



ASTI-FM 03-11
REV 2/30 APR 2024

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

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| IB No: | 24-09-5012 | Date: | October-29-2024 |
| PR No: | GAA-24-09-19961 | Date: | September-24-2024 |
| Source of Funds: | | | |
| Total ABC: | Php 341,270.00 | | |
| Time, Date & Venue of Pre-bid Conference: | November 07, 2024, 9:00 AM at Videoconferencing (MS Teams) | | |
| Time and Date of Submission of Bids: | November 19, 2024, 09:00 AM | | |
| Time, Date & Venue of Opening Bids: | November 19, 2024, 9:30 AM at DOST-ASTI & Videoconferencing (MS Teams) | | |
| Date of availability of Complete Set of Documents: | October 31, 2024 | | |
| Deadline of Potential Bidder's Clarifications: | November 09, 2024 | | |
| Deadline of ASTI's Supplemental Bid Bulletin: | November 12, 2024 | | |
| Delivery Schedule: | | | |

The *Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI)*, through its Bids and Awards Committee (BAC), hereby invites all interested Bidders to submit their bids for the *item/s* listed below. *Section II. Instructions to Bidders (ITB) of the DOST-ASTI Bidding Documents provides information necessary for bidders to prepare responsive bids, in accordance with the requirements of DOST-ASTI. The ITB likewise provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and award of contract.*

Bidding will be conducted through open competitive bidding procedures *using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.*

A complete set of *DOST-ASTI Bidding Documents may be acquired by interested Bidders on the date and address given on this document, and upon payment of the applicable fee, pursuant to the latest Guidelines issued by the Government Procurement Policy Board. Further, the DOST-ASTI Bidding Documents may be accessed through the DOST-ASTI website (<https://asti.dost.gov.ph/>).*

For further inquiries, *you may contact the DOST-ASTI BAC Secretariat at telephone number +63 2 8249-8500 / +63 2 8426-9755 local 1206/1212 or send your message to bac-sec@asti.dost.gov.ph .*

Respectfully,

BAYANI BENJAMIN R. LARA
BAC Chairperson

| NO. | TECHNICAL SPECIFICATIONS | QTY | UNIT | UNIT PRICE(Php) | TOTAL PRICE(Php) |
|-----|--|-----|------|-----------------|------------------|
| 1 | PROVISION OF JANITORIAL SERVICES 1. OBJECTIVE 1.1. The Department of Science and Technology (DOST) – Advanced Science and Technology Institute (ASTI) 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, DOST-ASTI wants 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 DOST-ASTI and its other | 1 | lot | 341270.00 | 341,270.00 |

offices to ensure its orderliness and sanitation including its buildings, facilities and grounds to support it's the day-to-day operation.

2. CONTRACT DURATION

2.1. The Duration of this contract shall be from 01 January 2025 to 31 December 2025.

3. PLACE OF ASSIGNMENT

3.1. One (1) janitorial personnel shall be assigned to the University of the Philippines (UP) - National Engineering Center (NEC), Juino Hall, Cor. Agoncillo St. and Osmena Ave., Diliman, Quezon City 1101.

4. QUALIFICATIONS OF THE SERVICE PROVIDER

4.1. The Service Provider shall follow the qualifications indicated in the Term Sheet.

5. WORK SCHEDULE AND RELATIVE MATTERS

5.1. The janitorial personnel shall comply with the schedule and obligations stipulated in the Term Sheet.

6. WORKWEAR

6.1. The Service Provider must provide proper uniform or workwear, as well as instruct janitorial personnel to wear the same, while inside UP-NEC premises from Monday to Saturday, for proper identification.

6.2. The Service Provider's personnel shall wear identification cards when they enter and while inside the UP-NEC premises. Wearing a proper uniform or workwear is mandatory.

6.3. The Service Provider shall provide safety work clothing to protect workers while performing delicate tasks. Safety shall not be compromised at all times.

7. QUALIFICATIONS OF JANITORIAL PERSONNEL

7.1. Janitorial personnel, to be provided by the Service Provider, shall comply with the qualifications set in the Term Sheet.

8. DUTIES AND RESPONSIBILITIES

8.1. The janitorial supervisor and its personnel shall follow the duties and responsibilities specified in the Term Sheet.

9. SCOPE OF SERVICES

9.1. 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 indicated in the Term Sheet.

10. OBLIGATIONS OF THE SERVICE PROVIDER TO ITS EMPLOYEES

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

10.1.1. 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.

10.1.2. 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 with 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.

10.1.3. 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:

10.1.3.1. The rate of wages payable;

10.1.3.2. The method of calculation of wages;

10.1.3.3. The periodicity of wage payment - the hour, day and place of payment; and

10.1.3.4. Any increase or change with respect to any of the foregoing items during the existence of the contract.

10.1.4. Provide each janitor personnel with a copy of the manual operations/company rules and regulations of the Service Provider on the following:

10.1.4.1. Recruitment of personnel;

10.1.4.2. Salaries of personnel;

10.1.4.3. Attendance/Leave credits;

10.1.4.4. Performance standards;

10.1.4.5. Sanctions for violation(s) of company rules and regulations;

10.1.4.7. Duties/Functions/Responsibilities of personnel.

11. OTHER MATTERS

11.1. The Service provider shall furnish the DOST-ASTI with a valid and sufficient Performance Bond in accordance with the rules set forth under the Republic Act No. 9184 and its 2016 revised Implementing Rules and Regulations.

11.2. 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.

11.3. 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 Service Provider fail to comply, DOST-ASTI shall withhold the payment for the current month until the latter shall have complied with the subject requirement.

11.4. 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.

11.5. 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, 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.

11.6. 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.

11.7. The Service Provider welcomes all applicants regardless of age, religion, political affiliation including persons with disability, members of indigenous communities, and those from any sexual orientation and gender identities.

11.8. The Service Provider and its janitorial personnel shall undergo periodic /quarterly performance evaluation which shall serve as the basis of continuation of its services.

11.9. The Service Provider allows absorb or take-in janitorial personnel.

11.10. The Service Provider shall provide one (1) unit of load allowance for the janitorial personnel assigned in NEC to be used for official business only.

11.11. The Service Provider must conduct training/s and seminar/s for janitorial personnel within the duration of this contract.

11.12. The Service Provider agrees that the DOST-ASTI, through the Property and Supply Section, reserves the right to screen and accept or deny the deployment of any personnel recommended by the Service Provider.

11.13. It is understood that janitorial services are essential to the daily operations of DOST-ASTI. Hence, the contract for the Provision of Janitorial

Services may be extended, renewed or amended pursuant to GPPB Resolution No. 06-2022, dated 12 September 2022.

12. ADDITIONAL REQUIREMENTS

12.1. The Service Provider shall submit the additional requirements prescribed in the Term Sheet within fifteen (15) days upon issuance of Notice to Proceed.

13. TERMS OF PAYMENT

13.1. 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, they may be computed by a fraction of a month.

14. NOTES

14.1. Should there be any discrepancy between the Term Sheet and the technical requirements stipulated herein, the requirements provided for in the former shall govern.

14.2. 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 Service Provider.

14.3. Service Provider must comply with all specifications contained in this Purchase Request, Term Sheet, and supplemental bid bulletin, if any.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 341,270.00

RESERVATION CLAUSE

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