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Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 5947809
Procuring Entity CARLOS HILADO MEMORIAL STATE COLLEGE
Title Procurement of Janitorial Services Including Supplies and Materials for Four (4) Campuses (2nd Publication)
Area of Delivery Negros Occidental

Solicitation Number:	CHMSC 19-001-0108-S	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	5
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Janitorial Services	Date Published	09/01/2019
Approved Budget for the Contract:	PHP 5,397,160.80	Last Updated / Time	08/01/2019 18:01 PM
Delivery Period:	11 Month/s	Closing Date / Time	30/01/2019 09:30 AM
Client Agency:			
Contact Person:	Ma. Lorena Fernandez Jugos Administrative Assistant II Mabini Street, Brgy Zone 1 Talisay City Negros Occidental Philippines 6115 63-34-7128404 63-34-7128404 chmsc_bacsec@yahoo.com		

Description

Republic of the Philippines
 CARLOS HILADO MEMORIAL STATE COLLEGE
 BIDS AND AWARDS COMMITTEE
 Talisay City, Negros Occidental
 Telefax Nos. (034) 712-8404

INVITATION TO BID FOR THE PROCUREMENT OF JANITORIAL SERVICES INCLUDING SUPPLIES AND MATERIALS FOR FOUR (4) CAMPUSES (2ND PUBLICATION)
 CHMSC 19-001-0108-S

1. The Carlos Hilado Memorial State College, through the Corporate Budget for the Contract of 2019 approved by the governing Board, intends to apply the sum FIVE MILLION THREE HUNDRED NINETY-SEVEN THOUSAND ONE HUNDRED SIXTY PESOS & 80/100 (Php 5,397,160.80) ONLY being the Approved Budget for the Contract (ABC) to payments under the contract for the PROCUREMENT OF JANITORIAL SERVICES INCLUDING SUPPLIES AND

MATERIALS FOR FOUR (4) CAMPUSES (2ND PUBLICATION). Bids received in excess shall be automatically rejected at bid opening.

2. The Carlos Hilado Memorial State College now invites bids for PROCUREMENT OF JANITORIAL SERVICES INCLUDING SUPPLIES AND MATERIALS FOR FOUR (4) CAMPUSES (2ND PUBLICATION), as follows:

ONE (1) LOT - JANITORIAL SERVICES (28 Janitors) Php 5,397,160.80
INCLUDING SUPPLIES & MATERIALS =====

Delivery of Goods is required within eleven (11) months immediately upon receipt of Notice to Proceed. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

3. Bidding will be conducted through open competitive bidding procedures using the non-discretionary pass/fail criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from the CARLOS HILADO MEMORIAL STATE COLLEGE and inspect the Bidding Documents at the address given below from 8:00 A.M. to 5:00 P.M.

The BAC Secretariat
Brgy. Zone I, Mabini St.,
Talisay City, Negros Occidental

5. A complete set of Bidding Documents may be acquired by interested Bidders on January 9 – 29, 2019 from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Ten Thousand Pesos (Php 10,000.00) Only.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the CARLOS HILADO MEMORIAL STATE COLLEGE, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The CHMSC will hold a Pre-Bid conference on 10:00 A.M., January 16, 2019 at the CHMSC Conference Room, 4/F Administration Bldg. Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat at the CHMSC Conference Room, 4/F Administration Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental on or before 9:30 A.M., January 30, 2019. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on 10:00 A.M., January 30, 2019, at the same venue and address. Bids will be opened in the presence of the bidders' representatives who choose to attend at the CHMSC Conference Room, 4/F Administration Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental. Late bids shall not be accepted.

8. The Carlos Hilado Memorial State College 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

9. For further information, please refer to:

MA. KRISTINA G. MEDALLA
Head, BAC Secretariat
Carlos Hilado Memorial State College
Brgy. Zone 1, Mabini St.,
Talisay City, Negros Occidental
Telefax No. (034) 712-8404

ROSALINDA S. TUVILLA, LLB
BAC Chairperson



Republic of the Philippines
CARLOS HILADO MEMORIAL STATE COLLEGE
BIDS AND AWARDS COMMITTEE
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RECORD 5 SECTION
RELEASED
BY: _____
DATE: 01-09-19

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CHMSC 19-001-0108-S

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ONE (1) LOT - JANITORIAL SERVICES (28 Janitors) Php 5,397,160.80
INCLUDING SUPPLIES & MATERIALS

Delivery of Goods is required within **eleven (11) months immediately upon receipt of Notice to Proceed**. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

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Head, BAC Secretariat
Carlos Hilado Memorial State College
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Telefax No. (034) 712-8404

COMMISSION ON AUDIT
RECEIVED
BY: [Signature] DATE: JAN 09 2019
OFFICE OF THE AUDITOR

[Signature]
ROSALINDA S. TUVILLA, LLB
BAC Chairperson [Signature]



CARLOS HILADO MEMORIAL STATE COLLEGE

BIDS AND AWARDS COMMITTEE

Talisay City, Negros Occidental

Telefax No.: (034) 712-8404

Project Reference No: **5947809/CHMSC 19-001-0108-S**
 Name of the Project: **Procurement of Janitorial Services Including Supplies and Materials (2nd Publication)**
 Location of the Project: **Four (4) Campuses**

BILL OF QUANTITIES

Date: _____

Item No.	Qty	Unit	ARTICLES and DESCRIPTION	Unit Price	Total Price
1	1	lot	Twenty-Eight (28) Janitorial Services Including Supplies and Materials		
			A. Janitorial Services		
			No. of Janitors per Campus		
			Talisay Campus (Including Supervisor) - 13		
			Alijis Campus - 5		
			Fortune Towne Campus - 5		
			Binalbagan Campus - 5		
			Total - 28		
			Sub-ABC = Php 4,848,760.84		
			B. Supplies and Materials		
			Summary:		
			Talisay Campus - 19,234.638 x 11 mos. = 211,581.02		
			Alijis Campus - 10,390.6345 x 11 mos. = 114,296.979		
			Fortune Towne Campus - 10,114.6345 x 11 mos. = 111,260.979		
			Binalbagan Campus - 10,114.6345 x 11 mos. = 111,260.979		
			Sub-ABC = Php 548,399.96		
			-x-x-x-x-x-x-x-x-x-x-nothing follows-x-x-x-x-x-x-x-x-x-x-		
			TOTAL ABC = Php 5,397,160.80		

Signature of Bidder _____
 Name of Firm _____
 Date _____

BILL OF QUANTITIES

SUPPLIES AND MATERIALS REQUIREMENT

DESCRIPTION	TALISAY CAMPUS			ALIJIS CAMPUS			FORTUNE TOWNE CAMPUS			BINALBAGAN CAMPUS			
	UNIT	QTY.	UNIT COST	TOTAL COST	QTY.	UNIT COST	TOTAL COST	QTY.	UNIT COST	TOTAL COST	QTY.	UNIT COST	TOTAL COST
Disinfectant, Liquid (branded)	gals.	8			5			5			5		
Powder Soap with Fabric softener (g.)	kg.	6			4			4			4		
Toilet Bowl Cleaner 1 liter/bottle	bottles	10			8			5			5		
Mop Handle, Wood Long	pc.	8			4			4			4		
Mop Head, Cotton Large	pc.	10			5			5			5		
Toilet brush with long handle	pc.	10			4			4			4		
Oxalic, technical brand	kgs.	5			5			5			5		
Soft broom, Heavy Duty	pc.	10			5			5			5		
Tickbroom	pc.	10			5			5			5		
Dust pan, Medium size	pc.	6			4			4			4		
Hand Gloves, rubberized (Medium Large)	pair	10			5			5			5		
Face Mask, Medium size, 50/box	box	3			2			2			2		
Floorwax, Liquid gal.	gals.	2			1			1			1		
Plastic Water Spray guns	pc.	5			3			3			3		
Push brushes	pc.	4			2			2			2		
Scrubbing Pads	pc.	12			12			12			12		
Door Mats	pc.	12			4			4			4		
Feather Duster	pc.	3			1			1			1		
Trash Bag Black XXL	pc.	500			200			200			200		
Deodorant Cakes	pc.	10			10			10			10		
Fabric Conditioner	gals.	6			3			3			3		
Bitopa	kilo	2			1			1			1		
Bathroom Tissue	pc.	60			36			36			36		
Liquid Hand Soap	gals.	3			2			2			2		
TOTAL													

MARY:

TALISAY
ALIJIS
FORTUNE TOWNE
BINALBAGAN

	x		11	Months		-	
	x		11	Months		-	
	x		11	Months		-	
	x		11	Months		-	
TOTAL						-	

Note:

The quantity of some items may be reduced by CHMSC depending on its availability to avoid over stocking.

Noted:

SERGIO NICOLAS C. SOBREPENA, Ph.D.TM.
Director, PPDM
Executive Director - Talisay Campus

COMPUTED BID PRICE BREAKDOWN

Name of the Project: PROCUREMENT OF JANITORIAL SERVICES

Daily Wage Rate		
Average Salary per month [(Daily Wage Rate x 393.5 days)/11 months]		
Add: Other Benefits (Employer Share)		
SSS Premium + ECC		
Philhealth Premium		
Pag-ibig Premium		
A. Total Monthly Amount Paid to Janitorial Staff		
B. Add: Agency Fee		
C. Total Amount Paid to Janitorial Staff and Agency Fee (A+B)		
D. Add: 12% VAT (B x 12%)		
E. Total Monthly Dues		
F. Total Annual Due Monthly due x 11 months (E x 11)		
G. Add: Other Benefits 13 th Month Pay 5 Days Incentive Pay (Average Monthly Salary* x 11 months x .016)		
H. Total Amount to Janitorial Staff and Government Remittances, (F + G) Multiplied by required number of Janitorial staff		
I. Total Annual Due for Services (H X 28)		
J. Add: Annual Amount for Supplies and Equipment		
K. Total Bid Price		

Section VI. Schedule of Requirements

A. MANPOWER (ELEVEN (11) MONTHS CONTRACT)

Campus	Supervisor	No. of Janitors	Total
Talisay	One (1)	13 (including supervisor)	13
Alijis	None	5 Include reliever	5
Fortune Towne	None	5 Include reliever	5
Binalbagan	None	5 Include reliever	5
TOTAL			28

Conforme:

Name of Company/Bidder

Name & Signature of Authorized Representative

Date

Section VII. Technical Specifications

TERMS OF REFERENCE FOR JANITORIAL SERVICES

A. BACK GROUND

The Carlos Hilado Memorial State College CHMSC (4 Campuses) is in need of janitorial and cleaning services to maintain the premises, buildings, guest houses and social facilities owned/managed by CHMSC.

B. SPECIFIC PROVISIONS

1. The Contractor shall provide CHMSC with janitorial services composed of qualified, efficient, competent, well-trained, courteous janitors as may be required by CHMSC from time to time. In addition to the foregoing, the janitors employed by the Contractor shall possess the following qualifications:
 - a. Must be of good moral character, without criminal and/or police records. Each janitor shall be provided by the Contractor with complete uniform.
 - b. Must be physically and mentally fit, as evidenced by a medical certificate issued by a reputable Medical Service Agency.
 - c. Age should be based on requirements with Department of Labor and Employment.

Any misrepresentation by the Contractor with respect to such qualifications shall be ground for the termination/cancellation of the Contract.

2. It is understood that the Contractor's personnel shall be provided with ID cards for their identifications and that they shall be subject at all times to on-the spot search upon entering, leaving or during their stay inside the CHMSC premises. Contractor shall, therefore always provide CHMSC of an updated list of its personnel assigned thereat.

The contractor shall pay the wages, salaries or compensation of the janitors in accordance with the provisions of the Minimum Wage Law. The payment shall be made, even if, for some reason or the other, the Contractor fails to collect on time from CHMSC.

3. The Contractor hereby acknowledges that no authority has been conferred upon it by CHMSC to hire any person or persons in behalf of CHMSC, and it is understood that each person or persons employed or utilized by the Contractor in carrying out the janitorial services shall be paid by and considered as exclusive employee or agent of the Contractor and as such CHMSC shall not be responsible whatsoever for any claim or claims for personal injury, wages, damages, including death, caused to the Contractor and/or its personnel themselves or third persons, where such injury or death arises out of, or in the course of the performance of the duties of the janitors.

The Contractor holds CHMSC free from any claim whatsoever from its janitors and personnel.

4. Any janitor considered undesirable by CHMSC shall be immediately replaced by the Contractor upon written request by the Providing Entity or its duty authorized representative.
5. During the duration of the Contract, CHMSC reserves the right to decrease the number of janitors stipulated in this TOR.
6. CHMSC, in case of disagreement or controversy regarding the restitution of any CHMSC property lost, damaged or destroyed during the term of the Contract, shall create an Investigation Board composed of two (2) officials from the CHMSC and one (1) from the Agency whose decision shall be final unless otherwise reversed by the procuring entity. Immediately after it has been determined that the agency is at fault, the Agency shall immediately pay CHMSC the cost of the lost items, otherwise, CHMSC shall withhold such amount from the Agency's billings.

C. SCOPE OF WORK

The following is the Scope of Work for the Contract for Janitorial Services. CHMSC may provide specific work assignments to the assigned janitors with respect to minute details of the work, such as the number of janitors/janitresses to be assigned per shift, areas to be cleaned (or areas of responsibility), and other minute details that CHMSC may deem necessary as called for any situation, or janitorial requirements as advised by the Agency with CHMSC' approval.

1. The Contractor shall provide for Janitorial Services needs of CHMSC who shall:
 - a) Provide Janitors/Janitress, their uniform, cleaning tools and work equipment, and other necessary paraphernalia used in carrying out the required janitorial services;
 - b) Provide an initial janitorial force consisting of twenty-eight (28) men and women which includes one (1) supervisor and twenty-seven (27) janitors/janitresses;
 - c) Provide janitorial services that will work from 7:00 a.m. to 6:00 p.m. from Monday to Friday, and shall report from 7:00 a.m. to 4:00 p.m. on Saturdays/Sundays including Holidays.
 - d) There shall always be one full time supervisor tasked in ensuring the proper execution of all janitorial activities from 7:00 a.m. to 6:00 p.m. from Monday to Friday, and 7:00 a.m. to 6:00 pm. on Saturdays and Sundays including Holidays;
 - e) From the initial janitorial force of twenty-eight (28) personnel, janitors/janitress shall be distributed to the following areas of responsibilities:

(For Talisay Campus only)

e.1) Administration Building

1. Ground floor Offices, stairways, hallway/lobby, rest rooms (PWD), glass door, elevator, windows/window panels, façade/parking area
2. Second floor Offices, business center, hallway/lobby, stairs, glass windows, corridors, fire exit and rest rooms
3. Third floor Offices, hallway/lobby, stairs, glass windows, corridors, fire exit and rest rooms
4. Fourth floor Offices, conference room, President's Pad, IT room, hallway/lobby, stairs, glass windows, corridors, fire exit and rest rooms, roof top garden

e.2) Library/Science/Academic Building - (LSAB)

1. Ground floor, Corridors, Various offices, Rest rooms, Stage, Faculty room, Laboratory rooms, Football Field, Audio Visual Room (AVR)
2. Second Floor, Restrooms, Corridor, Classrooms/Technology shop, Faculty rooms, Hallways, Staircase/Stairways
3. Third floor, Restrooms, Corridor, Classrooms/Technology shop, Faculty rooms, Hallways, Staircase/Stairways, IT room, Windows
4. Fourth floor, Restrooms, Corridor, Classrooms/Electronics, Computer Lab, Hallways, Staircase/Stairways, Windows

e.3) Teacher Education Building (TEB)

1. Corridors, Restrooms, Staircase/Stairways, Windows, Façade
2. Corridors, Restrooms, Staircase/Stairways, Windows, Hallway, Canopy

e.4) GYM/Multipurpose Hall

1. Restrooms, Glass Door(Gym Entrance), Surroundings/Grounds

e.5) Laboratory School Building – one to three

1. Restrooms, Staircase/Stairways, Surroundings/Grounds, Windows/window panes

- e.6) Green Building (ETGB and ANNEX BLDG.)
 - 1. Ground floor Offices, stairways, hallway/lobby, restrooms (PWD), glass door, elevator, windows/window panels, façade/parking area, Glass door, Water Refilling Station Surroundings
 - 2. Second floor Offices, business center, hallway/lobby, stairs, glass windows, corridors, fire exit and rest rooms
 - 3. Third floor Offices, hallway/lobby, stairs, glass windows, corridors, fire exit and rest rooms
- e.7) Ceramics Building/Presidents Cottage/Hometel/RAC
 - 1. Restrooms, Roof, Surroundings
- e.8) ETGB Annex, Foods Trade/Machine Shop Building
 - 1. Restrooms, Surrounding
- e.9) Automotive and Refrigeration Building
 - 1. Restrooms, Surroundings
- e.10) Student Center/ Parking Area
 - 1. Restrooms, Windows, Grounds, Roof

(For Alijis Campus only)

- e.11) Main Building
 - 1. Hallway/Lobby, Offices, Porch, Façade/Parking Areas
- e.12) Audio Visual Room AVR)
 - 1. 1.Restrooms, Floors, Hallways/Lobby, Windows, Radio Room,Corridors
- e.13) Two-Storey Technology Green Building and Science Lab. Building
 - 1. Ground floor Offices, stairways, hallway/lobby, restrooms, lobbies, windows/window panels, façade, classrooms, football field
 - 2. Second floor classrooms, Restrooms, hallway/lobby, windows/window panels, Corridors, Exit Area

(For Fortune Towne Campus only)

- e.14) Information Technology (IT) Building – 3 Storey and 4 Storey Bldg.
 - 1. Ground floor Offices, stairways, hallway/lobby, restrooms, lobbies, windows/window panels, façade/Parking Area, classrooms, football field, Audio Visual Room (AVR),
 - 2. Second floor classrooms (IT Room), Restrooms, hallway/lobby, windows/window panels, Corridors, Exit Area, Porch
 - 3. Third floor classrooms, Restrooms, hallway/lobby, windows/window panels, Corridors, Exit Area, Porch
 - 4. Roof Top Canopy and floors

(For Binalbagan Campus only)

- e.15) Main Building – 2 Storey and New Academic Bldg.
 - 1. Ground floor Offices, stairways, hallway/lobby, restrooms, lobbies, windows/window panes, façade/Parking Area, classrooms, football field/playground
 - 2. Second Floor Restrooms, hallway/lobby, windows/window panels, Corridors, Porch, Accreditation Room, Stairs/Staircase

- e.16) Hometel
 - 1. Restrooms, Hallways, Classrooms, Grounds

- e.17) Administration Building
 - 1. Restrooms, Hallways

- 2. The Contractor shall ensure availability of relievers for continuous and uninterrupted service in case of inability of regular personnel to report for work.
- 3. The Contractor shall be duly licensed and registered with the appropriate Government Agencies including the Social Security System.
- 4. Work Activities:

The activities of the Contractor covering areas as stated in the Scope of Work items above shall be as enumerated hereunder but not limited to this list. These must be observed and complied with as required daily, weekly and monthly.

A. Daily Routine Operations:

- a. Cleaning and polishing of all floors, including lobbies, stairways, landing, corridors and elevators;
- b. Cleaning, waxing and polishing of all furniture, fixtures, artworks, counters, windows, vertical and horizontal areas and ceiling;
- c. Proper trash disposal, including emptying of waste baskets & other receptacles;
- d. Cleaning, sanitizing and disinfecting of comfort rooms and washrooms. Supplies such as toilet disinfectants, toilet papers and liquid soap must be replenished as required.
- e. Cleaning of grounds and parking areas.

B. Weekly Operation

- a. Cleaning of driveways, parking area, roof tops and surroundings;
- b. Maintenance of gardens and plants of parking and flag ceremony area
- c. Grass cutting of oval and other areas.
- d. Washing of tables and benches in the lobby area.

C. Monthly Periodic Operations

- a. Cleaning of light diffusers. This involves removal, dusting or cleaning of stains on ceilings of diffuser receptacles;
- b. Spot scrubbing of dirt outside the walls of rooms. This involves scrubbing of spots, stains or smudges on interior walls and outside walls, which may require the use of chemicals or detergents to restore the original luster;
- c. Reporting damage building accessories and furniture for replacement or repair. This requires inspection of fixtures, gadgets, furniture and similar items. Result of inspection can be reported to the respective Campus Director for appropriate action;
- d. Scrubbing of floor areas, lobbies, stairways, fire exit ways and landings.
- e. Pressurized washing of exterior walls and
- f. Cleaning roof decks of the Administration and Engineering building. This involves sweeping off dust and collection and disposal of dry leaves and other waste materials that may obstruct the flow of water into drains or downspouts;

D. Quarterly Operations

Shampooing of floors, lobbies, stairways, post/columns, desks, chairs, tables, draperies, glassworks, and walls. Shampooing involves the use of proper detergents to remove dirt or stains, without damaging original color.

5. Special Activities

In case there will be special activities (other than routine) such as Foundation Celebration, fairs, exhibits, etc., in certain areas of the CHMSC building or compound, where additional hands are required, CHMSC may request for additional janitorial personnel for the occasion.

6. Cleaning Materials & Equipment

CHMSC shall provide the contractor with a suitable storage space for all its equipment, materials and supplies. However, the janitorial agency shall ensure delivery in amounts or number sufficient enough to provide the necessary logistics and other consumables to carry out its function.

A. Cleaning Materials and Supplies

The Contractor shall equip its personnel with the necessary materials and supplies such as but not limited to the following:

Supplied for the whole year for four (4) Campuses or replaced as necessary:

QTY	UNIT	ITEM	SPECIFICATION
23	gals.	Disinfectant, Liquid	Any brand
18	Kg.	Powder Soap with Fabric softener (1kg.)	Any brand, powder form
28	Bottles	Toilet Bowl Cleaner, 1 liter/bottle	Any brand, liquid form
20	pcs.	Mop Handle	Heavy-duty wooden handle, approx.. 5 ft. long
25	pcs.	Mop Head	Cotton Large, thread.40
22	Pcs.	Toilet brush with long handle	Nylon bristles std.size
20	Kgs.	Oxalic	technical brand
25	pcs.	Soft broom, Heavy Duty	Std. size
25	pcs.	Stick broom	Tingting, std. size
18	pcs.	Dust pan,	Plastic, Medium size
25	pairs.	Hand Gloves, rubberized (Medium and Large)	Any brand
9	Box	Face Mask, Medium size, 50/box	disposable
5	Gals.	Floor wax, Liquid gal.	Any brand liquid form
14	Pcs.	Plastic Water Spray Guns	Standard Size
10	Pcs.	Push brushes	Standard size
48	Pcs.	Scrubbing Pads	Standard size
24	Pcs.	Door Mats	Cotton material
6	Pcs.	Feather Duster	Cotton material with wooden handle
1,100	Pcs.	Trash Bag	Black, Size: XXL
40	Pcs.	Deodorant Cakes	Any brand
15	Gals.	Fabric Conditioner	Any brand liquid form

5	Kilo	Stopa	Round small rug
168	Pcs.	Bathroom Tissue	Any brand
9	Gals.	Hand soap	Any brand liquid form

Sufficient quantity of rags for wiping, to be used by each janitor/janitress.

These materials will be subject to inspection by CHMSC from time to time to ensure that there are sufficient quantities of materials and implements for cleaning at all times and that each worker shall have an individual set of basic cleaning paraphernalia to use.

B. Tools & Equipment

The following equipment shall be provided by the Contractor for four-campuses:

- a) Heavy Duty Floor Polisher – 4 units (20" dia. and 16" dia.)
- b) Heavy Duty Vacuum Cleaner – 4 unit
- c) Pressure washer – 4 unit
- d) Squeegee with metal handle – 6 units
- e) Ladder aluminum, 8 ft. – 8 units
- f) Ladder aluminum, max. 24ft. – 4 units
- g) Mop squeezer – 10 units
- h) Handset – 4 unit
- i) Harness – 5 units
- j) Wheelbarrow deep type – 12 units
- k) Roll out waste container – 6 units

7. Duties and Responsibilities of the Contractor's Personnel

CHMSC shall have the absolute right to give instructions for proper safeguarding and protection of the persons, places and things of CHMSC from time to time. CHMSC may promulgate the specific janitorial functions of the Agency during the life of the Contract

D. POSTING OF PERFORMANCE AND WAGE SECURITIES

1. To guarantee payment for losses and/or damages to property, the winning bidder/agency shall post a Performance Security in favor of CHMSC, in accordance with ITB Clause 41.0.
2. To answer wages due to the janitors/janitress should the winning agency fail to pay the same, a wage security from the GSIS or other government banks such as Land Bank of the Philippines (LPB), shall be posted by the agency in favor of CHMSC

in an amount equivalent to three (3) months of labor cost of their personnel in their respective area of responsibility.

3. The performance and wage securities shall be callable on demand and shall have a validity period equivalent to the duration of the contract including its renewal or extension, if any, plus three (3) months; and
4. In case of change in the contract price arising from reduction of the janitorial force, the aforementioned sureties shall be accordingly reduced.

E. MEDICAL AND RISK INSURANCE

The janitors/janitress to be assigned shall have full coverage of medical and risk insurance by the winning bidder.

F. CONTRACT DURATION

The contract shall be for a period of eleven (11) months commencing upon receipt of Notice to Proceed, subject to the result of the annual performance evaluation of the Janitorial Agency before the end of each year for the eleven (11) months period. Should the Janitorial Services Agency fail to maintain a satisfactory performance based on the set of performance criteria stated below, the CHMSC may pre-terminate the Contract for failure by the agency to perform its obligation following the procedure prescribed under the guidelines on termination of contract issued by the Government Procurement Policy Board (GPPB) under Resolution No. 018-2004, dated 22 December 2004.

The Performance criteria to be applied shall include, among others the following:

- Quality of Service delivered;
- Time Management;
- Management & suitability of personnel;
- Contract administration and management; and
- Provision of regular progress reports.

G. APPROVED ANNUAL BUDGET FOR THE CONTRACT

The annual approved budget cost of the contract is **FIVE MILLION THREE HUNDRED NINETY-SEVEN THOUSAND ONE HUNDRED SIXTY & 80/100 PESOS (P5,397,160.80)**.

In accordance with Clause 5.0 of Appendix 14 of GPPB Resolution 03-2011 dated January 28, 2011, all bid prices for a duration of one year shall be fixed and shall not be adjusted during the contract implementation, except for the following:

1. Increase in the daily minimum wage pursuant to law or new wage order issue after date of bidding;
2. Increase in taxes.

3. If during the term of the contract CHMSC sees the need for a decrease in the number of janitorial attendants.

The allowable price adjustments are specified under clause 8.1 of the Special Condition of Contract (SCC) of the Bidding Document for Janitorial Services.

H. MANNER OF PAYMENT

The Janitorial Services Agency shall bill CHMSC twice a month, preferably every 15th and 30th day of each month for services actually rendered by the janitors/janitress. For this purpose, the agency shall submit payroll records of the janitors with their names, hours of work rendered and certification that the janitors, whose name appears therein, actually and truly rendered their services for the particular billing period. Non-compliance thereon gives CHMSC the right to disallow payment of the bill; and any falsehood or misrepresentation in the certification shall constitute breach of the Contract, which is a ground for termination thereof.