



**DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION**

Kind of Procurement Activity:	Negotiated Procurement:Small-value Procurement		
Deadline of Submission of Bids:	Jul-04-2022, 2:00 PM		
RFQ No.:	22-06-3918	Date:	June-30-2022
PR No.:	GAA-22-06-14043	Date:	June-13-2022

The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), intends to procure the enlisted item/s below. Bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, except otherwise specified in the requirements. Award may be considered for prospective bidder/s proven to be the single/lowest calculated and responsive quotation among all other quotations. Guidelines on the format of quotations and eligibility documents are listed below. Kindly follow the prescribed GUIDELINES to avoid DISQUALIFICATION.

Quotations may be submitted 1) manually to the BAC Secretariat at G/F DOST-ASTI Bldg., UP Technology Park Complex, CP Garcia Ave., UP Campus, Diliman, Quezon City or 2) sent via electronic mail at bac-sec@asti.dost.gov.ph. For further information, please contact the BAC Secretariat at +63 2 8249-8500 loc. 1206/1212.

Thank you.

BAYANI BENJAMIN R. LARA
BAC Chairperson

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>One (1) Janitorial Personnel for UP-NEC</p> <p>I. OBJECTIVE</p> <p>The Department of Science and Technology - Advanced Science and Technology Institute 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) to ensure its orderliness and sanitation including its buildings, facilities and grounds to support its day-to-day operation.</p> <p>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.</p> <p>In view hereof, it is just proper and fitting that</p>	1	lot	146700.00	146,700.00

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 contract shall commence upon written notification/order from the DOST-ASTI to the service provider and shall end on 31 December 2022.

III. PLACE OF ASSIGNMENT

A. One (1) janitorial personnel shall be assigned to the National Engineering Center - University of the Philippines, 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. The janitorial personnel are subject to a quarterly evaluation at the sole discretion of the 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.

V. WORK SCHEDULE

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

1. National Engineering Center (NEC) - University of the Philippines

Provide janitorial force consisting of one (1) janitorial personnel, who shall work from Monday to Saturday, observing the following schedules:

a. Monday to Saturday

1. One (1) Janitorial Personnel - 8:00 AM to 5:00 PM

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

B. The DOST-ASTI shall provide the schedule for the month. 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.

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VII. 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/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/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) 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.

The Janitorial Personnel shall perform the following:

- a. 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 records, and proper collection and disposal of garbage.
- b. 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 and UP-NEC premises, as requested by DOST - ASTI officials and personnel.

VIII. 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 the room or areas which may be specified by the DOST-ASTI;
 - 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. Proper disposal of solid waste assigned to the designated trash storage of the UP-NEC compound;
 - d. Upkeep of indoor potted plants.
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 the rooms;
 - 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. Any other works advised by the DOST-ASTI 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. General cleaning of draperies and blinds;
 - c. Spraying of insecticides and other pest control activities, when necessary.
4. QUARTERLY PERIODIC ROUTINE. The quarterly routine services of janitorial personnel shall include:
- a. Thorough general cleaning of the 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 damaged electrical installations, furniture and fixture that will need immediate repair;
 - c. Errand services as required by concerned DOST-ASTI units.
 - d. Render extra hours of service during special occasions and affairs celebrated/held by DOST-ASTI.

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 the 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.
- 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.

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 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 one (1) unit (1-UP-NEC) of official cellphone with load allowance for the janitorial personnel assigned in UP-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.

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.

XIII. ADDITIONAL REQUIREMENTS

The Bidder shall submit the following, within fifteen (15) days upon issuance of the Notice to Proceed (NTP), 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).
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.

XIV. TERMS OF PAYMENT

A. Payment shall be made on a monthly basis subject to submission of billing statement and other supporting documents by the Service Provider. Monthly budget equivalent to Twenty-four Thousand Four Hundred and fifty Pesos (P24,450.00).

B. Services shall only be billed based on the actual services received by DOST-ASTI, hence, may be computed by a fraction of a month.

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):

Php 146,700.00

GUIDELINES

A. Content and Format of Quotations

1. The Quotation/s must include the RFQ Number or the PR Number indicated above
2. Bidders must specify the BRAND NAMES and MODEL NAMES/NUMBER for the following goods:
 - a. Computer and electronic equipment and its accessories or peripherals
 - b. Software applications, programs, and digital licenses
 - c. Commercial off-the-shelf electronic devices or components
3. The Quotation/s must indicate the registered business name of the company (or individual), business address and contact number. It must also include the full name and signature of the company's authorized representative.
4. BIR Certificate of Registration for new DOST-ASTI suppliers.

B. Eligibility Requirements

Pursuant to Annex "H" or Consolidated Guidelines for the Alternative Methods of Procurement of the 2016 Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, the following documents shall be submitted except for Repeat Order, Shopping under Section 52.1(a), and Negotiated Procurement under Sections 53.1 (Two-Failed Biddings), and 53.5 (Agency-to-Agency):

For Procurement of Goods

1. Upon submission of quotation
 - a. Valid PhilGEPS Registration Number / Organization ID
 - b. Valid Mayor's/Business Permit
2. Upon issuance of Notice of Award (NOA)
 - a. Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00)
 - b. Income/Business Tax Return (For ABCs above P500,000.00)

For Procurement of Infrastructure

1. Upon submission of quotation
 - a. Valid PhilGEPS Registration Number / Organization ID
 - b. Valid Mayor's/Business Permit
 - c. Valid PCAB License
2. Upon issuance of NOA
 - a. Omnibus Sworn Statement (shall be required only for procurement projects with ABC above P50,000.00)
 - b. Income/Business Tax Return (For ABCs above P500,000.00)

**Requirements under Section 53.6 (Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services) of the revised IRR of RA No. 9184 will not apply to artists such as singer, performer, poet, writer, painter and sculptor who are engaged in business.*

***Requirements under Section 53.10 (Lease of Real Property or Venue) of the revised IRR of RA No. 9184, specifically Mayor's/Business Permit, PhilGEPS Registration Number and Income/Business Tax Return will not apply to government agencies as lessors.*

****For methods of procurement requiring Mayor's Permit and PhilGEPS Registration Number, valid Certificate of Platinum Membership may be submitted in lieu of the said documents.*

C. Terms and Conditions

1. *Additional requirements, if necessary, may be requested by the BAC depending on the item to be bid;*
2. *All transactions are subject to creditable withholding tax and final Value Added Tax or percentage tax per revenue regulation/s of the BIR;*
3. *Liquidated damages of at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed by the DOST-ASTI pursuant to Section 68 of the revised IRR of RA No. 9184; and*
4. *The DOST-ASTI reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.*