPDC 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 and EPDC units. In performing errand services, the janitorial personnel must fill out a Pass Slip, 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; and
  - d. Render extra hours of service during special occasions and affairs celebrated/held by DOST-ASTI.

The Janitor supervisor must, on top of his / her regular duties:

1. Submit to the Chief Administrative Officer (CAO) and/or Property and Supply Section a monthly manpower schedule every first Monday of the month;
2. Submit to the CAO and/or Property and Supply Section 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 quarter 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.

### VIII. SUPPLIES, MATERIALS AND EQUIPMENT

The Service Provider 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 Service provider must provide the following equipment and materials ten **(10) calendar days upon deployment of janitorial personnel to DOST-ASTI and EPDC:**

DESCRIPTION	UNIT	QUANTITY		
		DOST-ASTI	EPDC	UP-NEC
<b><u>EQUIPMENT</u></b>				
Heavy Duty Floor Polisher (16" or 18" with accessories)	unit	3		1
Heavy Duty Vacuum Cleaner (wet & dry)	unit	1		1
High Pressure Washer	unit		1	

Mop Squeezer with Bucket	unit	3		1
Caution sign with accessories	piece	5		1
Aluminum Ladder 8 Ft.	unit	1		1
Garden Hose 5/8" x 50" with Nozzle	roll	2		
Grass Cutter	unit	1		
Pail, At least 4 Gal. Capacity	piece	3		1
Garden Shears	unit	2		
Metal Dumpster (at least 600 liters)	unit	2	2	
<b>MATERIALS</b>				
Dustpan, Plastic/Aluminum	piece	5		1
Ceiling Brooms	piece	2		1
Mop Handle, Aluminum, Heavy Duty	piece	6	2	1
Glass Squeegee	piece	4		1
Toilet Bowl Pump	piece	11		
Push Brush	piece	2		
Mini shovel Set (3 pcs/set for gardening)	set	1		
Bolo/Itak with cover	piece	1		
Hand Dustpan and Brush	piece	2	2	
Dust Grabber (Duster)	piece	2	1	1

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

DESCRIPTION	UNIT	QUANTITY		
		DOST-ASTI	EPDC	UP-NEC
Round Cloth Rags	kilogram	1.5	1.5	0.5
Flannel rags (Pranela)	piece	15	10	2
All Purpose Cleaner	gallon	2	1	1
Powdered soap	kilogram	8	2	1
Bleaching Solutions (ex. Chlorox)	gallon	8	1	
Hand Liquid Soap 500 ml/bottle (with Container for sink)	bottle	20	4	
Bathroom Deodorizer (Cake)	piece	24	10	
Toilet Bowl & Urinal Cleaner (ex. TBC)	gallon	4	1	
Furniture Polish 330ml per can	can	5	1	1
Emulsion Wax	gallon	4	1	1
Garbage bag (Biodegradable/Compostable), Large (1 pack = 10 pcs)	pack	12	12	
Garbage bag (Biodegradable/Compostable), Medium (1 pack = 10pcs)	pack	12		2
Garbage bag (Biodegradable/Compostable), Small (1 pack = 10 pcs)	pack	12		2
Liquid Plumber (Sosa), 250ml/bottle	bottle			
Steel Wool	piece	16		
Carpet Shampoo	gallon	2		
Carpet Stain Remover	gallon	2		
Dishwashing Liquid	gallon	6	3	
Scouring Pad / Hand Pad	piece	4	2	
Sponge	piece		5	
Toilet Tissue Paper (12 rolls / pack)	pack	28	5	

- 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
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		DOST-ASTI	EPDC	UP-NEC
Soft Broom	piece	4	2	1
Stick Broom	piece	2	2	
Toilet Bowl Brush	piece	4	2	
Disinfectant (Cleaner)	gallon	8	2	2
Mop Head	piece	5	2	
Floor Polishing Pad	piece	5	3	1
Air Freshener, 300ml	canister	8	3	
Insecticide Spray, Odorless 500ml	canister	2	3	2
Hand Gloves	pair	4	2	1
Stripping Pad	piece	5	1	
Doormat, Rectangular Shape (for Comfort Rooms)	piece	12	10	

The SERVICE PROVIDER 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.

#### **IX. OBLIGATIONS OF THE SERVICE PROVIDER TO ITS EMPLOYEES**

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

- A. Provide each Janitorial Personnel with at least two (2) sets of appropriate uniforms, protective gear, if necessary, and ensure that they shall always observe proper personnel hygiene and appear neat and clean. The Service Provider shall not deduct from the salary or claim from the janitor the cost of uniforms and IDs;
- B. The Service Provider shall pay its personnel not less than the minimum wage and other benefits mandated by law. The Service Provider shall provide the janitorial personnel their monthly pay slip containing the necessary information on it. The Service Provider shall comply with the laws governing labor standards and employee's compensation.
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- D. Provide each janitor personnel with a copy of the manual operations/company rules and regulations of the Service Provider on the following:
  1. Recruitment of personnel;
  2. Salaries of personnel;
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  4. Performance standards;
  5. Sanctions for violation(s) of company rules and regulations;
  6. Equipment of supplies; and
  7. Duties/functions/responsibilities of personnel.

#### **X. OBLIGATIONS OF THE AGENCY**

The DOST-ASTI will provide a storage area of all equipment, to be provided by the Service Provider, in carrying out its services. Said equipment shall be returned to the Service Provider only at the end of the contract or upon termination, hence, cannot be pulled out from DOST-ASTI and EPDC at any time within the contract period.

## **XI. OTHER MATTERS**

- A. The Service provider 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. 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 Service Provider 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, subject to the accounting and auditing rules and regulations and upon showing actual payment made to their employees.
- C. The Service Provider shall furnish DOST-ASTI the monthly 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 during the performance of the functions of the janitors pursuant to this contract.
- E. The Service Provider 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 Service Provider 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 Service Provider, 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 Service Provider 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 Service Provider binds itself to cause the implementation and enforcement of all rules, regulations or directives that DOST-ASTI may issue concerning the conduct of said janitorial personnel.
- G. The Service Provider and its janitorial personnel shall undergo periodic performance evaluation which shall serve as the basis of continuation of its services.
- H. The Service Provider shall provide three (3) units (1-ASTI, 1-EPDC and 1-NEC) of official cellphone with load allowance for the janitorial personnel assigned in DOST-ASTI and EPDC to be used for official business only.
- I. 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.
- J. The Service Provider agrees that the DOST – ASTI, through Property and Supply Section, reserves the right to screen and accept or deny the deployment of any personnel recommended by the Service Provider.

**XII. NOTES:**

- A. Should there be any discrepancy with the technical requirements stipulated herein and the Terms of Reference, requirement/s provided for in the former 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.
- E. The Breakdown of Budget shall be under MFO1 amounting 1,500,000.00 and MFO2 with a budget of 2,000,000.00

**XIII. ADDITIONAL REQUIREMENTS**

- A. The Bidder shall submit the following, within fifteen (15) days upon issuance of the Notice to Proceed (NTP), valid upon submission:
  - 1. Photo of Janitorial uniform or workwear;
  - 2. Janitorial personnel's resume;
  - 3. Transcript of Records;
  - 4. 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);
  - 5. 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);
  - 6. 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).

In the event that the winning bidder is the current Services Provider and the same janitorial staff are assigned, submission of the said requirements are no longer required.

- B. Shall provide Proof of payments/Official Receipts for payment of contributions from June 2022 to September 2022

**XIV. TERMS OF PAYMENT**

Payment shall be made on a monthly basis for twelve (12) months subject to submission of billing statement and other supporting documents by the Service Provider. Services shall only be billed based on the actual services received by DOST-ASTI, hence, may be computed by a fraction of a month.

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<p><b>This is to certify that we hereby commit to comply and deliver all the above.</b></p> <p><b>Name of the Representative of the Bidder:</b> _____</p> <p><b>Position:</b> _____</p> <p><b>Name of the Bidder:</b> _____</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Bid Form for the Procurement of Goods**  
***[shall be submitted with the Bid]***

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**BID FORM**

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

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

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

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

If our Bid is accepted, we undertake:

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

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

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

Name and address of agent	Amount and 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 pursuant to the PBDs.

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

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

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

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

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



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

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

**Price Schedule for Goods Offered from Abroad**  
**[shall be submitted with the Bid if bidder is offering goods from Abroad]**

**For Goods Offered from Abroad**

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

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

Name: \_\_\_\_\_  
 Legal Capacity: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

**For Goods Offered from Within the Philippines**

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

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

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

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

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

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

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

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

**BID SECURING DECLARATION**  
**Project Identification No.: *[Insert number]***

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

I/We, the undersigned, declare that:

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

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

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

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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

**AFFIDAVIT**

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

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

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

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

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

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

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

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

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

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

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

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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

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

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

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

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

**Performance Securing Declaration (Revised)**  
***[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]***

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

**PERFORMANCE SECURING DECLARATION**

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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

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

**[Jurat]**

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

## Single Largest Completed Contract

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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 percent (50%) of the ABC.

Please fill out 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 Contract/s:	
8	Date of Delivery :	
9	Official Receipt / 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 the purpose of meeting the SLCC Requirement.
2. It is required for the Bidder to submit **one** of the following documents:
  - a. Official Receipt;
  - b. Sales Invoice; or
  - c. Statement of End-user's Acceptance with Contract Amount.

Choose only **one** to submit, not all.

3. For #9, indicate the Official Receipt or Sales Invoice No. of the supporting document attached, for easier reference. If the Bidder opts to submit a statement of end-user's acceptance, indicate not applicable.



## Computation of Net Financial Contracting Capacity

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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 \_\_\_\_\_, 2023.

### **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 Ongoing Government and Private Contracts

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**Example:**

No.	Contract Name	Contract Date & Contract Duration	Owner's name & address	Kinds of Goods / Services	Amount of Contract	Value of Outstanding Contract	Date of Delivery	Government or Private ("G" or "P")
1	XYZ Plan	01 Jan 2017, 5 Years	Juan Dela Cruz, Quezon City	Subscription Service	P99,000,000.00	P38,000,000.00	02 Jan 2017	G

**Total Value of All Outstanding Contracts: P38,000,000.00**

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No.	Contract Name	Contract Date & Contract Duration	Owner's name & address	Kinds of Goods / Services	Amount of Contract	Value of Outstanding Contracts	Date of Delivery	Government or Private ("G" or "P")
1								
2								
3								
4								

**Total Value of All Outstanding Contracts:**

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**NOTE:** Supporting documents are not required.