

OPEN OPPORTUNITIES

*Kindly use Google Chrome Browser

Input Bid ID

Carlos Hilado Memorial State College

Input Title

--Select Business Category--

dd/mm/yyyy

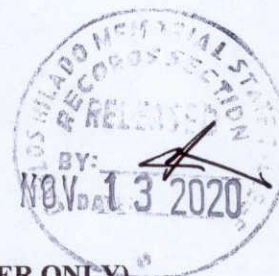
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Bid ID	Procuring Entity	Title	Approved Budget of Contract	Procurement Mode	Business Category	Publish Date	Closing Date	Contact Person	Agency/Document Link
115784	CARLOS HILADO MEMORIAL STATE COLLEGE	Procurement of Security Services for the Four (4) Campuses	Php 6,810,000.00	Public Bidding	Security Services	2020-11-13 00:00:00	2020-12-03 14:00:00	Ma. Lorena F. Jugos	bac.sec@chmsc.edu.ph
115748	CARLOS HILADO MEMORIAL STATE COLLEGE	Procurement of Janitorial Services (Manpower Only) for the Four (4) Campuses	Php 5,070,000.00	Public Bidding	Janitorial Services	2020-11-13 00:00:00	2020-12-03 13:00:00	Ma. Lorena F. Jugos	bac.sec@chmsc.edu.ph
			<i>CAUSE 21-004-1112-S</i>						
115629	CARLOS HILADO MEMORIAL STATE COLLEGE	Procurement of Termite Treatment and Control for the Four (4) Campuses	Php 1,600,000.00	Public Bidding	Pest Control Services	2020-11-13 00:00:00	2020-12-03 09:30:00	Ma. Lorena F. Jugos	bac.sec@chmsc.edu.ph
115628	CARLOS HILADO MEMORIAL STATE COLLEGE	Procurement of Termite Treatment and Control for the Four (4) Campuses	Php 1,600,000.00	Public Bidding	Pest Control Services	2020-11-13 00:00:00	2020-12-03 09:30:00	Ma. Lorena F. Jugos	bac.sec@chmsc.edu.ph
115849	CARLOS HILADO MEMORIAL STATE COLLEGE	Completion of Hometel Improvement (Labor and Materials) - Talisay Campus, Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental	Php 772,983.86	Public Bidding	Construction Projects	2020-11-13 00:00:00	2020-12-03 08:30:00	Ma. Lorena F. Jugos	bac.sec@chmsc.edu.ph



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 (MANPOWER ONLY)
FOR THE FOUR (4) CAMPUSES
CHMSC 21-004-1112-S

1. The *Carlos Hilado Memorial State College*, through the *Corporate Budget for the Contract of 2021 approved by the governing Board*, intends to apply the sum of **FIVE MILLION SEVENTY THOUSAND PESOS & 00/100 (Php 5,070,000.00) ONLY**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROCUREMENT OF JANITORIAL SERVICES (MANPOWER ONLY) FOR THE FOUR (4) CAMPUSES**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Carlos Hilado Memorial State College* now invites bids for the above Procurement Project. Delivery of the Goods is required by **One (1) Year upon receipt of Notice to Proceed**. Bidders should have completed, within two (2) 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.

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.

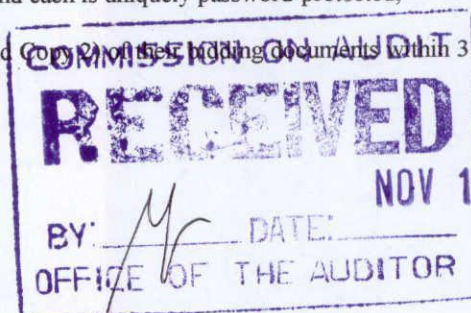
4. Prospective bidders may obtain further information from CARLOS HILADO MEMORIAL STATE COLLEGE and inspect the Bidding Documents at the address given below during 8:00 A.M. to 5:00 P.M.

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 **November 13 – December 3, 2020 (12:30P.M.)** from the given address and website(s) 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. The Procuring Entity shall allow the bidder to present its proof of payment for the fees.
6. The CHMSC will hold a **Pre-Bid conference on 1:30 P.M., November 20, 2020 at Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental**, and or through video conferencing or webcasting via **Zoom Meeting with ID No. 797 389 7583, Meeting Password 112020**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the **Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental**, (ii) online or electronic submission at bac.sec@chmsc.edu.ph or (iii) both on or before **1:00 P.M., December 3, 2020**. Late bids shall not be accepted.

Bids may be submitted through electronic mail to bac.sec@chmsc.edu.ph provided that the bidding documents are compressed into two (2) separate archived folders (zip or rar format) and which each folder shall be labelled as "First Envelope_Name of Company_Project Reference Number" and "Second Envelope_Name of Company_Project Reference Number" and each is uniquely password-protected;

Bidders must submit the printed copies (Original, Copy 1 and Copy 2) of the Bidding Documents within 3 calendar days from bid opening.



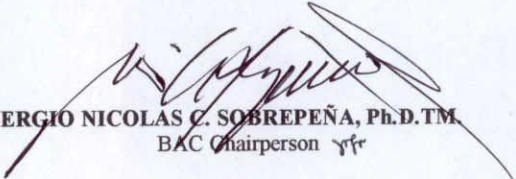
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **1:30 P.M., December 3, 2020**, at the **Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental** through **Zoom Meeting ID No. 797 389 7583, Meeting Password 120320** . Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. 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 35.6 and 41 of the 2016 revised IRR of RA 9184 without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

MRS. MA. KRISTINA G. MEDALLA
Head, BAC Secretariat
Carlos Hilado Memorial State College
Brgy. Zone 1, Mabini St.,
Talisay City, Negros Occidental
Email Add.: bac.sec@chmsc.edu.ph
Telefax No. (034) 712-8404
Website: chmsc.edu.ph

12. You may visit the following websites:

For downloading of Bidding Documents: chmsc.edu.ph

For online bid submission: bac.sec@chmsc.edu.ph



SERGIO NICOLAS C. SOBREPEÑA, Ph.D.TM.
BAC Chairperson

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

Section III is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB included in Section II, and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, the applicable rules regarding bid price and currency, and the bid evaluation criteria that will apply to the bids. In preparing Section III, the following aspects should be checked:

- (a) Information that specifies and complements provisions of Section II must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of Section II as necessitated by the circumstances of the specific procurement, must also be incorporated.

For foreign-assisted projects, the Bid Data Sheet to be used is provided in Section IX- Foreign-Assisted Projects.

Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is CARLOS HILADO MEMORIAL STATE COLLEGE</p> <p>The name of the Contract is PROCUREMENT OF JANITORIAL SERVICES (MANPOWER ONLY) FOR THE FOUR (4) CAMPUSES</p> <p>The identification number of the Contract is 115748/CHMSC 21-004-1112-S</p>
1.2	<p>The lot(s) and reference is/are:</p> <p style="text-align: center;"><i>ONE (1) LOT – JANITORIAL SERVICES (MANPOWER ONLY) Php5,070,000.00</i></p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the 2021 Corporate Budget of the College approved by the governing Board, in the amount of FIVE MILLION SEVENTY PESOS & 00/100 (Php5,070,000.00) Only.</p> <p>The name of the Project is: PROCUREMENT OF JANITORIAL SERVICES (MANPOWER ONLY) FOR THE FOUR (4) CAMPUSES</p>
3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.
5.4	<p><i>For the procurement of Non-expendable Supplies and Services: The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</i></p>
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The Procuring Entity will hold a pre-bid conference for this Project on November 20, 2020, 1:30 p.m. at Bidding Room, 2/F Supply and

	Property Management Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental.
10.1	The Procuring Entity's address is: CARLOS HILADO MEMORIAL STATE COLLEGE Mabini St., Brgy. Zone 1, Talisay City, Negros Occidental SERGIO NICOLAS C. SOBREPEÑA, Ph.D.TM BAC Chairperson Tel. No. (034) 712-8404 <u>bac.sec@chmsc.edu.ph</u>
12.1(a)	No further instructions.
12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid should have been completed within <i>two (2) years</i> prior to the deadline for the submission and receipt of bids.
13.1	No additional requirements.
13.1(b)	No further instructions.
13.1(c)	No additional requirements.
13.2	The ABC is FIVE MILLION SEVENTY PESOS & 00/100 (Php5,070,000.00) Only . Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iv)	No incidental services are required.
15.4(b)	No incidental services are required.
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	Not applicable
17.1	Bids will be valid until <i>April 2, 2021</i> (120 c.d. from the date of bid opening)
18.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: 1. The amount of not less than Php101,400.00 [<i>Insert 2% of ABC</i>], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or

	2. The amount of not less than Php253,500.00 [<i>Insert 5% of ABC</i>] if bid security is in Surety Bond.
18.2	The bid security shall be valid until <i>April 2, 2021</i> (120 c.d. from the date of bid opening)
20.1	Each Bidder shall submit <i>1 (one)</i> original and <i>2 (two)</i> copies of the first and second components of its bid.
21	The address for submission of bids is Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone 1, Talisay City, Negros Occidental The deadline for submission of bids is: DATE: December 3, 2020 TIME: 1:00 p.m.
24.1	The place of bid opening is Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone 1, Talisay City, Negros Occidental The deadline for submission of bids is: DATE: December 3, 2020 TIME: 1:30 p.m.
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3(a)	Grouping and Evaluation of Lots – <i>All items to be grouped together to form one complete Lot that will be awarded to one Bidder to form one complete contract.</i> Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.

	In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder. <i>ONE (1) LOT – JANITORIAL SERVICES (MANPOWER ONLY) Php5,070,000.00</i>
28.4	No further instructions.
29.2	Clearances from the following agencies: <ol style="list-style-type: none"> 1. Social Security System (SSS) 2. PhilHealth 3. PAG-IBIG 4. DOLE
32.4(f)	Additional contract documents relevant to the Project: <ol style="list-style-type: none"> 1. List of personnel to be assigned, with their complete qualification and experience data

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC.

The provisions of this Section complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- (a) Information that complements provisions of Section IV must be incorporated.
- (b) Amendments and/or supplements to provisions of Section IV, as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of Section IV should be incorporated herein.

For foreign-assisted projects, the Special Conditions of Contract to be used is provided in Section IX-Foreign-Assisted Projects.

Special Conditions of Contract

GCC Clause	
1.1 (g)	The Procuring Entity is CARLOS HILADO MEMORIAL STATE COLLEGE
1.1(i)	The Supplier is
1.1 (j)	The Funding Source is the Government of the Philippines (GOP) through Corporate Budget of the College for 2020 approved by the governing Board, in the amount of FIVE MILLION SEVENTY PESOS & 00/100 (Php5,070,000.00) Only.
1.1 (k)	The Project Site is Carlos Hilado Memorial State College, Talisay, Alijis, Fortune Towne and Binalbagan Campuses.
2.1	No further instructions.
5.1	The Procuring Entity's address for Notices is: SERGIO NICOLAS C. SOBREPENA, Ph.D.TM Chairperson, Bids and Awards Committee CARLOS HILADO MEMORIAL STATE COLLEGE BRGY. ZONE 1, MABINI STREET TALISAY CITY, NEGROS OCCIDENTAL Telefax No. (034) 712-8404/712-0420 loc. 142 The Supplier's address for Notices is: _____
6.2	Delivery and Documents – For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows: <i>For Goods Supplied from Abroad, state “The delivery terms applicable to the Contract are DDP delivered Carlos Hilado Memorial State College, Talisay Campus, Alijis, Fortune Towne and Binalbagan Campuses. In accordance with INCOTERMS.”</i> <i>For Goods Supplied from Within the Philippines, state “The delivery terms applicable to this Contract are delivered at Carlos Hilado</i>

Memorial State College, Talisay, Alijis, Fortune Towne and Binalbagan Campuses. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”

Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are as follows:

For Goods supplied from within the Philippines:

Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:

- (i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) Original and four copies delivery receipt/note, railway receipt, or truck receipt;
- (iii) Original Supplier's factory inspection report;
- (iv) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate;
- (v) Original and four copies of the certificate of origin (for imported Goods);
- (vi) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;
- (vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and
- (viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.

For Goods supplied from abroad:

Upon shipment, the Supplier shall notify the Procuring Entity and the insurance company by cable the full details of the shipment, including Contract Number, description of the Goods, quantity, vessel, bill of lading number and date, port of loading, date of shipment, port of discharge etc. Upon delivery to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents as applicable with the documentary requirements of any letter of credit issued taking precedence:

- (i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) Original and four copies of the negotiable, clean shipped on board bill of lading marked "freight pre-paid" and five copies of the non-negotiable bill of lading ;
- (iii) Original Supplier's factory inspection report;
- (iv) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate;
- (v) Original and four copies of the certificate of origin (for imported Goods);
- (vi) Delivery receipt detailing number and description of items received signed by the Procuring Entity's representative at the Project Site;
- (vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and
- (viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.

For purposes of this Clause the Procuring Entity's Representative at the Project Site is *MR. PHILIP ESTACION, Supply Officer.*

Incidental Services –

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI Schedule of Requirements:

- (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- (e) training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- (a) such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- (b) in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts required are listed in Section VI Schedule of Requirements and the cost thereof are included in the Contract Price

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods for a period of *three (3) years*.

Other spare parts and components shall be supplied as promptly as possible, but in any case within *one (1) month* months of placing the order.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the GOODS' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity

Name of the Supplier

Contract Description

Final Destination

Gross weight

Any special lifting instructions

Any special handling instructions

Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

Insurance –

The Goods supplied under this Contract shall be fully insured by the Supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery. The Goods remain at the risk and title of the Supplier until their final acceptance by the Procuring Entity.

Transportation –

Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in

	<p>this Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered <i>force majeure</i> in accordance with GCC Clause.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP Deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Patent Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
10.4	Not applicable
10.5	Payment using LC is not allowed.
11.3	The terms of payment : 30 days
13.4(c)	No further instructions
16.1	<p>The inspections and tests that will be conducted are:</p> <p>Inspection as to the Quality, Quantity, and Specifications of the items delivered.</p>
17.3	One (1) year after acceptance by the Procuring Entity of the delivered Goods or after the Goods are consumed, whichever is earlier.
17.4	The period for correction of defects in the warranty period is fifteen (15) days
21.1	No additional provision.

Section VI. Schedule of Requirements

A. MANPOWER

Campus	Supervisor	No. of Janitors	Total
Talisay	One (1)	11 (including supervisor)	11
Alijis	None	6	6
Fortune Towne	None	5	5
Binalbagan	None	5	5
TOTAL			27 (with reliever)

Conforme:

Name of Company/Bidder

Name & Signature of Authorized Representative

Date

COST BREAKDOWN

**Per Janitor per month based on 8 hours work per day
Computations based on 313 days/year**

Name of the Project: PROCUREMENT OF JANITORIAL SERVICES

1	Daily Wage Rate		
2	Average Salary per Month (Daily Wage Rate x 313 days/12 months)		
3	Add: Other Benefits		
	13 th Month Pay (Average Salary per Month x 1/12)		
	5 Days Incentive Pay (Average Salary per Month x .016)		
A.	TOTAL MONTHLY AMOUNT PAID DIRECTLY TO JANITOR (#2+#3)		
4	Add: Payable to Government (Employer Share)		
	SSS Premium + ECC		
	Philhealth Premium		
	Pag-ibig Premium		
B.	TOTAL AMOUNT PAYABLE TO GOVERNMENT (Total Sum of #4)		
C.	TOTAL AMOUNT PAID TO JANITOR AND GOVERNMENT (A + B)		
5	Add: Agency Fee (10 % of C)		
D.	OVERALL TOTAL (C + #5)		
6	12% Value Added Tax (D x 12%)		
E.	TOTAL CONTRACT PRICE (D + 6)		
7	Number of Janitors		
F.	TOTAL MONTHLY CONTRACT PRICE (E X 7)		
G.	TOTAL ANNUAL CONTRACT PRICE (Total Monthly Contract Price x 12 Months)		

Section VII. Technical Specifications

The duration of the contract to be bid shall be from **January 1, 2021 to December 31, 2021**, subject to performance evaluation before the end of each contract year based on the set of CHMSC's Performance Criteria. The Service Provider/Contractor should maintain a satisfactory level of performance throughout the term of the contract based on the following set of CHMSC's Performance Criteria:

I. PERFORMANCE CRITERIA (as per GPPB Resolution No. 24-2007, Sec. 5.4 of Annex A)

1. Quality of Service Delivered	40%
2. Management and Suitability of Personnel	25%
3. Contract Administration and Management	25%
4. Time Management	5%
5. Provision of Regular Progress Reports	5%
TOTAL RATING	100%

II. COMMITTEE ON PERFORMANCE EVALUATION

The College President shall create a Committee on Performance Evaluation (COPE) for Janitorial Services composed of a Chairperson, Vice-Chairperson and three (3) members. The Chairperson and Vice-Chairperson designate shall be both of Director level who shall come from either the Talisay Campus, Alijis Campus, Binalbagan Campus and Fortune Towne Campus. The three (3) members shall be holders of a Division Chief level, who shall come from the Administration, Finance, and Student Services sections.

The COPE shall evaluate the performance of the Janitorial Services Agency for the immediate preceding Twelve (12) months under contract by adopting the above Performance Criteria. The average of the five (5) ratings of the COPE should not be less than 80% to qualify for the extension of the contract for another year. The result of the performance evaluation is non-appealable.

- 5.2.3 If during the term of the contract the procuring entity sees the need for an increase or decrease in the number of security guards or janitor attendants, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded.

Section VII. Technical Specifications

TERMS OF REFERENCE FOR JANITORIAL SERVICES

A. BACKGROUND

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 thirty-one (31) men and women which includes one (1) supervisor and thirty (30) 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 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 4:00 pm. on Saturdays including Holidays;
 - e) From the initial janitorial force of thirty-one (31) 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, Board Sec. Office, PME, 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
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

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
2. Second floor Offices, hallway/lobby, stairs, glass windows, corridors, EE Room, 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

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, Hallway, Lobby
2. Second Floor, Offices, Restrooms, Windows, Hallways, Staircase/Stairways

e.11) Supply Building

1. Ground Floor, Office, Restrooms, Windows, Roof, Hallway, Lobby
2. Second Floor, Offices, Restrooms, Windows, Roof, Hallway, Staircase/Stairways

(For Alijis Campus only)

e.11) Main Building

1. Hallway/Lobby, Offices, Porch, Façade/Parking Areas

e.12) Audio Visual Room AVR)

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

e.14) Covered Court

1. Inside Area of Covered Court

e.15) Three Storey Laboratory Building

1. Restrooms, Hallway

(For Fortune Towne Campus only)

e.16) 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

e.18) 4-Storey Academic Bldg.

1. Ground floor - stairways, hallway/lobby and restrooms
2. Second floor - stairways, hallway/lobby and restrooms
3. Third floor - stairways, hallway/lobby and restrooms
4. Fourth floor - stairways, hallway/lobby and restrooms

(For Binalbagan Campus only)

e.18) 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.19) Hometel

1. Restrooms, Hallways, Classrooms, Grounds

e.20) 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. 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

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.

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 twelve (12) 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 twelve (12) 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 SEVENTY THOUSAND PESOS ONLY. (P 5,070,000.00)**

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.

II. MANNER OF PAYMENT

The Janitorial Services Agency shall bill CHMSC every month, for actual services 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.

ADDITIONAL SET OF TECHNICAL PARAMETERS
(Annex A of GPPB Resolution No. 24-2007, dated 28 September 2007)

JANITORIAL SERVICES

1. Stability
 - (a) Years of Experience
 - (b) Liquidity of the Contractor
 - (c) Organizational set-up
2. Resources
 - (a) No. and Kind of Equipment
 - (b) No. and Janitors and Supervisors
3. Housekeeping Plan and Inspection Checklist
4. Other Factors
 - (a) Recruitment and Selection Criteria
 - (b) Completeness of Uniforms and Other Paraphernalia

Conforme:

Name of Company/Bidder

Name & Signatory of Authorized Representative

Date

EVALUATION OF TECHNICAL PROPOSAL

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE
A.	Logistics – Annex A	
B.	Scope of Works – Annex B	
C.	Manpower – Annex C	
D.	Tools and Equipment Requirement – Annex D	
E.	Services & Methodology – Annex E	

A. LOGISTICS

1. The Service Agency will provide the janitorial services with the minimum supplies, materials, tools and equipment required under the bidding rules which are deemed necessary in the effective implementation of janitorial services policies, rules and regulations of CHMSC.
2. The Service Agency will also provide the daily time record (DTR), other logistical supplies such as logbooks, uniforms and paraphernalia.
3. The winning bidder/Service Agency shall provide an accident insurance for all janitors.

Conforme:

Name of Company/Bidder

Name & Signature of Authorized Representative

Date

B. SCOPE OF WORKS

The bid covers the hiring of janitorial services for Twelve (12) Months for the furnishing of labor, tools and equipment and the performance of janitorial services including supervision in accordance with the scope of service and methodology, standard tools and equipment and manpower complement and deployment schedules.

The Service Agency shall render and perform janitorial and other related services as specified in Annex E, Services and Methodology.

The Service Agency shall provide the manpower, tools and equipment, and supervision necessary to perform the services contemplated herein as reflected in Annex A, hereof, provided however, that the delivery of supplies and materials, tools and equipment shall be coursed through the PPDM Unit in Talisay Campus, & Executive Directors Office in Alijis, Fortune Towne, and Binalbagan Campuses.

Conforme:

Name of Company/Bidder

Name & Signature of Authorized Representative

Date

C. MANPOWER

The Service Agency shall at all times provide the required number of service personnel (supervisor and janitors) as stipulated in Section VI. Schedule of Requirements, A. Manpower.

The Supervisor shall act and make decisions in behalf and for the account of the Service Agency on matters arising from questions or complaints raised by CHMSC or by service personnel themselves.

The Supervisor shall exercise close supervision over the work of the assigned service personnel.

The service personnel must have been well screened, trained (attended attendance to seminars and trainings) and found to be courteous, efficient, honest, reliable, trustworthy, cooperative, well groomed, and physically and mentally fit.

The Service Agency shall provide uniforms and nametags to its service personnel appropriate to their positions. The type of uniforms to be used shall have the prior approval of CHMSC.

Conforme:

Name of Company/Bidder

Name & Signature of Authorized Representative

Date

ANNEX D

TOOLS & EQUIPMENT REQUIREMENT (To be provided by the Service Provider for the duration of the contract)

TOOLS	TALISAY	ALIJIS	FORTUNE TOWNE	BINALBAGAN	TOTAL
Floor polisher	1	1	1	1	4
Pressure washer	1	1	1	1	4
Wet/Dry vacuum cleaner	1	1	1	1	4
Squeegee with metal handle	3	1	1	1	6
Ladder, aluminum, 8 ft.	1	1	1	1	4
Extendable Aluminum Ladder max of 24 ft.	1	1	1	1	4
Mop squeezer	4	2	2	2	10
Handset	1	1	1	1	4
Harness	2	1	1	1	5
Wheel barrow deep type	6	2	2	2	12
Roll out waste container -95 Gal. capacity -27.3" x 35." L x 45.6"H -Color Blue -With wheels	3	1	1	1	6

The tools and equipment shall be stored at the designated place in CHMSC and should be made for use at all times.

Conforme:

Name of Company/Bidder

Name & Signature of Authorized Representative

Date

SERVICES AND METHODOLOGY

Scope of Service/Subject Areas/Items	Standard	Methodology	Frequency
Floors, stairways, ceiling and other horizontal surfaces	Clean and glossy floors, ceilings, stairways and other horizontal surfaces	<p>Plain Cement</p> <ul style="list-style-type: none"> • Sweep the floor with soft broom and throw dirt/waste paper into wastebasket • Follow up cleaning by damp mopping <p>Tile Finish</p> <ul style="list-style-type: none"> • Sweep the floor with soft broom to remove loose dirt, dust & litter • Damp mop with water & soap, not allowing drips to seep through the joints • Finish with drying mopping • Polish the floor with a floor polisher, if applicable • Apply pressure washer to floor where dirt or stains are hard to remove 	<ul style="list-style-type: none"> • Daily • Daily • Daily • Daily • As needed • As needed • As needed

	<p>Fire escape stairways are clear and free from any obstructions</p>	<ul style="list-style-type: none"> • Clean and mop wet/muddy areas • Clean light diffusers to keep brighter illumination • Remove cobwebs from ceiling and report to the PPDM Director any damage or water marks • Scrub and clean stairways of dusts, dirt, stains and foreign matter • Apply furniture polish on wooden stair railings • Keep the fire escape stairways clean and free from any obstruction thereon 	<ul style="list-style-type: none"> • As needed • Weekly • Weekly • Daily • Daily/if applicable • Daily
	<p>Carpets are clean and free from any dirt and foul odor</p>	<p>Carpet (Business Center)</p> <ul style="list-style-type: none"> • Clean up surface using a wet/dry vacuum cleaner to remove loose dirt, dust and litter • Mix carpet shampoo in a pail and allow to foam • Spread the foam over a portion of the carpet • Immediately run brush until foam disappears • Let the carpet dry from two (2) to four (4) hours • Pass vacuum cleaner over surface to pick up loosened dirt • Comb carpet surface with a dry brush 	<ul style="list-style-type: none"> • Weekly • As needed • As needed • As needed • As needed • As needed • Twice a month • Monthly

Walls, doors, partitions and other vertical surfaces	Clean walls, slat doors, air vents, outlets, glass partitions, and all other vertical surfaces within the building premises-free from dust, dirt and stains	<ul style="list-style-type: none"> • Clean/wipe off smudges on walls, doors, partitions, etc. • Wipe all doorknobs with disinfectant • Wax and polish all varnished wooden doors, walls, partitions, others • Report any damaged surfaces to the PPD/M Director 	<ul style="list-style-type: none"> • Daily • Daily • Weekly • Immediately
Windows, window panes grills and frames, glass panes	Clean windows, grills and frames, glass panes within the building premises – free from dust, dirt & stains	<ul style="list-style-type: none"> • Wash and squeegee all glass panes inside and outside for a clean and clear view • Clean and polish all frames of windows to minimize rust and dust accumulation • Apply pressure washer to window panes, grills or frames where dirt or stain are hard to remove • Use safety belt harness when cleaning outside surfaces of window 	<ul style="list-style-type: none"> • Weekly • Weekly • As needed • As needed
Comfort Rooms	Toilet fixtures, mirrors, tiles should be free from stains, dirt, germs and foul odor	<ul style="list-style-type: none"> • Empty, wash, and disinfect trash receptacles • Dust mop or sweep out corners and floors • Apply cleaning solution to urinals and bowls. Clean interior and exterior of urinals and bowls • Clean mirrors • Clean sinks, counter tops and faucets • Clean wall partitions • Provision of cleaning checklist in every comfort room 	<ul style="list-style-type: none"> • Daily • Daily • Daily • Daily • Daily • Daily • Daily

		<ul style="list-style-type: none"> • Empty, wash, disinfect, and let dry trash receptacles. Tie up old liner, & insert new liner • De clog lavatories, sinks and floor drains • Clean grout. Wipe and rinse well • Report defective toilet fixtures/others to the PPDM Unit • Pressure wash walls, floors & fixtures 	<ul style="list-style-type: none"> • Daily • Monthly or as need arises • As needed • Immediately • Weekly
Grounds & Surroundings and open canal	Ground and open Canal are free from dirt and unwanted materials	<ul style="list-style-type: none"> • Sweep ground and open canal • Collect and segregate garbage • Dispose garbage • Clean garbage bin • Pressure wash the garbage bin • Washing of concrete table and benches 	<ul style="list-style-type: none"> • Daily • Daily • Daily • Daily • Weekly • Weekly
Roof	Roof panel and Gutter are free from dirt and obstructions	<ul style="list-style-type: none"> • Sweep, clean roof panel, gutter and down spout. • Check and clean vents and ledges 	<ul style="list-style-type: none"> • Weekly • Weekly
Classroom and Chairs	Classroom and arm chairs are free from dust, dirt, stain and writings	<ul style="list-style-type: none"> • Clean and pressure wash chairs • Provision of cleaning checklist for every classroom 	<ul style="list-style-type: none"> • Weekly
Other janitorial services		<ul style="list-style-type: none"> • Make available janitors and materials to attend to urgent request for additional cleaning or work assistance needed by the college 	<ul style="list-style-type: none"> • Daily or as needed

Conforme:

Name of Company/Bidder

Name & Signature of Authorized Representative

Date



**CARLOS HILADO MEMORIAL STATE COLLEGE
BIDS AND AWARDS COMMITTEE**

Talisay City, Negros Occidental
Telefax No.: (034) 712-8404

Project Reference No: **115748/CHMSC 21-004-1112-S**
 Name of the Project: **PROCUREMENT OF JANITORIAL SERVICES (MANPOWER ONLY)**
 Location of the Project: **FOUR (4) CAMPUSES**

BILL OF QUANTITIES

Date: _____

Item No.	Qty	Unit	ARTICLES and DESCRIPTION	Unit Price	Total Price
			ONE (1) LOT		
			Twenty-Seven (27) Janitorial Services (Manpower Only)		
			<i>No. of Janitors per Campus</i>		
			Talisay Campus (Including Supervisor) - 11		
			Alijis Campus - 6		
			Fortune Towne Campus - 5		
			Binalbagan Campus - 5		
			Total - 27		
			-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 5,070,000.00		
			PR # 21-003-1014 10-14-2020		
			Income 01-164-21-01 01-04-2021		

Signature of Bidder _____
 Name of Firm _____
 Date _____