



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 10211655  
**Procuring Entity** CARLOS HILADO MEMORIAL STATE UNIVERSITY  
**Title** Procurement of Laboratory and Measurement Equipment for Research and Instructional use of the College of Fisheries Laboratory at Binalbagan Campus (2nd Publication)  
**Area of Delivery** Negros Occidental

<b>Solicitation Number:</b>	CHMSU 23-032-1010-G	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	8
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Laboratory Supplies and Equipment	<b>Date Published</b>	11/10/2023
<b>Approved Budget for the Contract:</b>	PHP 1,439,000.00	<b>Last Updated / Time</b>	10/10/2023 19:00 PM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	31/10/2023 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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

CARLOS HILADO MEMORIAL STATE UNIVERSITY  
BIDS AND AWARDS COMMITTEE  
TALISAY CITY, NEGROS OCCIDENTAL

INVITATION TO BID  
FOR THE PROCUREMENT OF LABORATORY AND MEASUREMENT EQUIPMENT FOR RESEARCH AND INSTRUCTIONAL USE OF THE COLLEGE OF FISHERIES LABORATORY AT BINALBAGAN CAMPUS (2ND PUBLICATION)  
CHMSU 23-032-1010-G

1. The Carlos Hilado Memorial State University, through the Corporate Budget for the Contract of 2023 approved by the governing Board (MDS-CICA), intends to apply the sum of ONE MILLION FOUR HUNDRED THIRTY-NINE THOUSAND PESOS & 00/100 (Php 1,439,000.00) ONLY, being the Approved Budget for the Contract (ABC) to payments under the contract for the PROCUREMENT OF LABORATORY AND MEASUREMENT EQUIPMENT FOR RESEARCH AND INSTRUCTIONAL USE OF THE COLLEGE OF FISHERIES LABORATORY AT BINALBAGAN CAMPUS (2ND PUBLICATION). Bids received in excess of the ABC shall be automatically rejected at bid opening.

#### ITEM NO. DESCRIPTION ABC/ITEM

1 HIGH-DEFINITION UNDERWATER VIEWING CAMERA SYSTEM 106,000.00  
 2 SEMI-AUTOMATED ROTARY MICROTOME 597,000.00  
 3 VORTEX MIXER 92,000.00  
 4 BINOCULAR MICROSCOPE 202,000.00  
 5 FIELD TYPE MULTI-DIGITAL WATER QUALITY METER 240,000.00  
 6 WIRELESS WEATHER SENSOR WITH GLOBAL POSITIONING SYSTEM WITH WEATHER VANE ACCESORY 92,000.00  
 7 WIRELESS COLORIMETER & TURBIDITY SENSOR 110,000.00  
 TOTAL ABC 1,439,000.00



2. The Carlos Hilado Memorial State University now invites bids for the above Procurement Project. Delivery of the Services is required by Thirty (30) calendar days after 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 UNIVERSITY 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 October 11 - 31, 2023 (9:30A.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 maximum amount of Five Thousand Pesos (Php 5,000.00) Only. The Procuring Entity shall allow the bidder to present its proof of payment for the fees.

#### ITEM

#### NO. DESCRIPTION ABC PER ITEM COST OF BIDDING DOCUMENTS

1	HIGH-DEFINITION UNDERWATER VIEWING CAMERA SYSTEM	106,000.00	500.00
2	SEMI-AUTOMATED ROTARY MICROTOME	597,000.00	1,000.00
3	VORTEX MIXER	92,000.00	500.00
4	BINOCULAR MICROSCOPE	202,000.00	500.00
5	FIELD TYPE MULTI-DIGITAL WATER QUALITY METER	240,000.00	500.00
6	WIRELESS WEATHER SENSOR WITH GLOBAL POSITIONING SYSTEM WITH WEATHER VANE ACCESORY	92,000.00	500.00
7	WIRELESS COLORIMETER & TURBIDITY SENSOR	110,000.00	500.00

6. The CHMSU will a Pre-Bid conference on 10:30 A.M., October 18, 2023 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 101823, 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@chmsu.edu.ph or (iii) both on or before 10:00 A.M., October 31, 2023. Late bids shall not be accepted.

Bids may be submitted through electronic mail to bac.sec@chmsu.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 their 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 10:30 A.M., October 31, 2023, 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 103123. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The Carlos Hilado Memorial State University 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 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

MISS LIGAYA E. FUENTES  
Head-BAC Secretariat  
Carlos Hilado Memorial State University  
Brgy. Zone 1, Mabini St.,  
Talisay City, Negros Occidental  
Email Add.: bac.sec@chmsu.edu.ph  
Telefax No. (034) 712-8404  
Website: chmsu.edu.ph

12. You may visit the following websites:

For downloading of Bidding Documents: chmsu.edu.ph

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

ANDREW EUSEBIO S. TAN, Ph.D.  
BAC Chairperson

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	HIGH-DEFINITION UNDERWATER VIEWING CAMERA SYSTEM	.	1	Unit	106,000.00
2	SEMI-AUTOMATED ROTARY MICROTOME	.	1	Unit	597,000.00
3	VORTEX MIXER	.	1	Unit	92,000.00
4	BINOCULAR MICROSCOPE	.	2	Unit	101,000.00
5	FIELD TYPE MULTI-DIGITAL WATER QUALITY METER	.	1	Set	240,000.00
6	WIRELESS WEATHER SENSOR WITH GLOBAL POSITIONING SY	.	1	Set	92,000.00
7	WIRELESS COLORIMETER & TURBIDITY SENSOR	.	2	Unit	110,000.00

**Pre-bid Conference**

Date	Time	Venue
18/10/2023	10:30:00 AM	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 101823

**Created by** Rowena De la Vida Prado

**Date Created** 10/10/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

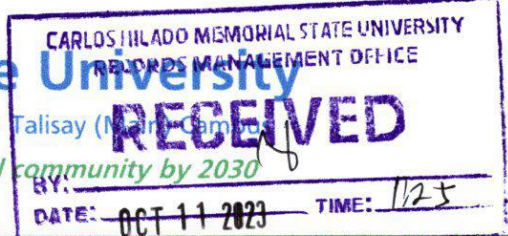




# Carlos Hilado Memorial State University

Alijis Campus • Binalbagan Campus • Fortune Towne Campus • Talisay (Main) Campus

A leading GREEN institution of higher learning in the global community by 2030



## Bids and Awards Committee

8499



### INVITATION TO BID FOR THE PROCUREMENT OF LABORATORY AND MEASUREMENT EQUIPMENT FOR RESEARCH AND INSTRUCTIONAL USE OF THE COLLEGE OF FISHERIES LABORATORY AT BINALBAGAN CAMPUS (2<sup>ND</sup> PUBLICATION) CHMSU 23-032-1010-G

- The *Carlos Hilado Memorial State University*, through the *Corporate Budget for the Contract of 2023* approved by the governing Board (*MDS-CICA*), intends to apply the sum of **ONE MILLION FOUR HUNDRED THIRTY-NINE THOUSAND PESOS & 00/100 (Php 1,439,000.00) ONLY**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROCUREMENT OF LABORATORY AND MEASUREMENT EQUIPMENT FOR RESEARCH AND INSTRUCTIONAL USE OF THE COLLEGE OF FISHERIES LABORATORY AT BINALBAGAN CAMPUS (2<sup>ND</sup> PUBLICATION)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

ITEM NO.	DESCRIPTION	ABC/ITEM
1	HIGH-DEFINITION UNDERWATER VIEWING CAMERA SYSTEM	106,000.00
2	SEMI-AUTOMATED ROTARY MICROTOME	597,000.00
3	VORTEX MIXER	92,000.00
4	BINOCULAR MICROSCOPE	202,000.00
5	FIELD TYPE MULTI-DIGITAL WATER QUALITY METER	240,000.00
6	WIRELESS WEATHER SENSOR WITH GLOBAL POSITIONING SYSTEM WITH WEATHER VANE ACCESSORY	92,000.00
7	WIRELESS COLORIMETER & TURBIDITY SENSOR	110,000.00
<b>TOTAL ABC</b>		<b>1,439,000.00</b>

- The *Carlos Hilado Memorial State University* now invites bids for the above Procurement Project. Delivery of the Services is required by **Thirty (30) calendar days after 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.
- 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.
- Prospective bidders may obtain further information from CARLOS HILADO MEMORIAL STATE UNIVERSITY 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

- A complete set of Bidding Documents may be acquired by interested Bidders on **October 11 - 31, 2023 (9:30A.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 maximum amount of **Five Thousand Pesos (Php 5,000.00) Only**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees.



M bac.sec@chmsc.edu.ph  
☎ (034) 712 0005 local 142  
🌐 chmsc.edu.ph

COMMISSION ON AUDIT

# RECEIVED

**GREEN EXCELSIOR!**

*Excellence • Compassion • Environmentalism • Love of Country • Social Responsibility • Integrity • Openness • Resilience*

BY: \_\_\_\_\_ DATE: OCT 11 2023  
OFFICE OF THE AUDITOR





# Carlos Hilado Memorial State University

Alijis Campus • Binalbagan Campus • Fortune Towne Campus • Talisay (Main) Campus

*A leading GREEN institution of higher learning in the global community by 2030*

## Bids and Awards Committee

ITEM NO.	DESCRIPTION	ABC PER ITEM	COST OF BIDDING DOCUMENTS
1	HIGH-DEFINITION UNDERWATER VIEWING CAMERA SYSTEM	106,000.00	500.00
2	SEMI-AUTOMATED ROTARY MICROTOME	597,000.00	1,000.00
3	VORTEX MIXER	92,000.00	500.00
4	BINOCULAR MICROSCOPE	202,000.00	500.00
5	FIELD TYPE MULTI-DIGITAL WATER QUALITY METER	240,000.00	500.00
6	WIRELESS WEATHER SENSOR WITH GLOBAL POSITIONING SYSTEM WITH WEATHER VANE ACCESSORY	92,000.00	500.00
7	WIRELESS COLORIMETER & TURBIDITY SENSOR	110,000.00	500.00

6. The CHMSU will a Pre-Bid conference on 10:30 A.M., October 18, 2023 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 101823, 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@chmsu.edu.ph](mailto:bac.sec@chmsu.edu.ph) or (iii) both on or before 10:00 A.M., October 31, 2023. Late bids shall not be accepted.

Bids may be submitted through electronic mail to [bac.sec@chmsu.edu.ph](mailto:bac.sec@chmsu.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 their 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 10:30 A.M., October 31, 2023, 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 103123. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The Carlos Hilado Memorial State University 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 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

MISS LIGAYA E. FUENTES  
Head-BAC Secretariat  
Carlos Hilado Memorial State University  
Brgy. Zone 1, Mabini St.,



[M bac.sec@chmsc.edu.ph](mailto:bac.sec@chmsc.edu.ph)  
[📞 \(034\) 712 0005 local 142](tel:(034)7120005)  
[🌐 chmsc.edu.ph](http://chmsc.edu.ph)

**GREEN CHMSU ExCELSIOR!**

*Excellence • Compassion • Environmentalism • Love of Country • Social Responsibility • Integrity • Openness • Resilience*





# Carlos Hilado Memorial State University

Alijis Campus • Binalbagan Campus • Fortune Towne Campus • Talisay (Main) Campus

*A leading GREEN institution of higher learning in the global community by 2030*


## Bids and Awards Committee

Talisay City, Negros Occidental  
Email Add.: [bac.sec@chmsu.edu.ph](mailto:bac.sec@chmsu.edu.ph)  
Telefax No. (034) 712-8404  
Website: [chmsu.edu.ph](http://chmsu.edu.ph)

12. You may visit the following websites:

For downloading of Bidding Documents: [chmsu.edu.ph](http://chmsu.edu.ph)

For online bid submission: [bac.sec@chmsu.edu.ph](mailto:bac.sec@chmsu.edu.ph)

  
**ANDREW EUSEBIO S. TAN, Ph.D.**  
BAC Chairperson



 [bac.sec@chmsc.edu.ph](mailto:bac.sec@chmsc.edu.ph)  
 (034) 712 0005 local 142  
 [chmsc.edu.ph](http://chmsc.edu.ph)

**GREEN CHMSU ExCELSIOR!**

*Excellence • Compassion • Environmentalism • Love of Country • Social Responsibility • Integrity • Openness • Resilience*



## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.



## 1. Scope of Bid

The Procuring Entity, CARLOS HILADO MEMORIAL STATE UNIVERSITY wishes to receive Bids for the **PROCUREMENT OF LABORATORY AND MEASUREMENT EQUIPMENT FOR RESEARCH AND INSTRUCTIONAL USE OF THE COLLEGE OF FISHERIES LABORATORY AT BINALBAGAN CAMPUS (2<sup>ND</sup> PUBLICATION)** with identification number **CHMSU 23-032-1010-G**.

The Procurement Project (referred to herein as "Project") is composed of **Seven (7) Items**, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2023 in the amount of **ONE MILLION FOUR HUNDRED THIRTY-NINE THOUSAND & 00/100 (Php1,439,000.00) ONLY**.

2.2. The source of funding is:

NGA, the General Appropriations Act or Special Appropriations.

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.



## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a **pre-bid conference** for this Project on **October 18, 2023, 10:30 A.M.** at the Bidding Rm., 2/F Supply and Property Management Bldg., CHMSU Talisay Campus.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within two (2) years prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.



- 11.5. Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

## 13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

#### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **February 28, 2024**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

#### **15. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

#### **16. Deadline for Submission of Bids**

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

#### **17. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

---

<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.



- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:  
  
One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid. The Bidder shall

submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.



## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB 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, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

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

# Bid Data Sheet

ITB Clause																									
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <b>PROCUREMENT OF LABORATORY AND MEASUREMENT EQUIPMENT FOR RESEARCH AND INSTRUCTIONAL USE OF THE COLLEGE OF FISHERIES LABORATORY AT BINALBAGAN CAMPUS (2<sup>ND</sup> PUBLICATION)</b></p> <p>b. completed within two (2) years prior to the deadline for the submission and receipt of bids.</p>																								
7.1	Subcontracting is not allowed.																								
12	The price of the Goods shall be quoted DDP or the applicable International Commercial Terms (INCOTERMS) for this Project.																								
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than 28,780.00 (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than 71,950.00 (5%) of ABC, if bid security is in Surety Bond.</p>																								
19.3	<table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 5%;">Item 1</td> <td style="width: 85%;">High-Definition Underwater Viewing Camera System</td> <td style="width: 10%; text-align: right;">Php106,000.00</td> </tr> <tr> <td>Item 2</td> <td>Semi-Automated Rotary Microtome</td> <td style="text-align: right;">597,000.00</td> </tr> <tr> <td>Item 3</td> <td>Vortex Mixer</td> <td style="text-align: right;">92,000.00</td> </tr> <tr> <td>Item 4</td> <td>Binocular Microscope</td> <td style="text-align: right;">202,000.00</td> </tr> <tr> <td>Item 5</td> <td>Field Type Multi-Digital Water Quality Meter</td> <td style="text-align: right;">240,000.00</td> </tr> <tr> <td>Item 6</td> <td>Wireless Weather Sensor with Global Positioning System with Weather Vane Accessory</td> <td style="text-align: right; vertical-align: bottom;">92,000.00</td> </tr> <tr> <td>Item 7</td> <td>Wireless Colorimeter &amp; Turbidity Sensor</td> <td style="text-align: right; border-top: 1px solid black;">110,000.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><b>1,439,000.00</b></td> </tr> </tbody> </table>	Item 1	High-Definition Underwater Viewing Camera System	Php106,000.00	Item 2	Semi-Automated Rotary Microtome	597,000.00	Item 3	Vortex Mixer	92,000.00	Item 4	Binocular Microscope	202,000.00	Item 5	Field Type Multi-Digital Water Quality Meter	240,000.00	Item 6	Wireless Weather Sensor with Global Positioning System with Weather Vane Accessory	92,000.00	Item 7	Wireless Colorimeter & Turbidity Sensor	110,000.00			<b>1,439,000.00</b>
Item 1	High-Definition Underwater Viewing Camera System	Php106,000.00																							
Item 2	Semi-Automated Rotary Microtome	597,000.00																							
Item 3	Vortex Mixer	92,000.00																							
Item 4	Binocular Microscope	202,000.00																							
Item 5	Field Type Multi-Digital Water Quality Meter	240,000.00																							
Item 6	Wireless Weather Sensor with Global Positioning System with Weather Vane Accessory	92,000.00																							
Item 7	Wireless Colorimeter & Turbidity Sensor	110,000.00																							
		<b>1,439,000.00</b>																							
20.2	Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS).																								
21.2	No further instructions.																								



## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.



## **5. Warranty**

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***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 found in Section IV.

The Special Conditions of Contract (SCC) 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 the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC 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 the GCC should be incorporated herein.



## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>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:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered Carlos Hilado Memorial State College, Talisay City, Negros Occidental . In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered at Carlos Hilado Memorial State College, Talisay City, Negros Occidental Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Mr. Philip C. Estacion, Supply Officer.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> </ol>

- 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 and other components 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 spare parts or components for the Goods for a period of one (1) year.

Spare parts or components shall be supplied as promptly as possible, but in any case, within fifteen (15) days of placing the order.



	<p><b>Packaging –</b></p> <p>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.</p> <p>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.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>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</p>
	<p>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.</p> <p><b>Transportation –</b></p> <p>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.</p> <p>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 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 force majeure.</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><b>Intellectual Property Rights –</b></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>
2.2	<p>The terms of payment shall be as follows:</p> <p>The terms of payment : 30 days</p>
4	<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>



## Section VI. Schedules of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item #	Description	Quantity	Total	Delivered, Weeks/Months
1	<b>High-Definition Underwater Viewing Camera System</b>	1	1	
	<b>Camera</b>			
	Low Light Rating: .01 Lux			
	Resolution: 1080p			
	Angle of View: 120°			
	Focus : Auto			
	Exposure Control : Auto			
	Lights : Adjustable Infrared			
	Cable Length : 125' / 38.1 m			
	<b>Monitor</b>			
	Size : 10" / 25.4 cm			
	Type : Color LCD			
	Resolution : 1280 x 800			
	Aspect Ratio : 16:09			
	Connectivity : HDMI Video Output			
	Waterproofing : IP67 Rating: Submersible to 3.3' / 1.0 m for 30 minutes			
	<b>Power</b>			
	Battery : Rechargeable 12 VDC, 9.0 Ah Battery			
	Charger : Built-in 12 VDC Smart Charger with 120 VAC Power Supply			
	Packaging Info			
	Package Weight : 22.05 lb			
	Box Dimensions (LxWxH) 19 x 10.5 x 10.5"			
2	<b>SEMI-AUTOMATED ROTARY MICROTOME</b>	1	1	
	Section thickness Total range in (μ) 0,5 - 100 Thickness settings in (μ): 0,5 - 5 in increments of 0,5 5 - 20 in increments of 1 20 - 60 in increments of 5 60 - 100 in increments of 10			
	Trimming Total range in (μ) 1 - 600 Thickness settings in (μ) 1 - 10 in increments of 1 10 - 20 in increments of 2 20 - 50 in increments of 5 50 - 100 in increments of 10 100 - 600 in increments of 50 Specimen feed (mm) 28 ± 1mm Vertical stroke (mm) 72 ± 1mm for sectioning of mega-cassettes User interface 7" capacitive touchscreen display Operating modes Rotational or Rocking (selectable) Specimen retraction Total range (μ) Selectable between 5 – 250 Default value: 40μ Optional function that can be deactivated Motorized coarse feed (μm/sec) 300 (slow speed forward) 800 (fast speed forward) 1800 (superfast speed backwards) Additional function for forward/backward feed in step mode Blade Holder Type Two in One for high and low profile blades Max. specimen size (mm) 68x48x15 (w x h x d) Super Cassete Clamp 68x48x15 Specimen orientation ± 8° horizontal and vertical Rotational capability: 360° Indication of 0-position by means of click (x and y) Power requirements 100-240 VAC / 50-60Hz Consumption (VA) 40 Dimensions Width (mm) 465 Depth with tray (mm) 540 Height (mm) 298 Weight (kg) 33,9			
3	<b>VORTEX MIXER</b>	1	1	
	Wide speed range, infinitely adjustable			
	Different applications with 3 interchangeable attachments and 7 inserts (e.g. Eppendorf tubes, microtiter plates, Erlenmeyer flasks 250 ml etc.)			
	Attachments securely click onto appliance in any position			
	Special strap (VG 3.36, page 51) ensures easy handling of round/Erlenmeyer flasks, Sturdy metal zinc die cast casing			
	Compact design			
	Short-time operation activated by pressing attachment (touch function)			
	Stable high speeds (silicon base with ultra high vibration damping)			
	Orbital diameter: 4 mm			
	Infinitely adjustable speed range: 500 - 2.500 rpm			
	Shaker diameter [mm] 4, Motor rating input [W] 58, Motor rating output [W] 10			



	Permissible ON time [%] 100, Speed min (adjustable) [rpm] 500		
	Speed range [rpm] 0 - 2500, Operating mode continuous operation		
	Working with microtiter plates, Number of microtiter plates 1		
	Dimensions (W x H x D) [mm] 127 x 136 x 149, Weight [kg] 4.5		
	Permissible ambient temperature [°C] 5 - 40, Permissible relative humidity [%] 80		
	Protection class according to DIN EN 60529 IP 21, Voltage [V] 200 - 240 / 115 / 100		
	Frequency [Hz] 50/60, Power input [W] 60		
4	<b>Binocular Microscope</b>	2	2
	Digital Teaching and Learning Microscope		
	Head: Binocular Head (30 inclined) with 3rd tube as built-in digital Camera		
	Optics: WF 10x/18mm Eyepiece		
	Quadruple reversed nosepiece		
	Achromatic Objective 4X, 10X, 40X (spring), 100X (spring, oil)		
	Focusable 1.25NA Abbe condenser (spiral mount)		
	Stage: Built-in low position, coaxial mechanical stage		
	Illumination: 12V/20W LED, with reflector		
	Power supply: 100V - 240V		
	Digital Specification		
	Camera: 3.0MP CMOS camera		
	Max. Live resolution: 2048 x 1536 pixels		
	Data Link: USB 2.0		
	Operating System: Windows 7 or above or Mac OSX		
	Software included: Motic Images Plus 3.0 ML		
5	<b>Field type multi-digital water quality meter</b>	1	1
	Wireless Optical Dissolved Oxygen Sensor with		
	Wireless Temperature Sensor		
	Wireless Conductivity Sensor		
	Wireless pH Sensor		
	PASPORT Salinity Sensor		
	Airlink Interface		
	<b>Specifications:</b>		
	Wireless Optical Dissolved Oxygen Sensor:		
	Includes: 1x USB cable for recharging and optical direct connection		
	1x protective cover		
	Dissolved Oxygen range: 0 to 20mg/L, 0-300% saturation		
	Accuracy: ±0.2mg/L Or 1%		
	Response time: 90% in 45 sec		
	Measurements: Concentration (mg/L), Saturation (%), O2		
	Water Depth: 10m (30ft)		
	Battery: & Logging:		
	Stored Data Points Memory (Logging) 1: >25,000		
	Battery-Connected (Data Collection Mode 2: >40 hr		
	Battery-Logging (Data Logging Mode) 3: 45 hours		
	<b>Wireless Temperature Sensor</b>		
	Specifications:		
	Range: -40°C - 125 °C		
	Resoluton: 0.01°C		
	Accuracy: 0 °C		
	Connectivity: bluetooth 4.0		
	Battery Logging:		
	Stored Data Points Memory (Logging) 1: >55,000		
	Battery-Connected (Data Collection Mode) 2: >275 hour		
	Battery Type: Coin		
	<b>Wireless Conductivity Sensor</b>		
	Product Specifications:		
	Range: 0 to 40,000µS/cm ( 0 to 25,000 mg/L TDS)		
	Total Dissolved Solid Accuracy : 10% between 100 - 10,000 ppm		
	Probe Environmental Tolerance (Min. - Max): 0 - 80°C		
	Temperature Compensation: 0-35 °C		
	Temperature Accuracy: ±0.5 °C		
	Probe Material: The probe is composed of 300 series stainless		
	and glass filled polypropylene		
	Battery Life: >1 yeear(3V, CR2032		
	Battery and Logging:		





# Section VII. Technical Specifications

Item	Specification	Statement of Compliance
		<p>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a.2) and/or GCC Clause 2.1(a.2).</p>
1	<p><b>High-Definition Underwater Viewing Camera System</b></p> <p><b>Camera</b></p> <p>Low Light Rating: .01 Lux</p> <p>Resolution: 1080p</p> <p>Angle of View: 120°</p> <p>Focus : Auto</p> <p>Exposure Control : Auto</p> <p>Lights : Adjustable Infrared</p> <p>Cable Length : 125' / 38.1 m</p> <p><b>Monitor</b></p> <p>Size : 10" / 25.4 cm</p> <p>Type : Color LCD</p> <p>Resolution : 1280 x 800</p> <p>Aspect Ratio : 16:09</p> <p>Connectivity : HDMI Video Output</p> <p>Waterproofing : IP67 Rating: Submersible to 3.3' / 1.0 m for 30 minutes</p> <p><b>Power</b></p> <p>Battery : Rechargeable 12 VDC, 9.0 Ah Battery</p> <p>Charger : Built-in 12 VDC Smart Charger with 120 VAC Power Supply</p> <p><b>Packaging Info</b></p> <p>Package Weight : 22.05 lb</p> <p>Box Dimensions (LxWxH) 19 x 10.5 x 10.5"</p>	
2	<p><b>SEMI-AUTOMATED ROTARY MICROTOME</b></p> <p>Section thickness Total range in (μ) 0,5 - 100 Thickness settings in (μ): 0,5 - 5 in increments of 0,5 5 - 20 in increments of 1 20 - 60 in increments of 5 60 - 100 in increments of 10</p> <p>Trimming Total range in (μ) 1 - 600 Thickness settings in (μ) 1 - 10 in increments of 1 10 - 20 in increments of 2 20 - 50 in increments of 5 50 - 100 in increments of 10 100 - 600 in increments of 50 Specimen feed (mm) 28 ± 1mm Vertical stroke</p>	



	(mm) 72 ± 1mm for sectioning of mega-cassettes User interface 7" capacitive touchscreen display Operating modes Rotational or Rocking (selectable) Specimen retraction Total range (μ) Selectable between 5 – 250 Default value: 40μ Optional function that can be deactivated Motorized coarse feed (μm/sec) 300 (slow speed forward) 800 (fast speed forward) 1800 (superfast speed backwards) Additional function for forward/ backward feed in step mode Blade Holder Type Two in One for high and low profile blades Max. specimen size (mm) 68x48x15 (w x h x d) Super Cassete Clamp 68x48x15 Specimen orientation ± 8° horizontal and vertical Rotational capability: 360° Indication of 0-position by means of click (x and y) Power requirements 100-240 VAC / 50-60Hz Consumption (VA) 40 Dimensions Width (mm) 465 Depth with tray (mm) 540 Height (mm) 298 Weight (kg) 33,9	
3	<b>VORTEX MIXER</b> Wide speed range, infinitely adjustable Different applications with 3 interchangeable attachments and 7 inserts (e.g. Eppendorf tubes, microtiter plates, Erlenmeyer flasks 250 ml etc.) Attachments securely click onto appliance in any position Special strap (VG 3.36, page 51) ensures easy handling of round/Erlenmeyer flasks, Sturdy metal zinc die cast casing Compact design Short-time operation activated by pressing attachment (touch function) Stable high speeds (silicon base with ultra high vibration damping) Orbital diameter: 4 mm Infinitely adjustable speed range: 500 - 2.500 rpm Shaker diameter [mm] 4, Motor rating input [W] 58, Motor rating output [W] 10 Permissible ON time [%] 100, Speed min (adjustable) [rpm] 500 Speed range [rpm] 0 - 2500, Operating mode continuous operation Working with microtiter plates, Number of microtiter plates 1 Dimensions (W x H x D) [mm] 127 x 136 x 149, Weight [kg] 4.5 Permissible ambient temperature [°C] 5 - 40, Permissible relative humidity [%] 80 Protection class according to DIN EN 60529 IP 21, Voltage [V] 200 - 240 / 115 / 100 Frequency [Hz] 50/60, Power input [W] 60	
4	<b>Binocular Microscope</b> Digital Teaching and Learning Microscope Head: Binocular Head (30 inclined) with 3rd tube as built-in digital Camera Optics: WF 10x/18mm Eyepiece Quadruple reversed nosepiece Achromatic Objective 4X, 10X, 40X (spring), 100X (spring, oil) Focusable 1.25NA Abbe condenser (spiral mount) Stage: Built-in low position, coaxial mechanical stage Illumination: 12V/20W LED, with reflector Power supply: 100V - 240V Digital Specification Camera: 3.0MP CMOS camera Max. Live resolution: 2048 x 1536 pixels Data Link: USB 2.0 Operating System: Windows 7 or above or Mac OSX Software included: Motic Images Plus 3.0 ML	
5	<b>Field type multi-digital water quality meter</b> Wireless Optical Dissolved Oxygen Sensor with Wireless Temperature Sensor Wireless Conductivity Sensor Wireless pH Sensor PASPORT Salinity Sensor Airlink Interface  <b>Specifications:</b> Wireless Optical Dissolved Oxygen Sensor: Includes: 1x USB cable for recharging and optical direct connection 1x protective cover Dissolved Oxygen range: 0 to 20mg/L, 0-300% saturation	



	Accuracy: $\pm 0.2$ mg/L Or 1%	
	Response time: 90% in 45 sec	
	Measurements: Concentration (mg/L), Saturation (%), O <sub>2</sub>	
	Water Depth: 10m (30ft)	
	Battery: & Logging:	
	Stored Data Points Memory (Logging) 1: >25,000	
	Battery-Connected (Data Collection Mode 2: >40 hr	
	Battery-Logging (Data Logging Mode) 3: 45 hours	
	<b>Wireless Temperature Sensor</b>	
	Specifications:	
	Range: -40°C - 125 °C	
	Resoluton: 0.01°C	
	Accuracy: 0 °C	
	Connectivity: bluetooth 4.0	
	Battery Logging:	
	Stored Data Points Memory (Logging) 1: >55,000	
	Battery-Connected (Data Collection Mode) 2: >275 hour	
	Battery Type: Coin	
	<b>Wireless Conductivity Sensor</b>	
	Product Specifications:	
	Range: 0 to 40,000 $\mu$ S/cm ( 0 to 25,000 mg/L TDS)	
	Total Dissolved Solid Accuracy : 10% between 100 - 10,000 ppm	
	Probe Environmental Tolerance (Min. - Max): 0 - 80°C	
	Temperature Compensation: 0-35 °C	
	Temperature Accuracy: $\pm 0.5$ °C	
	Probe Material: The probe is composed of 300 series stainless and glass filled polypropylene	
	Battery Life: >1 yeear(3V, CR2032	
	Battery and Logging:	
	Stored Data Points Memory (Logging) 1: >35,000	
	Battery-Connected (Data Collection Mode) 2: >195 hour	
	Battery Type: Coin	
	<b>Wireless pH sensor</b>	
	Product Specifications:	
	Range: 0- 14 pH	
	Resolution: 0.02pH	
	Accuracy: $\pm 0.1$ pH with calibration	
	Connectivity: Bluetooth 4.0	
	Temperature Range: 5°C - 60°C	
	Battery and Logging:	
	Stored Data Points Memory (Logging) 1: >55,000	
	Battery-Connected (Data Collection Mode) 2: >220 hour	
	Battery-Logging (Data Logging Mode) 3: 90 days	
	Battery Type: Coin Cell	
	<b>Salinity Sensor</b>	
	Product Specifications:	
	Conductivity Range: 1,000 to 100,000 $\mu$ S/cm	
	Temperature Range: 0 - 50°C	
	Salinity Range: 1 to 55 ppt $\pm 1\%$ (with calibration)	
	Temperature Compensation: $\pm 0.5$ ppt from 0 -45 °C at 33ppt	
	<b>Airlink Interface</b>	
	Product Specifications:	
	Bluetooth/Range: 4.0/ 30 m (unobstructed)	
	Battery and Logging:	
	Battery-Connected (Data Collection Mode) 2: 30 hour	
	Battery Type: LiPo	
6	<b>Wireless Weather Sensor with Global Positioning System with Weather Vane Accesory</b>	
	Sensor packed with 19 different measurements including GPS, that can be monitored live or collected over the long term	
	Weather Measurements:	
	Ambient Temperature, Barometric Pressure, Wind Speed, Wind Direction	
	Relative Humidity, Dew point, Wind Chill, Heat Stress Index,	



- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:  
  
One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid. The Bidder shall

submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.



## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB 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, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

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

## Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. <b>PROCUREMENT OF JANITORIAL SERVICES (MANPOWER ONLY) FOR THE FOUR (4) CAMPUSES</b></li> <li>b. completed within two (2) years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than 159,600.00 (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than 399,000.00 (5%) of ABC, if bid security is in Surety Bond.</li> </ul>
19.3	ONE (1) LOT    Janitorial Services (Manpower only)                      7,980,000.00
20.2	Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS).
21.2	No further instructions.



## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## **1. Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## **2. Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.



## **5. Warranty**

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***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 found in Section IV.

The Special Conditions of Contract (SCC) 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 the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC 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 the GCC should be incorporated herein.



## *Section V. Special Condition of Contract*

<b>GCC Clause</b>	
1.1(g)	The Procuring Entity is CHMSU
1.1(i)	The Supplier is _____.
1.1(j)	The Funding Source is <u>INCOME</u> and MDS _____ in the amount of <u>Seven Million Nine Hundred Eighty Thousand Only</u>  <b>(P 7,980,000.00)</b>
1.1(k)	The Project Site is CHMSU Talisay Campus, Alijis Campus, Fortune Towne Campus, and Binalbagan Campus
5.1	<p>The Procuring Entity's Address for Notices is:</p> <p>ENGR. JESTONI ALVARAN Unit Head, General Services Office CARLOS HILADO MEMORIAL STATE UNIVERSITY BRGY. ZONE 1, MABINI STREET TALISAY CITY, NEGROS OCCIDENTAL</p> <p>Contact Person: c/o <u>MS. LIGAYA E. FUENTES</u> <b>Head, BAC Secretariat</b></p> <p>Fax and Telephone No.: <u>(034)712-0005 local 142</u></p> <p>The Supplier's address for the Notices is:</p> <p>_____</p> <p>_____</p>
5.2.6	<p>All bid prices for a duration of one (1) year shall be fixed and shall not be adjusted during contract implementation, except for the following:</p> <ol style="list-style-type: none"> <li>a. Increase in minimum daily wage pursuant to law or new wage order issued after date of bidding,</li> <li>b. Increase in tax; and</li> <li>c. If during the term of the contract the procuring entity sees the need for an increase or decrease in the number of janitors/janitresses, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded. The procuring entity shall ensure that the foregoing allowable price adjustment are specified under Section 8.1 of the Special Conditions off Contract of the PBDs.</li> </ol>

	<p>d. The Financial Proposal shall contain a breakdown of all costs, including cost of supplies and equipment, necessary for the execution of the contract.</p> <p>e. Procuring entities shall expressly provide, under <i>Section VII. Technical Specifications</i>, which shall form part of the Contract under Section 13.1 of the General Conditions of the Contract of the PBDs, that the service provider/contractor shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria.</p> <p>The performance criteria to be applied shall include, among others, the following: (i) quality of service delivered; (ii) time management, (iii) management and suitability of the personnel; (iv) contract administration and management; (v) provision of regular progress reports.</p> <p>f. Before end of each year, procuring entities shall conduct an assessment or evaluation of the performance of the service provider/contractor based on the set of performance criteria prescribed under <i>Section VII. Technical Specifications</i>.</p> <p>g. Based on its assessment, the procuring entity may pre-terminate the contract for failure by the service provider/contractor to perform its obligations thereon following the procedure prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Resolution No. 018-2004 dated 22 December 2004.</p>
6.2	<p><b>Delivery and Documents –</b></p> <p>Delivery of the Janitorial Services shall be made by the Janitorial Services Agency on a Monthly basis covering the period February 2024 to January 2025. Upon delivery of the Janitorial Services to the Project Site, the Janitorial Services Agency shall notify the PROCURING ENTITY and present the following documents to the PROCURING ENTITY:</p> <p>a. Original and four (4) copies of Monthly Deployment Report (MDR) duly accomplished by the Janitorial Service Agency at the end of each month stating the names of the janitors and supervisor, salary rates and actual attendance;</p>
	<p>b. Proof of remittance of Premiums to SSS, PhilHealth, PAG-IBIG and ECC for the benefit of the janitors and supervisor.</p> <p>c. The Service Agency shall provide the Janitorial Services for the CHMSU including supervision in accordance with the scope of services and methodology, tools and equipment, supplies and materials, janitorial plans, manpower complement and deployment schedules.</p> <p>d. The Service Agency shall comply with all relevant laws, rules and regulations pertaining to the employment of labor, existing or which hereafter may be enacted including but not limited to the Minimum Wage Labor Code of the Philippines, Social Security Law, Employees</p>



	<p>Compensation and State Insurance Fund, Philippine Health Insurance Fund and Home Development Mutual Fund.</p> <p>e. All obligations under the provisions of the above-enumerated laws, other related pertinent statutes and existing CHMSU internal Rules and Regulations presently in force and effect shall be complied with and strictly observed.</p> <p>f. Should the Service Agency fail to comply with its obligation under the above-enumerated laws and other related pertinent statutes, CHMSU shall have the option to either rescind this Contract or deduct from the service fee any amount due and demandable from the Service Agency for its obligations to CHMSU including interest and penalties, if any. This option is without prejudice on the right of CHMSU to confiscate the bond filed by the Service Agency, as well as to avail of other remedies provided by law.</p> <p>g. The Service Agency shall report all its employees to SSS, PhilHealth, PAG-IBIG for coverage and their contribution as well as all amortization for salary/education/calamity and other loans shall be updated.</p> <p>h. The Service Agency shall execute a sworn statement, before the CHMSU pays the consideration or part thereof under this Contract, that the Service Agency shall submit a copy of its official payrolls duly signed by the Payroll Master/or equivalent and the President/Owner and signed by its worker assigned to perform the services every time the consideration is paid by CHMSU.</p> <p>i. It is expressly and manifestly understood and agreed upon that all employees and/or workers of the Service Agency are not employees and/or laborers of CHMSU. Neither is there any employee-employer relationship between CHMSU and the Service Agency.</p> <p>j. The Service Agency shall not sub-contract the performance of the service subject of this Contract or any part thereof without prior written conformity of CHMSU.</p> <p>k. The Service Agency shall immediately restore/repair/replace/pay any loss/es or damage/s caused to the CHMSU-owned properties/security site pending investigation by the Agency and validated by Management.</p> <p>l. The Service Agency shall make al payments of salaries/compensation to service personnel through individual Automated Teller Machine (ATM) services.</p>
10.4	Not applicable
13.4(c)	No further instructions.
16.1	<p>The inspections and tests that will be conducted is:</p> <p>Spot inspections on the performance of the janitors and the supervisor at any time it may deem necessary.</p>

	<p>CHMSU or its representative shall have the right to inspect and/or test the GOODS at any point during the existence of the contract to confirm their conformity to the Contract specifications at no extra cost to CHMSU and at the expense of the Service Agency.</p> <p>CHMSU may reject any GOODS or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Service Agency shall either rectify or replace such rejected GOODS or part thereof or make alterations necessary to meet the specifications at no cost to CHMSU, and shall repeat the test and/or inspection at no cost to CHMSU, upon giving a notice pursuant to GCC Clause 5.</p> <p>The Service Agency agrees that neither the execution of a test and/or inspection of the GOODS or any part thereof, nor the attendance by the CHMSU or its representative, shall release the Service Agency from any warranties or other obligations under this Contract.</p>
17.3	<p>If the Goods pertain to Expandable Supplies: Three (3) month after acceptance by the Procuring Entity of the delivered Goods or after the Goods are consumed, whichever is earlier.</p> <p>If the Goods pertain to Non-expendable Supplies: One (1) year after acceptance by the Procuring Entity of the delivered Goods.</p>
17.4	<p>The period for correction of defects in the warranty period is <b>not more than seven (7) days.</b></p>
21.1	<p>No additional provision</p> <p>If the Supplier is a joint venture, all partner to the joint venture shall be jointly and severally liable to the Procuring Entity.</p>



## ***Section VI. Schedule of Requirements***

### **A. MANPOWER**

<b>Campus</b>	<b>Supervisor</b>	<b>No. of Janitors</b>	<b>Total</b>
Talisay	One (1)	14	15
Alijis	None	8	8
Fortune Towne	None	7	7
Binalbagan	None	7	7
<b>TOTAL</b>			<b>37</b>

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 University (CHMSU) with Four (4) Campuses is in need of janitorial services to maintain the premises, buildings, guest houses and social facilities owned/managed by CHMSU.

### **B. SPECIFIC PROVISIONS**

1. The Contractor shall provide CHMSU with janitorial services composed of qualified, efficient, competent, well-trained, courteous janitors as may be required by CHMSU from time to time. In addition to the foregoing, the janitors employed by the Contractor shall possess the following qualifications:

*1.1* Must be of good moral character, without criminal and/or police records.

*1.2* Must be physically and mentally fit, as evidenced by a medical certificate issued by a reputable Medical Service Agency.

*1.3* Age should be based on requirements with the Department of Labor and Employment.

Any misrepresentation by the Contractor with respect to such qualifications shall be ground for 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 CHMSU premises. Contractor shall, therefore always provide CHMSU 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 CHMSU.

3. The Contractor hereby acknowledges that no authority has been conferred upon it by CHMSU to hire any person or persons in behalf of CHMSU, 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 CHMSU 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 CHMSU free from any claim whatsoever from its janitors and personnel.



4. Any janitor considered undesirable by CHMSU shall be immediately replaced by the Contractor upon written request by CHMSU duly authorized representative.
5. During the duration of the Contract, CHMSU reserves the right to decrease the number of janitors stipulated in this TOR.
6. CHMSU, in case of disagreement or controversy regarding the restitution of any CHMSU property lost, damaged or destroyed during the term of the Contract, shall create an Investigation Board composed of two (2) officials from the CHMSU 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 CHMSU the cost of the lost items, otherwise, CHMSU 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. CHMSU 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 CHMSU may deem necessary as called for any situation, or janitorial requirements as advised by the Agency with CHMSU's approval.

1. The Contractor shall provide for Janitorial Services needs of CHMSU who shall:
  - 1.1 Provide Janitors/Janitress, their complete uniform, cleaning tools and work equipment, and other necessary paraphernalia used in carrying out the required janitorial services;
  - 1.2 Provide a janitorial force consisting of Thirty-Seven (37) men and women which comprises of one (1) supervisor and thirty-six (36) janitors/janitresses;
  - 1.3 The supervisor shall have NCII Certificate in Household Cleaning. The supervisor shall lead and train his/her team in cleaning standards and proper use of cleaning materials especially in the offices and buildings with window glasses;
  - 1.4 Provide janitorial services that will work from 7:00 a.m. to 7:00 p.m. on alternating shifts from Monday to Friday and 8:00 a.m. to 5:00 p.m. on Saturday and Sunday including holidays;
  - 1.5 There shall always be one full time supervisor tasked in ensuring the proper execution of all janitorial activities from Monday to Saturday including holidays;
  - 1.6 From the janitorial force of Thirty-Seven (37) personnel, janitors/janitress shall be distributed to the following areas of responsibilities:

**(FOR TALISAY CAMPUS)**

**1.6.1 Administration Building**

- a. Ground floor- Offices, stairways, hallway/lobby, rest rooms (PWD), glass door, elevator, windows/window panels, façade/parking area
- b. Second floor- Offices, business center, hallway/lobby, stairs, glass windows, corridors, fire exit and rest rooms
- c. Third floor- Offices, hallway/lobby, stairs, glass windows, corridors, fire exit and rest rooms
- d. 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. Admin roof decks and gutters.

**1.6.2 Library Science Academic Building - (LSAB)**

- a. Ground floor -Corridors, Various offices, Rest rooms, Stage, Faculty rooms, Laboratory rooms, Classrooms, Chairs, Windows, Football Field
- b. Second Floor- Restrooms, Corridor, Classrooms/Technology shop, Faculty rooms, Hallways, Staircase/Stairways, Chairs and windows
- c. Third floor- Restrooms, Corridor, Classrooms/Technology shop, Faculty rooms, Hallways, Staircase/Stairways, IT room, Windows
- d. Fourth floor- Restrooms, Corridor, Classrooms/Electronics, Computer Lab, Hallways, Staircase/Stairways, Windows, Chairs

**1.6.3 Teacher Education Building (TEB) (Ground and Second Floor)**

- a. Corridors, Restrooms, Staircase/Stairways, Windows, Hallway, Canopy, Classrooms

**1.6.4 GYM/Multipurpose Hall**

- a. Restrooms, Glass Door (Gym Entrance), Surroundings/Grounds, Stockrooms

**1.6.5 Laboratory School Building (Ground, Second and Third Floor)**

- a. Restrooms, Staircase/Stairways, Surroundings/Grounds, Windows, Classrooms



- 1.6.6 Engineering and Technology Green Building**
  - a. Ground floor- Offices, laboratories, stairways, hallway/lobby, restrooms (PWD), glass door, elevator, windows/window panels, façade/parking area, Glass door
  - b. Second floor- Offices, classrooms, hallway/lobby, stairs, glass windows, corridors, EE Room, fire exit and rest rooms
  - c. Third floor- Offices, hallway/lobby, stairs, glass windows, corridors, fire exit and rest rooms
  
- 1.6.7 Ceramics Building, Presidents Cottage and Hometel**
  - a. Restrooms, Roof, Surroundings
  
- 1.6.8 ETGB Annex, Foods Trade and Machine Shop Building**
  - a. Restrooms, Surrounding, Classrooms, Offices
  
- 1.6.9 Automotive and Refrigeration Building**
  - a. Restrooms, Surroundings,
  
- 1.6.10 Student Center and Parking Area**
  - a. Ground floor- Restrooms, Windows, Grounds, Roof, Hallway, Lobby
  
  - b. Second Floor- Offices, Restrooms, Windows, Hallways, Staircase/Stairways
  
- 1.6.11 Supply Building**
  - a. Ground Floor- Office, Restrooms, Windows, Roof, Hallway, Lobby
  
  - b. Second Floor- Offices, Restrooms, Windows, Roof, Hallway, Staircase/Stairways

**(FOR ALIJIS CAMPUS)**

- 1.6.12 Main Building**
  - a. Hallway/Lobby, Offices, Porch, Façade/Parking Areas
  
- 1.6.13 Audio Visual Room AVR)**
  - a. Restrooms, Floors, Hallways/Lobby, Windows, Radio Room, Corridors
  
- 1.6.14 Two-Storey Technology Green Building and Science Lab. Building**
  - a. Ground floor- Offices, stairways, hallway/lobby, restrooms, lobbies, windows/window panels, façade, classrooms, football field
  - b. Second floor- classrooms, Restrooms, hallway/lobby, windows/window panels, Corridors, Exit Area
  
- 1.6.15 Covered Court**
  - a. Inside Area of Covered Court, Grounds
  
- 1.6.16 Three Storey Laboratory Building**
  - a. Restrooms, Hallway

**(FOR FORTUNE TOWNE CAMPUS)**

**1.6.17 Information Technology (IT) Building – 3 Storey Bldg.**

- a. Ground floor- Offices, stairways, hallway/lobby, restrooms, lobbies, windows/window panels, façade/Parking Area, classrooms, Audio Visual Room (AVR).
- b. Second floor- Library, Restrooms, hallway/lobby, windows/window panels, Corridors, Exit Area, Porch, stairways.
- c. Third floor- classrooms, Restrooms, hallway/lobby, windows/window panels, Corridors, Exit Area, Porch, stairways.
- d. Roof Top Canopy floors, stairways.

**1.6.18 4-Storey Academic Bldg.**

- a. Ground floor – Classroom, offices, stairways, hallway / lobby, Restrooms, grounds and canteen.
- b. Second floor - Classroom, offices, stairways, hallway / lobby and restrooms
- c. Third floor - Classroom, offices, stairways, hallway / lobby and restrooms
- d. Fourth floor - Classroom, offices, stairways, hallway / lobby and restrooms

**1.6.19 CH Building and RH Building**

- a. Ground floor – Classroom, Restrooms, offices, Hallways/Corridors, window/ window panels

**1.6.20 Alfredo Montelibano Activity Center (Covered Court)**

- a. Floor, Bleachers, Stairways and Offices

**1.6.21 NSTP, GAD, Clinic, Internet Center, SSG, Technopacer, Guidance Services**

- a. Offices, Hallways, restrooms, windows and roof

**(FOR BINALBAGAN CAMPUS)**

**1.6.22 New Administration Building and Parking areas**

- a. Offices, Hallways, Lobbies and Restrooms

**1.6.23 Student Center Building**

- a. Offices, Hallways, Lobbies and Restrooms

**1.6.24 Research and Development Services and Extension & Community Services Bldg.**

- a. Offices, Hallways, Lobbies and Restrooms



- 1.6.25 2 Storey New Academic Bldg.**
- a. Ground floor- Offices, stairways, hallway/lobby, restrooms, lobbies, windows/window panes, façade/Parking Area, classrooms, football field/playground
  - b. Second Floor- Restrooms, hallway/lobby, windows/window panels, Corridors, Porch, Accreditation Room, Stairs/Staircase
- 1.6.26 Physical Education Building**
- a. Offices/Rooms, Classrooms, Hallways, Lobbies and Restrooms
- 1.6.27 Teacher Education Building**
- a. Offices/Rooms, Classrooms, Hallways and Restrooms
- 1.6.28 Old Homemaking Building**
- a. Offices/Rooms, Hallways and Restrooms
- 1.6.29 Old College Building**
- a. Offices/Rooms, Hallways and Restrooms
- 1.6.30 Old Administration Building**
- a. Offices/Rooms, Restrooms, Hallways
- 1.6.31 Aqua Culture Laboratory Building**
- a. Offices/Rooms, Classrooms, Hallways and Restrooms
- 1.6.32 Property and Supply Building**
- a. Offices/Rooms, Restrooms, Hallways
- 1.6.33 Supt. Dionisio C. Guilbert. Jr. Building**
- 1. Offices/Rooms, Restrooms, Hallways
- 1.6.34 College Library Building**
- 1. Offices/Rooms, Restrooms, Hallways
- 1.6.35 Science Building**
- 1. Offices/Rooms, Restrooms, Hallways
- 1.6.36 Coke Canteen Building**
- 1. Offices/Rooms, Canteen, Restrooms, Hallways
- 1.6.37 New College Building**
- 1. Offices/Rooms, Classrooms, Hallways and Restrooms
- 1.6.38 Psychology Laboratory Building**
- 1. Offices/Rooms, Classrooms, Hallways and Restrooms
- 1.6.39 Criminology Cottage Building**
- 1. Offices/Rooms, Classrooms, Hallways and Restrooms
- 1.6.40 Homotel Building**
- 1. Offices/Rooms, Classrooms, Hallways and Restrooms
- 1.6.41 Home Economics Building**
- 1. Offices/Rooms, Classrooms, Hallways and Restrooms
- 1.6.42 Fishery Technology Laboratory Building**
- a. Post-Harvest Fishery Laboratory**
  - b. Aqua-Culture Laboratory**
  - 1. Offices/Rooms, Classrooms/Laboratories, Hallways and Restrooms
- 1.6.43 Covered Court**
- 1. Court and Hallways
- 1.6.44 Criminology Laboratory Building**
- 1. Offices/Rooms, Classrooms/Laboratories, Hallways and Restrooms

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:

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

4.2 Each work activity performed by the janitorial personnel in assigned buildings should be thoroughly inspected and monitored by the designated personnel upon completion.

4.3 The janitorial staff is provided with checklists containing weekly, monthly, and quarterly tasks. These checklists are to be reviewed by the supervisor or leadman and subsequently verified by the person in charge of the janitorial team. They should be submitted to the assigned office 2-3 days after the end of each month for approval and proper encoding in the report.

4.3-A Daily Routine Operations:

- a.1 Cleaning and polishing of all floors, including lobbies, stairways, landing, corridors and elevators;
- a.2 Cleaning, waxing and polishing of all furniture, fixtures, artworks, counters, windows, vertical and horizontal areas and ceiling;
- a.3 Proper trash disposal, including emptying of waste baskets & other receptacles;
- a.4 Cleaning, sanitizing and disinfecting of comfort rooms and washrooms. Supplies such as toilet disinfectants, toilet papers and liquid soap must be replenished as required.
- a.5 Cleaning of grounds and parking areas.

4.3-B Weekly Operation

- b.1 Cleaning of jalousie/sliding glass window, including grills & frames and all window glass pane.
- b.2 Wiping and cleaning of wall tiles at CRs.
- b.3 Cleaning of driveways, parking area, and surroundings.
- b.4 Cleaning of classroom/office chairs and benches.
- b.5 Emptying trash and recycling bins.
- b.6 Used vacuum cleaners for all carpets.
- b.7 Pressure washes the garbage bin.
- b.8 Cleaning and mopping of floors in hallways and offices.



- b.9* Thorough cleaning, washing, and scrubbing of all rooms/offices and CRs.
- b.10* Cleaning and sweeping of area/university facade.
- b.11* Cleaning of walk ways and shed house roofing.
- b.12* Reported seen damage.

#### 4.3-C Monthly Periodic Operations

- c.1* Cleaning of light diffusers. This involves removal, dusting or cleaning of stains on ceilings of diffuser receptacles;
- c.2* Cleaning of wall fans, stand fans, and exhaust fans.
- c.3* Scrubbing of dirt at exterior and interior walls, columns, and beams.
- c.4* Removal of cobwebs (Lawa-lawa).
- c.5* Scrubbing of the floor at hallways, lobbies, stairways, exit stairs, and landings.
- c.6* Cleaning roof decks, parapets, and ledges.
- c.7* Cleaning/de-clogging of roof gutters and downspouts.
- c.8* General cleaning of draperies/curtains and blinds.
- c.9* Used heavy-duty floor polisher in office rooms.
- c.10* Scrubbing of roadside gutter and removal of all stains.
- c.11* Reported seen damage.

#### 4.3-D Quarterly Operations

- d.1* Cleaning and organizing of facility and building stock rooms.
- d.2* Cleaning and scrubbing of mono-block chairs at offices or rooms.
- d.3* Scrubbing and disinfecting surfaces of floor tiles and restrooms.
- d.4* Removal of unused or damaged office/room supplies and building debris.
- d.5* Cleaning and polishing of railings and claddings.
- d.6* Wiping and cleaning of room ceilings.
- d.7* Cleaning and vacuuming of sofa and sofa set of office and rooms.
- d.8* Cleaning of water dispensers.
- d.9* Cleaning of Building Canopy.
- d.10* Thorough shampooing of panels, carpets and rugs.
- d.11* Report of seen damaged.

### 5. Special Activities

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

### 6. Cleaning Materials & Equipment

- 6.1* CHMSU 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.

#### 6.1-A Tools & Equipment

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

- Heavy Duty Floor Polisher – 4 units (20” dia. and 16” dia.)
- Heavy Duty Vacuum Cleaner – 4 unit
- Pressure washer – 4 unit
- Squeegee with metal handle – 6 units
- Ladder aluminum, 8 ft. – 8 units
- Ladder aluminum, max. 24ft. – 4 units
- Mop squeezer – 10 units
- Handset – 4 unit
- Harness – 5 units
- Wheelbarrow deep type – 12 units
- 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 CHMSU 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

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

#### **Annex D. EVALUATION OF PERFORMANCE**

Performance evaluations should be conducted quarterly to ensure that personnel's work ethic and behavior align with their assigned duties and responsibilities as janitorial staff. The evaluation process should include the following:

- d.1 Personnel will be assessed by the building or office occupants, classroom teachers, and students.
- d.2 Evaluation forms will be provided and collected by the designated office. Results will be reported quarterly.
- d.3 After careful evaluation, sanctions may be incurred to the personnel and will be subject for termination or other penalties.

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.

**Annex E. POSTING OF PERFORMANCE AND WAGE SECURITIES**

- e.1 To guarantee payment for losses and/or damages to property, the winning bidder/agency shall post a Performance Security in favor of CHMSU, in accordance with ITB Clause 41.0.
- e.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 CHMSU in an amount equivalent to three (3) months of labor cost of their personnel in their respective area of responsibility.
- e.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
- e.4 In case of change in the contract price arising from reduction of the janitorial force, the aforementioned sureties shall be accordingly reduced.

**Annex F. MEDICAL AND RISK INSURANCE**

- f.1 The janitors/janitress to be assigned shall have full coverage of medical and risk insurance by the winning bidder.
- f.2 All Janitors/Janitress to be assigned should be fully vaccinated.

**Annex G. CONTRACT DURATION**

- g.1 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 CHMSU 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.
- g.2 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.

#### **Annex H. APPROVED ANNUAL BUDGET FOR THE CONTRACT**

The annual approved budget cost of the contract is **SEVEN MILLION NINE-HUNDRED EIGHTY THOUSAND PESOS ONLY (7, 980, 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 CHMSU 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.

#### **Annex I. MANNER OF PAYMENT**

1. The Janitorial Services Agency shall bill CHMSU 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 CHMSU 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.

1.1. Upon billing, Janitorial Supervisors are required to submit or attach a work checklist to ensure that tasks are done accordingly, and the inventory of materials is kept updated.



**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
  - (c) Certificate in Housekeeping to all personnel or any

Conforme:

---

Name of Company/Bidder

---

Name & Signature of Authorized Representative

---

Date

## EVALUATION OF TECHNICAL PROPOSAL

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



**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 CHMSU.
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 CHMSU 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 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 CHMSU.

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)

<b>TOOLS</b>	<b>TALISAY</b>	<b>ALIJIS</b>	<b>FORTUNE TOWNE</b>	<b>BINALBAGAN</b>	<b>TOTAL</b>
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 CHMSU 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><b>Plain Cement</b></p> <ul style="list-style-type: none"> <li>• Sweep the floor with soft broom and throw dirt/waste paper into wastebasket</li> <li>• Follow up cleaning by damp mopping</li> </ul> <p><b>Tile Finish</b></p> <ul style="list-style-type: none"> <li>• Sweep the floor with soft broom to remove loose dirt, dust &amp; litter</li> <li>• Damp mop with water &amp; soap, not allowing drips to seep through the joints</li> <li>• Finish with drying mopping</li> <li>• Polish the floor with a floor polisher, if applicable</li> <li>• Apply pressure washer to floor where dirt or stains are hard to remove</li> </ul>	<ul style="list-style-type: none"> <li>• Daily</li> <li>• Daily</li> <li>• Daily</li> <li>• Daily</li> <li>• As needed</li> <li>• As needed</li> </ul>

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



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

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

Conforme:

Page 4

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Date



