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Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 12377113
Procuring Entity CARLOS HILADO MEMORIAL STATE UNIVERSITY
Title Procurement of Janitorial Services (Manpower Only) for the Four (4) Campuses
Area of Delivery Negros Occidental

Solicitation Number:	CHMSU 26-004-0908-S	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	8
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Janitorial Services	Date Published	09/09/2025
Approved Budget for the Contract:	PHP 7,514,640.24	Last Updated / Time	08/09/2025 14:31 PM
Delivery Period:	10 Month/s	Closing Date / Time	30/09/2025 09:00 AM
Client Agency:			
Contact Person:	Rowena De la Vida Prado Administrative Assistant II Mabini Street Talisay City Negros Occidental Philippines 6115 63-34-7120005 Ext.142 63-939-9296624 bac.sec@chmsu.edu.ph		

Description

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

INVITATION TO BID
FOR THE PROCUREMENT OF JANITORIAL SERVICES (MANPOWER ONLY)
FOR THE FOUR (4) CAMPUSES
CHMSU 26-004-0908-S

1. The Carlos Hilado Memorial State University, through the Corporate Budget for the Contract of 2026 approved by the governing Board (MDS & INCOME), intends to apply the sum of SEVEN MILLION FIVE HUNDRED FOURTEEN THOUSAND SIX HUNDRED FORTY PESOS & 24/100 (Php 7,514,640.24) ONLY being the Approved Budget for the Contract (ABC) to payments under the contract for the PROCUREMENT OF JANITORIAL SERVICES (MANPOWER ONLY) FOR THE FOUR (4) CAMPUSES. Bids received in excess of the ABC shall be automatically rejected at bid opening.

ONE (1) LOT JANITORIAL SERVICES (MANPOWER ONLY) Php 7,514,640.24
=====

2. The Carlos Hilado Memorial State University now invites bids for the above Procurement Project. Delivery of the Services is required by Ten (10) Months upon receipt of Notice to Proceed. Bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

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

9/8/25, 2:32 PM

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 September 9 - 30, 2025 (9:00A.M.) from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Ten Thousand Pesos (Php 10,000.00) Only. The Procuring Entity shall allow the bidder to present its proof of payment for the fees.

6. The CHMSU will hold a Pre-Bid conference on 9:30 A.M., September 16, 2025 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. 540 036 7488, Meeting Password 091625, 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 9:00 A.M., September 30, 2025. 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 09:30 A.M., September 30, 2025, 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. 540 036 7488, Meeting Password 093025. 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:

MS. LIGAYA E. FUENTES, Ph.D.
Head-BAC Secretariat
Carlos Hilado Memorial State University
Brgy. Zone 1, Mabini St.,
Talisay City, Negros Occidental
Email Add.: bac.sec@chmsu.edu.ph
Telephone Nos.: (034) 454-0529; 454-0584 local 142
Mobile No.: 0920-5833046
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

ATTY. RICCI L. SIASON
BAC Vice-Chairperson

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	ONE (1) LOT	Janitorial Services (Manpower Only)	1	Lot	7,514,640.24

Pre-bid Conference

Date	Time	Venue
16/09/2025	9:30:00 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

Created by Rowena De la Vida Prado
Date Created 08/09/2025

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SEP 08 2025

Bids and Awards Committee

INVITATION TO BID FOR THE PROCUREMENT OF JANITORIAL SERVICES (MANPOWER ONLY) FOR THE FOUR (4) CAMPUSES CHMSU 26-004-0908-S



1. The Carlos Hilado Memorial State University, through the Corporate Budget for the Contract of 2026 approved by the governing Board (MDS & INCOME), intends to apply the sum of **SEVEN MILLION FIVE HUNDRED FOURTEEN THOUSAND SIX HUNDRED FORTY PESOS & 24/100 (Php 7,514,640.24) ONLY** being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROCUREMENT OF JANITORIAL SERVICES (MANPOWER ONLY) FOR THE FOUR (4) CAMPUSES**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

ONE (1) LOT JANITORIAL SERVICES (MANPOWER ONLY)

PHP 7,514,640.24
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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 **9:00 A.M., September 30, 2025**. Late bids shall not be accepted.

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bac.sec@chmsc.edu.ph
(034) 712 0005 local 142
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Bids and Awards Committee

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ATTY. RICCI L. SIASON
BAC Vice-Chairperson



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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 JANITORIAL SERVICES (MANPOWER ONLY) FOR THE FOUR (4) CAMPUSES** with identification number CHMSU 26-004-0908-S.

The Procurement Project (referred to herein as "Project") is composed of **One (1) Lot**, 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 2026 in the amount of **SEVEN MILLION FIVE HUNDRED FOURTEEN THOUSAND SIX HUNDRED FORTY PESOS AND 24/100 (Php 7,514,640.24) 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 "T" 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 **September 16, 2025, 9:30 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 Declaration¹ 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 **January 29, 2026**. 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.

¹ 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	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. PROCUREMENT OF JANITORIAL SERVICES (MANPOWER ONLY) FOR THE FOUR (4) CAMPUSES b. completed within two (2) years prior to the deadline for the submission and receipt of bids.
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	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>five percent (5%) of ABC</i>, if bid security is in Surety Bond.
19.3	ONE (1) LOT JANITORIAL SERVICES Php 7,514,640.24
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 Condition of Contract

GCC Clause	
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 <u>MDS</u> in the amount of <u>SEVEN MILLION FIVE HUNDRED FOURTEEN THOUSAND SIX HUNDRED FORTY PESOS AND 24/100 ONLY</u> (Php 7,514,640.24)
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>ATTY. RICCI L. SIASON BAC Vice-Chairperson 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, PhD</u> Head, BAC Secretariat</p> <p>Fax and Telephone No.: <u>(034) 454 – 0584 / 454 - 0529 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 10 months shall be fixed and shall not be adjusted during contract implementation, except for the following:</p> <ul style="list-style-type: none"> a. Increase in minimum daily wage pursuant to law or new wage order issued after date of bidding, b. Increase in tax; and 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. <p>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.</p>

	<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 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 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 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>Delivery and Documents –</p> <p>Delivery of the Janitorial Services shall be made by the Service Provider on a Monthly basis covering the period of 10 months for F.Y 2026. Upon delivery of the Janitorial Services to the Project Site, the Service Provider 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 Service Provider 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 Provider shall provide Janitorial Services for CHMSU as provided for in these terms of reference.</p> <p>d. The Service Provider shall comply with all relevant laws, rules and regulations pertaining to the employment of labor, existing or which hereafter be enacted including but not limited to the Labor Code of the Philippines, Social Security Law, Employees Compensation, 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</p>

	<p>Regulations presently in force and effect shall be complied with and strictly observed.</p> <p>f. Should the Service Provider 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 Service Provider 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 Provider, as well as to avail of other remedies provided by law.</p> <p>g. The Service Provider 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 Provider shall execute a sworn statement, before CHMSU pays the consideration or part thereof under this Contract, that the Service Provider 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 Provider are not employees and/or laborers of CHMSU. Neither is there any employee-employer relationship between CHMSU and the Service Provider.</p> <p>j. The Service Provider 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 Provider shall immediately restore/repair/replace/pay any loss/es or damage/s caused to the CHMSU-owned properties/pending investigation by the Agency and validated by Management.</p> <p>l. The Service Provider shall make all 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 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 Provider.</p>

17.3	No further instructions.
17.4	No further instructions.
21.1	No additional provision If the Service Provider is a joint venture, all partner to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section VI. Schedule of Requirements

A. MANPOWER

Campus	Supervisor	No. of Janitors	Total
Talisay	One (1)	14	15
Alijis	None	9	9
Fortune Towne	None	8	8
Binalbagan	None	8	8
TOTAL			40 with additional reliever

Conforme:

Name of Company/Bidder

Name & Signature of Authorized Representative

Date

Section VII. Technical Specifications

A. BACK GROUND

The Carlos Hilado Memorial State University (CHMSU) with Four (4) Campuses namely, Talisay Campus, Binalbagan Campus, Fortune Towne Campus, and Alijis Campus is in need of janitorial services to maintain the premises and facilities owned/managed by CHMSU.

B. SPECIFIC PROVISIONS

1. The Service Provider shall provide CHMSU with janitorial services composed of qualified, efficient, competent, well-trained, and courteous personnel. In addition to the foregoing, the janitors employed by the Service Provider 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 Service Provider with respect to the above qualifications shall be a ground for termination/cancellation of the Contract.

2. It is understood that the Service Provider's personnel shall be provided with Identification Cards which should be worn at all times during their stay inside the CHMSU premises. The Service Provider shall always provide CHMSU an updated list of its personnel assigned in every campus.

The Service Provider shall pay the wages, salaries or compensation of the janitors in accordance with the provisions of the Minimum Wage Law of the Labor Code of the Philippines. The payment of salaries and wages shall be made on time, regardless of whether the Service Provider failed to collect from CHMSU on the applicable period.

3. The Service Provider 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 Service Provider in carrying out the janitorial services shall be paid by and considered as exclusive employee or agent of the Service Provider and as such CHMSU shall not be responsible whatsoever for any claim or claims for personal injury, wages, damages, including death, caused to the Service Provider 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 Service Provider holds CHMSU free from any claims whatsoever by its janitorial personnel assigned in CHMSU.

4. Upon written request of CHMSU's authorized representative, request for replacement of personnel for any justifiable reasons should be immediately acted upon by the Service Provider.
5. During the duration of the Contract, CHMSU reserves the right for any justifiable reasons 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 SERVICES

1. General Tasks

- 1.1. Perform daily, weekly, monthly, and quarterly cleaning tasks as detailed in Annex C.
- 1.2. Maintain a relief pool to ensure uninterrupted coverage.
- 1.3. Report any property loss or damage to the General Services Office as soon as it is discovered.
- 1.4. Attend coordination meetings and comply with all CHMSU cleaning and sanitation protocols.

2. Shift Scheduling and Attendance

- 2.1. Adhere to the following weekly schedule:

Day	Time	Coverage
Monday-Saturday	7:00 AM – 7:00 PM	Alternating shifts (includes holidays)
Sunday	As directed by CHMSU	Upon discretion of CHMSU Head or Executive Director

2.2. Special Event Request

- 2.2.1. For special events (e.g., graduation, foundation day, etc.), CHMSU may request additional janitorial personnel for special events at no extra charge for the first two personnel, charges will apply for each additional personnel thereafter.
- 2.2.2. Light hauling and handling of non-heavy equipment upon request are included at no additional cost.
- 2.3. Furnish CHMSU with a monthly shift schedule and attendance record for verification.

NUMBER AND QUALIFICATIONS OF PERSONNEL

- 1.1. Total Deployment: Forty (40) janitorial staff

Service Provider Manpower Deployment:

Campus	Supervisor	Leadman	Janitors	Relief Pool
Talisay	1	-	14	2
Alijis	-	1	8	1
Fortune Towne	-	1	7	1
Binalbagan	-	1	7	1
TOTAL			40	

1.2. Minimum Qualifications:

1.2.1. Supervisor Janitor Qualifications:

- Holder of NC II Certification in Housekeeping
- Minimum three (3) years supervisory experience in institutional cleaning
- Be 18–60 years old
- Possess good moral character, with no conviction for offenses involving moral turpitude. Supported by Barangay Certificate, Police, and NBI clearances
- Be physically and mentally fit, supported by a Medical Certificate issued by government hospital and City Health Office Green Card.
- Psychoneurotic and drug testing, if required
- Covered by accident insurance (Service Provider responsibility)

1.2.2. Leadman Janitor Qualifications:

- Preferably a holder of NC II Certification in Housekeeping
- Minimum three (3) years supervisory experience in institutional cleaning
- Be 18–60 years old.
- Possess good moral character, with no conviction for offenses involving moral turpitude. Supported by Barangay Certificate, Police, and NBI clearances
- Be physically and mentally fit, supported by a Medical Certificate issued by government hospital and City Health Office Green Card.
- Psychoneurotic and drug testing, if required
- Covered by accident insurance (Service Provider responsibility)

1.2.3. Janitors/Janitress Qualifications:

- Be 18–60 years old.
- Possess good moral character, with no conviction for offenses involving moral turpitude. Supported by Barangay Certificate, Police, and NBI clearances
- Be physically and mentally fit, supported by a Medical Certificate issued by government hospital and City Health Office Green Card.
- Psychoneurotic and drug testing, if required
- Covered by accident insurance (Service Provider responsibility)
- COVID-19 vaccination card, as applicable

1.3. All clearances and medical certificates shall be issued within the last six (6) months prior to deployment.

1.4. All documents must be submitted and approved by CHMSU GSO prior to deployment.

ROLES AND RESPONSIBILITIES

1. Duties of the Service Provider

- 1.1. Recruit, screen, and train competent personnel; to deploy said personnel to the designated work areas; and to provide, at its own cost, prescribed uniforms, identification cards, and individual cleaning kits.
- 1.2. Execute all tasks and responsibilities assigned under this Agreement in a timely and workmanlike manner, and to ensure the immediate provision of qualified relief personnel in cases of absence, leave, or incapacity of assigned staff.
- 1.3. Maintain and keep current all personnel records, including but not limited to clearances, medical certificates, proof of insurance coverage, training certifications, daily attendance logs, equipment inventories, and work accomplishment checklists, and to make such records available for inspection by CHMSU upon request.
- 1.4. Enforce, and to provide continuing training on, the proper handling, storage, and disposal of cleaning chemicals.
- 1.5. Submit to the CHMSU General Services Office (GSO) the following:
 - a. Weekly Reports – duly signed by the Service Provider's Supervisor/Leadman and verified by the CHMSU GSO or Campus Executive Director, to include regular work checklists, shift schedules, and a roster of personnel.
 - b. Monthly Reports – Not later than the fifth (5th) calendar day of the succeeding month, a performance summary, equipment utilization report, and attendance logs.
 - c. Attendance and participation in coordination meetings as may be required by CHMSU.
- 1.6. Investigate and rectify any deficiency in the performance of services within twenty-four (24) hours from receipt of a written under-rated performance evaluation from CHMSU, and to submit within the same period a written corrective action plan.
- 1.7. Acknowledge and warrant that all personnel assigned by the Service Provider are and shall remain employees of the Service Provider, and not of CHMSU. All matters relating to wages, benefits, insurance, injuries, illnesses, or other employment-related claims shall be the sole responsibility of the Service Provider.

2. Oversight by CHMSU

- 2.1. Review, verify, and duly acknowledge all submitted rosters, checklists, and reports; conduct periodic and unannounced site inspections to ensure compliance with the terms of this Agreement.
- 2.2. Coordinate and facilitate quarterly performance evaluations of the Service Provider; issue formal notices of non-compliance and impose sanctions.
- 2.3. Provide the Service Provider with secure storage space for equipment and supplies; ensure timely access to utilities and facilities necessary for the proper execution of the contracted services.

3. Performance Evaluation

3.1. Evaluation Process

- 3.1.1. Conduct quarterly performance reviews with the participation of General Administrative and Support Services (GASS) personnel, faculty representatives, and student representatives.
- 3.1.2. The General Services Office shall consolidate evaluation results, prepare a formal report, and issue recommendations for corrective actions to the Service Provider.

3.2. Evaluation Criteria

- 3.2.1. Quality, thoroughness, and completeness of cleaning services rendered.
- 3.2.2. Adherence to assigned schedules, work assignments, and scope of services.
- 3.2.3. Professional conduct, decorum, and compliance with CHMSU rules, regulations, and policies.
- 3.2.4. Accuracy, completeness, and timeliness of submitted reports, rosters, and checklists.

3.3. Sanctions for Unsatisfactory Performance

- 3.3.1. First Offense – Issuance of a formal written warning.
- 3.3.2. Second Offense – Immediate replacement of personnel concerned, at no additional cost to CHMSU.
- 3.3.3. Third Offense – Termination of the Service Agreement

TOOLS, SUPPLIES, MATERIALS, AND PPE

1. Service-provider Supplied:

- 1.1. Mechanical Equipment
- 1.2. Agency Uniforms – two (2) sets per personnel, with one (1) set provided free of charge and one (1) set to be procured through salary deduction
- 1.3. CHMSU-approved Identification Cards
- 1.4. Personal Protective Equipment (PPE)

2. CHMSU-Supplied:

- 2.1. Consumable Supplies including soaps, disinfectants, toilet paper, paper towels, and trash liners etc. (see Annex B for detailed quantities)
- 2.2. Designated facility for safekeeping of tools, materials, and consumables.

MANNER OF PAYMENT

- 1. The Service Provider shall submit monthly invoices duly supported by the following documents:
 - Signed Daily Time Record (DTR) of all deployed personnel, certified by the GSO Unit Head.
 - Certified Summary of Total Work Hours rendered by all janitorial personnel.
 - Completed service accomplishment checklists (Annex C), certified by the GSO Supervisor or Unit Head.
 - Bank statement or equivalent proof of salary deposit to all deployed janitorial personnel.
- 2. Payment shall be made within thirty (30) calendar days from receipt by CHMSU of a complete and duly compliant billing package.
- 3. The Service Provider shall also submit to CHMSU a sworn statement certifying that it has paid the salaries, wages, and/or benefits due to all its deployed janitorial personnel in accordance with the provisions of existing labor laws for the billing period.

PERIOD OF TERMINATION

- 1. This Agreement shall be effective from the date indicated in the Notice to Proceed and shall remain in full force until 31 December 2026, unless sooner terminated in accordance with the provisions herein.
- 2. CHMSU reserves the right to terminate this Agreement for cause, which shall include, but not be limited to:
 - Receipt of unsatisfactory performance ratings in quarterly evaluations

- Material breach of any term or condition of this Agreement or
 - Non-compliance with applicable laws, rules, regulations, and CHMSU policies.
3. Termination for cause shall take effect thirty (30) calendar days from receipt by the Service Provider of a written notice of termination, without prejudice to CHMSU's right to seek damages or other remedies under law.

CONFIDENTIALITY CLAUSE

The Service Provider, including all personnel assigned under this Agreement, shall strictly maintain the confidentiality of all CHMSU data, records, documents, and information obtained in the course of service delivery, whether in written, electronic, or verbal form. Such information shall not be disclosed, reproduced, or used for any purpose other than the performance of obligations under this Agreement, without the prior written consent of CHMSU.

Any unauthorized disclosure, use, or dissemination of such information shall constitute a material breach of this Agreement, entitling CHMSU to terminate the contract immediately, without prejudice to the right to pursue legal remedies, including claims for damages, under applicable laws and regulations.

DISPUTE RESOLUTION

1. Any dispute, controversy, or claim arising from or in connection with this Terms of Reference (TOR), including those involving property damage or loss, shall first be subject to amicable settlement through CHMSU's internal dispute resolution procedures or in accordance with the CHMSU Administration's Dispute Policy, within a period of fifteen (15) calendar days from the date the dispute is formally raised.
2. Decisions rendered through the internal dispute resolution process shall be considered final and binding, unless an appeal is filed with the University President within the period and in the manner prescribed under CHMSU rules and regulations.

MISCELLANEOUS REQUIREMENTS

1. The Service Provider shall submit to CHMSU, on a monthly basis, official remittance reports and proof of payment to the Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth), and Home Development Mutual Fund (Pag-IBIG) for all deployed personnel.
2. The Service Provider shall maintain strict confidentiality of all CHMSU data and records. Unauthorized disclosure shall be considered a material for breach of contract.
3. CHMSU reserves the right to conduct financial, operational, and performance audits of the Service provider upon reasonable notice.
4. The Service Provider shall comply with all other Philippine labor and safety laws, rules, and regulations applicable to janitorial services.
5. This contract and its implementation shall be governed and construed in accordance with the laws of the Republic of the Philippines.

ACCIDENT AND RISK INSURANCE

1. The janitors/janitress deployed in CHMSU should be covered by an accident and risk insurance before deployment. In case of absence thereof, the Contractor has the obligation to pay work related accident and risk claims of the janitorial personnel.

CONTRACT DURATION

The contract shall be for a period of **ten (10) months commencing** upon receipt of Notice to Proceed, subject to the result of the performance evaluation of the janitorial services before the end of each year for the ten (10) months period. Should the Service provider failed to maintain a satisfactory rating based on the set of performance criteria stated below, CHMSU may pre-terminate the Contract for failure of 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.

APPROVED ANNUAL BUDGET FOR THE CONTRACT

The annual approved budget cost of the contract is **SEVEN MILLION FIVE HUNDRED FOUTEEN THOUSAND SIX HUNDRED FORTY PESOS AND 24/100 ONLY (₱ 7,514,640.24).**

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 A. Manpower Deployment and Area Assignments

(Detailed per campus—see separate Annex A document.)

Annex B. Cleaning Tools, Equipment and PPE

(Quantity and allocation per campus—see separate Annex B document.)

Annex C. Periodic Work Activities

(Activities and its frequency—see separate Annex C document.)

ANNEX A. Manpower Deployment and Area Assignments

Total Janitorial Personnel: 40

- Supervisor (Talisay Campus): 1
- Leadmen (Alijis, Binalbagan, Fortune Towne): 3
- Janitors/Janitresses: 36

Campus Distribution:

- Talisay Campus: 15 personnel (including 1 Supervisor)
- Alijis Campus: 9 personnel (including 1 Leadman)
- Fortune Towne Campus: 8 personnel (including 1 Leadman)
- Binalbagan Campus: 8 personnel (including 1 Leadman)

A.1 Talisay Campus (15 Personnel)

1. Administration Building

- Ground Floor: Offices, stairways, lobby, PWD restrooms, glass doors, elevator, windows/panels, façade & parking area
- Second Floor: Offices, business center, lobby, staircases, corridors, glass windows, restrooms, fire exit
- Third Floor: Offices, lobby, staircases, corridors, glass windows, restrooms, fire exit
- Fourth Floor: Conference room, President's Pad, Board Secretary's Office, PME, lobby, staircases, glass windows, corridors, restrooms, rooftop garden
- Roof Decks & Gutters

2. Library Science Academic Building (LSAB)

- Ground Floor: Corridors, offices, restrooms, stage, faculty rooms, labs, classrooms, windows, grounds
- Second Floor: Classrooms, technology shop, offices, restrooms, corridors, staircases, ceilings, windows
- Third Floor: IT room, classrooms, offices, restrooms, corridors, staircases, ceilings, windows
- Fourth Floor: Computer lab, electronics shop, classrooms, offices, restrooms, corridors, staircases, roof gutters

3. Teacher Education Building (Ground & 2nd Floor)

- Corridors, restrooms, staircases, windows, hallway, canopy, ceilings, floors, roof gutters, grounds

4. Gym / Multipurpose Hall

- Entrance/Exit glass doors, restrooms, offices, stockrooms, surrounding grounds

5. Engineering & Technology Green Building (ETGB)

- Ground Floor: Offices, labs, lobby, stairways, PWD restrooms, glass doors, elevator, windows, façade/parking
- Second Floor: Classrooms, offices, lobby, staircases, glass windows, corridors, restrooms, fire exit
- Third Floor: Offices, lobby, staircases, glass windows, corridors, restrooms, halls

6. ETGB Annex – College of Engineering Building.

- Ground Floor: Offices, restrooms, lobby, windows, grounds
- Second Floor: Offices, restrooms, lobby, windows, staircases
- Third Floor: Classrooms, offices, restrooms, corridors, staircases, ceilings, windows

7. Ceramics Building, President's Cottage & Homotel

- Rooms, restrooms, roof, surrounding grounds

8. Foods Trade & Machine Shop Building

- Classrooms, offices, restrooms, grounds

9. Automotive & HVAC Building

- Workshops, restrooms, surrounding grounds

10. Student Center & Parking Areas

- Ground Floor: Lobby, offices, restrooms, windows, grounds, roof
- Second Floor: Offices, restrooms, windows, corridors, staircases

11. Supply and Property Building

- Ground Floor: Office, restrooms, lobby, windows, roof

- Second Floor: Offices, restrooms, lobby, windows, staircases

12. Research Technology Hub Building

- Ground Floor: Office, restrooms, lobby, windows
- Second Floor: Offices, restrooms, lobby, windows, staircases

A.2 Alijis Campus (9 Personnel)

1. Old Admin Building

- Ground Floor: Offices, library ground floor, conference room, lobby, offices, hallway, stairway, fire exit, windows, restrooms
- Second Floor: Library second floor, office, restroom, fire exit, windows

2. Audio Visual Room (AVR)

- Restrooms, ramps, hallways, windows, stage, radio room, fire exit

3. Technology Green Building & Science Lab (2-Storey)

- Ground Floor: Offices, conference room, speech laboratory, laboratory rooms, lecture rooms, lobby, hallway, stairway, ramp, fire exit, electrical room, restrooms, windows, façade, classrooms, football field
- Second Floor: Offices, computer laboratory, restrooms, lobby, hallway, stairway, ramp, windows, fire exit, roof deck

4. Covered Court

- Covered grounds, surrounding grounds, stage, stockrooms

5. Three-Storey Laboratory Building

- Ground Floor: laboratory Rooms, lecture rooms, offices, electrical room, electronics room, restrooms, stairway, hallway, ramp, windows
- Second Floor: laboratory Rooms, lecture rooms, electrical room, electronics room, restrooms, stairway, hallway, ramp, windows

Third Floor: CAD laboratory, lecture rooms, electrical room, electronics room, restrooms, stairway, hallway, ramp, windows

A.3 Fortune Towne Campus (8 Personnel)

1. Information Technology Building (3-Storey)

- Ground Floor: Offices, lobby, staircases, restrooms, windows, façade/parking, AVR, classrooms
- Second Floor: Library, lobby, restrooms, corridors, exit areas, staircases
- Third Floor: Classrooms, lobby, restrooms, corridors, exit areas, staircases
- Roof Canopy
- Surroundings grounds

2. Business Management and Accountancy Building (4-Storey)

- Each Floor: Classrooms, offices, lobby, staircases, restrooms
- Ground Floor also covers grounds, canteen, visitor's lounge, guard house
- Fourth Floor: Conference Hall

3. CH Building

- Ground Floor: Classrooms, corridors, restrooms, windows
- Surrounding grounds

4. RH Building

- Ground Floor: offices, faculty room, corridors, restrooms, windows
- Surrounding grounds

5. NSTP, GAD, PPDM, Medical and Dental Offices

- Ground Floor: Offices, corridors, restrooms, windows, child-minding area
- Surroundings grounds

6. Student Center Area

- Ground Floor: Offices, restrooms, windows, classroom, hallways
- Second Floor: offices, windows, restroom
- Business Plan Implementation area
- Surrounding grounds, student park

7. Alfredo Montelibano Activity Center

- Court floor, bleachers, staircases, ceilings, fitness room, office

8. Commercial Arcade

- Ground Floor: kiosks, surrounding grounds

A.4 Binalbagan Campus (8 Personnel)

1. Entrance Gate (Guard House) & Parking Areas

- Ground Floor: Façade, Hallways, Roof Canopy, Office, Restroom, Road Humps, PWD Ramps, Roof, Ceilings, Walls, Panel Doors & Glass Windows, & Landscape.

2. Admin Building

- Ground Floor: Offices, Lobby, Hallways, Roof, Walls, Panel Doors & Glass Windows, PWD Ramps, Restrooms, Records Rooms, Pantry, Stock Rooms, Electrical Room, Ceilings, & Landscape.

3. Student Center Building

- Ground Floor: Offices, Lobby, Hallways, Restrooms, Ceilings, Walls, Panel Doors & Glass Windows.

4. Research & Extension Building

- Offices, Lobby, Hallways, Roof Canopy, Walls, Panel Door & Glass Windows, Restrooms, Ceilings, Records Rooms, & Landscape,

5. New Academic Building (2-Storey)

- Ground Floor: College of Criminology Office, Classrooms (Lecture Rooms), Lobby, Hallways, Staircases, Railings, Restrooms, Ceilings, Walls, Panel Doors & Glass Windows, Façade, Electrical Room, & Landscape.
- Second Floor: Classrooms (Lecture Rooms), Hallways, Restrooms, Ceilings, Walls, Panel Doors & Glass Windows, Staircases & Railings.
- Roof Deck: Staircases, Floor Drains, Roof Canopy, & Railings.

6. Physical Education Building

- Ground Floor: Offices, Classrooms (Lecture Rooms), Hallways, Restrooms, Walls, Roof, Ceilings, Panel Doors & Glass Windows, & Landscape.

7. Teacher Education Building

- Ground Floor: Classrooms (Lecture Rooms), Hallways, Walls, Roof, Ceilings, Panel Doors & Glass Windows, & Landscape.

8. Old Homemaking, Old College & Old Administration Buildings (2-Storey)

- Ground Floor: Offices, Records Rooms, Classrooms (Lecture Rooms), Hallways, Staircase, Walls, Ceilings Roof Canopy Gutters, Panels Doors & Glass Windows, Restrooms, & Landscape.
- Second Floor: Staircase, Offices, Records Rooms, Walls, Roof, Ceilings, Panel Doors & Glass Windows, Fire Exit Ladder, & Corridors.

9. Fishery Laboratory Complex Phase 1, 2, & 3 (2-Storey)

- Ground Floor: Offices, Laboratories, Classrooms (Lecture Rooms), Hallways, Corridors, Restrooms, Staircases, Walls, Ceilings, Panel Doors & Glass Windows, Façade, Landscape, Electrical Rooms, Ramps, Railings, Roof Canopy, & Landscape.
- Second Floor: Offices, Laboratories, Classrooms (Lecture Rooms), Hallways, Corridors, Restrooms, Staircases, Walls, Ceilings, Panel Doors, Glass Windows.
- Roof Deck: Staircases, Floor Drains, Roof Canopy, Water Tanks, & Railings.

10. Property & Supply Building; Guilbert Jr. Building

- Ground Floor: Offices, Hallways, Multi-purpose Hall, Corridors, Restrooms, Facade, Roof, Walls, Ceilings, Panel Doors, Glass Windows & Landscape.

11. College Library

- Ground Floor: Façade, Offices, Study Area, Hallways, Corridors, Restrooms, Roof, Walls, Ceilings, Panel Doors, Glass Windows, & Landscape.

12. Criminology Lab. Building

- Ground Floor: Façade, Offices, Laboratories, Classrooms (Lecture Rooms), Hallways, Corridors, Restrooms, Electrical Room, Water Tanks, Staircases, Ramps, Roof, Walls, Ceilings, Panel Doors, Glass Windows, & Landscape.

13. Male & Female Dormitory (2-Storey)

- Ground Floor: Façade, Ramps, Railings, Staircases, Bed Space, Hallways, Corridors, Dining & Kitchen, Stock Rooms Shower & Toilets, Walls, Ceilings, Panel Doors, Glass Doors & Windows, & Landscape.
 - Second Floor: Staircases, Corridors, Bed Space, Shower & Toilets, Roof, Walls, Ceilings, Panel Doors, Glass Doors & Windows, & Fire Escape Ladders.
- 14. Homotel Building**
- Ground Floor: Facade, Entrance Porch, Hallways, Corridors, Living Area, Bed Spaces, Shower & Toilets, Kitchen & Dining Area, Roof, Walls, Ceilings, Panel Doors, Glass Windows, & Landscape.
- 15. Covered Court**
- Ground Floor: Benches, Court Floor, Roof Canopy, & Landscape.
- 16. Coke Canteen**
- Ground Floor: Hallway, Dining & Kitchen Area, Roof, Ceiling, Panel Doors & Glass Windows.
- 17. Science Building; New College; Psychology Lab; Criminology Cottage; Home Economics;**
- Ground Floor (Each): Offices, Classrooms (Lecture Rooms), Laboratories, Hallways, Restrooms, Roof Canopy, Ceilings, Walls, Panel Doors & Glass Windows.

End of Annex A

ANNEX B. Cleaning Tools, Equipment & PPE**B.1: Equipment and Tools**

EQUIPMENT	ALIJIS	BINALBAGAN	FORTUNE TOWNE	TALISAY	TOTAL
Heavy-Duty Floor Polisher	1	1	1	1	4
Heavy-Duty Vacuum Cleaner	1	1	1	1	4
Pressure Washer	1	1	1	1	4
Squeegee (Metal Handle)	2	2	2	2	8
Ladder (Aluminum, 8 ft.)	2	2	2	2	8
Ladder (Aluminum, up to 24 ft.)	1	1	1	1	4
Mop Squeezer	2	2	2	4	10
Handset	2	2	2	2	8
Safety Harness	1	1	1	2	5
Wheelbarrow	3	3	3	3	12
Roll-out Waste Container	2	2	2	2	8
Other PPEs					

Note: All equipment shall be inspected quarterly by CHMSU to verify functionality and sufficiency.
Each janitor will be issued an individual set of basic cleaning paraphernalia.

B.2: PERSONAL PROTECTIVE EQUIPMENT (PPE)**Service Provider-Supplied Items**

Item	Quantity per Janitor	Remarks
Nitrile gloves	10 pairs	Per month supply
Safety goggles	1	Anti-fog, chemical resistant
Face masks	10	Disposable surgical or equivalent
Safety harness	1	For high-level (roof, canopy) cleaning

End of Annex B

ANNEX C : PERIODIC WORK ACTIVITIES

C.1 Daily Routine Operations

- Sweep, mop, and polish floors (lobbies, corridors, stairways, elevators)
- Dust and wipe furniture, fixtures, and surfaces
- Empty and disinfect waste bins
- Clean, sanitize, and restock comfort rooms
- Maintain grounds, parking areas, and walkways

C.2 Weekly Operations

- Clean glass windows, жалousies, grills, and frames
- Scrub wall tiles in comfort rooms
- Pressure-wash bins, driveways, and exteriors
- Vacuum carpets and deep-clean upholstery
- Mop and sanitize floors in offices and hallways

C.3 Monthly Periodic Operations

- Remove cobwebs from ceilings and fixtures
- Clean diffusers, fans, and vents
- Scrub interior/exterior walls, columns, and beams
- Declog gutters and downspouts
- Deep-clean curtains, blinds, carpets, and sofas

C.4 Quarterly Operations

- Organize and sanitize stockrooms
- Deep-clean furniture, railings, and metal surfaces
- Wipe ceilings, canopies, and soffits
- Dispose of damaged or obsolete materials
- Clean water dispensers and kitchenettes

End of Annex C

Project Name: **JANITORIAL SERVICES FOR THE FOUR (4) CAMPUSES**

All procurement shall comply with RA 9184, its IRR, and CHMSU policies.

TERMS OF REFERENCE (TOR)

GENERAL REQUIREMENTS

1. Eligibility of Bidders

- 1.1. The Service Provider must be a corporation, partnership, or sole proprietorship duly registered with the appropriate government agency, and at least sixty percent (60%) Filipino-owned and controlled.
- 1.2. The Authorized Representative shall:
 - 1.2.1. Be of legal age with voting rights
 - 1.2.2. Be a part-owner, shareholder or possess Special Power of Attorney or Board Resolution
 - 1.2.3. Possess good moral character, with no conviction involving moral turpitude
 - 1.2.4. Be physically and mentally fit (Medical Certificate; City Health Office Green Card)
 - 1.2.5. Minimum one (1) year experience in institutional janitorial services of comparable scale within the past three (3) years.
- 1.3. The Service Provider must have a Net Financial Contracting Capacity (NFCC) at least equal to the Approved Budget.

2. Government Mandatory Compliance Documents

- 2.1. Valid DOLE Registration Certificate
- 2.2. Certified true copies of:
 - 2.2.1. SEC/DTI/CDA registration with the latest corporate and/or financial reports
 - 2.2.2. Current Mayor's/Business Permit
 - 2.2.3. BIR Registration Certificate and valid BIR Tax Clearance, together with duly stamped VAT, withholding, and income tax returns
- 2.3. Certificates of remittance to SSS, PhilHealth, and Pag-IBIG covering the six (6) months immediately preceding the bid submission
- 2.4. Proof of compliance with DOLE labor standards and regulations, supported by a valid DOLE Registration Certificate and the latest DOLE inspection report or clearance (issued not earlier than one [1] month prior to bid submission)
- 2.5. Sworn affidavit of compliance with labor laws and occupational safety regulations.

3. Bidder's Documents

- 3.1. Formal Letter of Intent/Offer addressed to CHMSU BAC.
- 3.2. Comprehensive company profile, organizational chart, and updated resumes of key personnel assigned to the project.
- 3.3. List of contracts (last three years) engaging ≥ 50 janitorial personnel: client name, engagement period, contact person, and performance certification.
- 3.4. Detailed inventory of cleaning equipment (make, model, acquisition date, condition and location).
- 3.5. Proposed personnel roster with clearances, medical certificates, and training certificates.
- 3.6. List of additional services offered at no extra cost.
- 3.7. Sworn statement certifying the authenticity of submitted documents and authorizing CHMSU to verify their validity with issuing agencies.

SCOPE OF SERVICES**1. General Tasks**

- 1.1. Perform daily, weekly, monthly, and quarterly cleaning tasks as detailed in Annex C.
- 1.2. Maintain a relief pool to ensure uninterrupted coverage.
- 1.3. Report any property loss or damage to the General Services Office as soon as it is discovered.
- 1.4. Attend coordination meetings and comply with all CHMSU cleaning and sanitation protocols.

2. Shift Scheduling and Attendance

- 2.1. Adhere to the following weekly schedule:

Day	Time	Coverage
Monday-Saturday	7:00 AM – 7:00 PM	Alternating shifts (includes holidays)
Sunday	As directed by CHMSU	Upon discretion of CHMSU Head or Executive Director

2.2. Special Event Request

- 2.2.1. For special events (e.g., graduation, foundation day, etc.), CHMSU may request additional janitorial personnel for special events at no extra charge for the first two personnel, charges will apply for each additional personnel thereafter.

- 2.2.2. Light hauling and handling of non-heavy equipment upon request are included at no additional cost.

- 2.3. Furnish CHMSU with a monthly shift schedule and attendance record for verification.

NUMBER AND QUALIFICATIONS OF PERSONNEL

- 1.1. Total Deployment: Forty (40) janitorial staff

Service Provider Manpower Deployment:

Campus	Supervisor	Leadman	Janitors	Relief Pool
Talisay	1	-	14	2
Alijis	-	1	8	1
Fortune Towne	-	1	7	1
Binalbagan	-	1	7	1
TOTAL			40	

1.2. Minimum Qualifications:**1.2.1. Supervisor Janitor Qualifications:**

- Holder of NC II Certification in Housekeeping
- Minimum three (3) years supervisory experience in institutional cleaning
- Be 18–60 years old
- Possess good moral character, with no conviction for offenses involving moral turpitude. Supported by Barangay Certificate, Police, and NBI clearances
- Be physically and mentally fit, supported by a Medical Certificate issued by government hospital and City Health Office Green Card.
- Psychoneurotic and drug testing, if required

- Covered by accident insurance (Service Provider responsibility)

1.2.2. Leadman Janitor Qualifications:

- Preferably a holder of NC II Certification in Housekeeping
- Minimum three (3) years supervisory experience in institutional cleaning
- Be 18–60 years old.
- Possess good moral character, with no conviction for offenses involving moral turpitude. Supported by Barangay Certificate, Police, and NBI clearances
- Be physically and mentally fit, supported by a Medical Certificate issued by government hospital and City Health Office Green Card.
- Psychoneurotic and drug testing, if required
- Covered by accident insurance (Service Provider responsibility)

1.2.3. Janitors/Janitress Qualifications:

- Be 18–60 years old.
- Possess good moral character, with no conviction for offenses involving moral turpitude. Supported by Barangay Certificate, Police, and NBI clearances
- Be physically and mentally fit, supported by a Medical Certificate issued by government hospital and City Health Office Green Card.
- Psychoneurotic and drug testing, if required
- Covered by accident insurance (Service Provider responsibility)
- COVID-19 vaccination card, as applicable

1.3. All clearances and medical certificates shall be issued within the last six (6) months prior to deployment.

1.4. All documents must be submitted and approved by CHMSU GSO prior to deployment.

ROLES AND RESPONSIBILITIES

1. Duties of the Service Provider

- 1.1. Recruit, screen, and train competent personnel; to deploy said personnel to the designated work areas; and to provide, at its own cost, prescribed uniforms, identification cards, and individual cleaning kits.
- 1.2. Execute all tasks and responsibilities assigned under this Agreement in a timely and workmanlike manner, and to ensure the immediate provision of qualified relief personnel in cases of absence, leave, or incapacity of assigned staff.
- 1.3. Maintain and keep current all personnel records, including but not limited to clearances, medical certificates, proof of insurance coverage, training certifications, daily attendance logs, equipment inventories, and work accomplishment checklists, and to make such records available for inspection by CHMSU upon request.
- 1.4. Enforce, and to provide continuing training on, the proper handling, storage, and disposal of cleaning chemicals.
- 1.5. Submit to the CHMSU General Services Office (GSO) the following:
 - a. Weekly Reports – duly signed by the Service Provider's Supervisor/Leadman and verified by the CHMSU GSO or Campus Executive Director, to include regular work checklists, shift schedules, and a roster of personnel.
 - b. Monthly Reports – Not later than the fifth (5th) calendar day of the succeeding month, a performance summary, equipment utilization report, and attendance logs.
 - c. Attendance and participation in coordination meetings as may be required by CHMSU.

- 1.6. Investigate and rectify any deficiency in the performance of services within twenty-four (24) hours from receipt of a written under-rated performance evaluation from CHMSU, and to submit within the same period a written corrective action plan.
- 1.7. Acknowledge and warrant that all personnel assigned by the Service Provider are and shall remain employees of the Service Provider, and not of CHMSU. All matters relating to wages, benefits, insurance, injuries, illnesses, or other employment-related claims shall be the sole responsibility of the Service Provider.
2. **Oversight by CHMSU**
 - 2.1. Review, verify, and duly acknowledge all submitted rosters, checklists, and reports; conduct periodic and unannounced site inspections to ensure compliance with the terms of this Agreement.
 - 2.2. Coordinate and facilitate quarterly performance evaluations of the Service Provider; issue formal notices of non-compliance and impose sanctions.
 - 2.3. Provide the Service Provider with secure storage space for equipment and supplies; ensure timely access to utilities and facilities necessary for the proper execution of the contracted services.
3. **Performance Evaluation**
 - 3.1. **Evaluation Process**
 - 3.1.1. Conduct quarterly performance reviews with the participation of General Administrative and Support Services (GASS) personnel, faculty representatives, and student representatives.
 - 3.1.2. The General Services Office shall consolidate evaluation results, prepare a formal report, and issue recommendations for corrective actions to the Service Provider.
 - 3.2. **Evaluation Criteria**
 - 3.2.1. Quality, thoroughness, and completeness of cleaning services rendered.
 - 3.2.2. Adherence to assigned schedules, work assignments, and scope of services.
 - 3.2.3. Professional conduct, decorum, and compliance with CHMSU rules, regulations, and policies.
 - 3.2.4. Accuracy, completeness, and timeliness of submitted reports, rosters, and checklists.
 - 3.3. **Sanctions for Unsatisfactory Performance**
 - 3.3.1. First Offense – Issuance of a formal written warning.
 - 3.3.2. Second Offense – Immediate replacement of personnel concerned, at no additional cost to CHMSU.
 - 3.3.3. Third Offense – Termination of the Service Agreement

TOOLS, SUPPLIES, MATERIALS, AND PPE

1. Service-provider Supplied:

- 1.1. Mechanical Equipment
- 1.2. Agency Uniforms – two (2) sets per personnel, with one (1) set provided free of charge and one (1) set to be procured through salary deduction
- 1.3. CHMSU-approved Identification Cards
- 1.4. Personal Protective Equipment (PPE)

2. CHMSU-Supplied:

- 2.1. Consumable Supplies including soaps, disinfectants, toilet paper, paper towels, and trash liners etc. (see Annex B for detailed quantities)

2.2. Designated facility for safekeeping of tools, materials, and consumables.

BID PRICE COMPUTATION

The bid price shall be computed in strict conformity with the latest Department of Labor and Employment (DOLE) Wage Order applicable to the Negros Island Region (NIR), inclusive of all statutory and regulatory obligations, such as but not limited to, the payment of mandatory benefits, taxes, and government contributions required under existing laws, rules, and regulations. The Approved Budget for the Contract (ABC) is **₱ 7,514,640.24** (Seven Million Five Hundred Fourteen Thousand Six Hundred Forty Pesos and 24/100 Only).

RIGHT TO VARY JANITORIAL SERVICES REQUIREMENT

CHMSU reserves the right to adjust the number of deployed personnel, scope of work, and service levels in response to institutional activities, emergencies, or special events, without corresponding adjustment to the unit price, except as may be expressly allowed under applicable laws, rules, and regulations, including those issued by the Government Procurement Policy Board (GPPB).

MANNER OF PAYMENT

1. The Service Provider shall submit monthly invoices duly supported by the following documents:
 - Signed Daily Time Record (DTR) of all deployed personnel, certified by the GSO Unit Head.
 - Certified Summary of Total Work Hours rendered by all janitorial personnel.
 - Completed service accomplishment checklists (Annex C), certified by the GSO Supervisor or Unit Head.
 - Bank statement or equivalent proof of salary deposit to all deployed janitorial personnel.
2. Payment shall be made within thirty (30) calendar days from receipt by CHMSU of a complete and duly compliant billing package.
3. The Service Provider shall also submit to CHMSU a sworn statement certifying that it has paid the salaries, wages, and/or benefits due to all its deployed janitorial personnel in accordance with the provisions of existing labor laws for the billing period.

PERIOD OF TERMINATION

1. This Agreement shall be effective from the date indicated in the Notice to Proceed and shall remain in full force until 31 December 2026, unless sooner terminated in accordance with the provisions herein.
2. CHMSU reserves the right to terminate this Agreement for cause, which shall include, but not be limited to:
 - Receipt of unsatisfactory performance ratings in quarterly evaluations
 - Material breach of any term or condition of this Agreement or
 - Non-compliance with applicable laws, rules, regulations, and CHMSU policies.
3. Termination for cause shall take effect thirty (30) calendar days from receipt by the Service Provider of a written notice of termination, without prejudice to CHMSU's right to seek damages or other remedies under law.

CONFIDENTIALITY CLAUSE

The Service Provider, including all personnel assigned under this Agreement, shall strictly maintain the confidentiality of all CHMSU data, records, documents, and information obtained in the course of service delivery, whether in written, electronic, or verbal form. Such information shall not be disclosed, reproduced, or used for any purpose other than the performance of obligations under this Agreement, without the prior written consent of CHMSU.

Any unauthorized disclosure, use, or dissemination of such information shall constitute a material breach of this Agreement, entitling CHMSU to terminate the contract immediately, without prejudice to the right to pursue legal remedies, including claims for damages, under applicable laws and regulations.

DISPUTE RESOLUTION

1. Any dispute, controversy, or claim arising from or in connection with this Terms of Reference (TOR), including those involving property damage or loss, shall first be subject to amicable settlement through CHMSU's internal dispute resolution procedures or in accordance with the CHMSU Administration's Dispute Policy, within a period of fifteen (15) calendar days from the date the dispute is formally raised.
2. Decisions rendered through the internal dispute resolution process shall be considered final and binding, unless an appeal is filed with the University President within the period and in the manner prescribed under CHMSU rules and regulations.

MISCELLANEOUS REQUIREMENTS

1. The Service Provider shall submit to CHMSU, on a monthly basis, official remittance reports and proof of payment to the Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth), and Home Development Mutual Fund (Pag-IBIG) for all deployed personnel.
2. The Service Provider shall maintain strict confidentiality of all CHMSU data and records. Unauthorized disclosure shall be considered a material for breach of contract.
3. CHMSU reserves the right to conduct financial, operational, and performance audits of the Service provider upon reasonable notice.
4. The Service Provider shall comply with all other Philippine labor and safety laws, rules, and regulations applicable to janitorial services.
5. This contract and its implementation shall be governed and construed in accordance with the laws of the Republic of the Philippines.

Annex A. Manpower Deployment and Area Assignments

(Detailed per campus—see separate Annex A document.)

Annex B. Cleaning Tools, Equipment and PPE

(Quantity and allocation per campus—see separate Annex B document.)

Annex C. Periodic Work Activities

(Activities and its frequency—see separate Annex C document.)

End of TOR

ANNEX A. Manpower Deployment and Area Assignments

Total Janitorial Personnel: 40

- Supervisor (Talisay Campus): 1
- Leadmen (Alijis, Binalbagan, Fortune Towne): 3
- Janitors/Janitresses: 36

Campus Distribution:

- Talisay Campus: 15 personnel (including 1 Supervisor)
- Alijis Campus: 9 personnel (including 1 Leadman)
- Fortune Towne Campus: 8 personnel (including 1 Leadman)
- Binalbagan Campus: 8 personnel (including 1 Leadman)

A.1 Talisay Campus (15 Personnel)

1. Administration Building

- Ground Floor: Offices, stairways, lobby, PWD restrooms, glass doors, elevator, windows/panels, façade & parking area
- Second Floor: Offices, business center, lobby, staircases, corridors, glass windows, restrooms, fire exit
- Third Floor: Offices, lobby, staircases, corridors, glass windows, restrooms, fire exit
- Fourth Floor: Conference room, President's Pad, Board Secretary's Office, PME, lobby, staircases, glass windows, corridors, restrooms, rooftop garden
- Roof Decks & Gutters

2. Library Science Academic Building (LSAB)

- Ground Floor: Corridors, offices, restrooms, stage, faculty rooms, labs, classrooms, windows, grounds
- Second Floor: Classrooms, technology shop, offices, restrooms, corridors, staircases, ceilings, windows
- Third Floor: IT room, classrooms, offices, restrooms, corridors, staircases, ceilings, windows
- Fourth Floor: Computer lab, electronics shop, classrooms, offices, restrooms, corridors, staircases, roof gutters

3. Teacher Education Building (Ground & 2nd Floor)

- Corridors, restrooms, staircases, windows, hallway, canopy, ceilings, floors, roof gutters, grounds

4. Gym / Multipurpose Hall

- Entrance/Exit glass doors, restrooms, offices, stockrooms, surrounding grounds

5. Engineering & Technology Green Building (ETGB)

- Ground Floor: Offices, labs, lobby, stairways, PWD restrooms, glass doors, elevator, windows, façade/parking
- Second Floor: Classrooms, offices, lobby, staircases, glass windows, corridors, restrooms, fire exit
- Third Floor: Offices, lobby, staircases, glass windows, corridors, restrooms, halls

6. ETGB Annex – College of Engineering Building.

- Ground Floor: Offices, restrooms, lobby, windows, grounds
- Second Floor: Offices, restrooms, lobby, windows, staircases
- Third Floor: Classrooms, offices, restrooms, corridors, staircases, ceilings, windows

7. Ceramics Building, President's Cottage & Homotel

- Rooms, restrooms, roof, surrounding grounds

8. Foods Trade & Machine Shop Building

- Classrooms, offices, restrooms, grounds

9. Automotive & HVAC Building

- Workshops, restrooms, surrounding grounds

10. Student Center & Parking Areas

- Ground Floor: Lobby, offices, restrooms, windows, grounds, roof
- Second Floor: Offices, restrooms, windows, corridors, staircases

11. Supply and Property Building

- Ground Floor: Office, restrooms, lobby, windows, roof

- Second Floor: Offices, restrooms, lobby, windows, staircases
- 12. Research Technology Hub Building**
 - Ground Floor: Office, restrooms, lobby, windows
 - Second Floor: Offices, restrooms, lobby, windows, staircases

A.2 Alijis Campus (9 Personnel)

1. Old Admin Building

- Ground Floor: Offices, library ground floor, conference room, lobby, offices, hallway, stairway, fire exit, windows, restrooms
- Second Floor: Library second floor, office, restroom, fire exit, windows

2. Audio Visual Room (AVR)

- Restrooms, ramps, hallways, windows, stage, radio room, fire exit

3. Technology Green Building & Science Lab (2-Storey)

- Ground Floor: Offices, conference room, speech laboratory, laboratory rooms, lecture rooms, lobby, hallway, stairway, ramp, fire exit, electrical room, restrooms, windows, façade, classrooms, football field
- Second Floor: Offices, computer laboratory, restrooms, lobby, hallway, stairway, ramp, windows, fire exit, roof deck

4. Covered Court

- Covered grounds, surrounding grounds, stage, stockrooms

5. Three-Storey Laboratory Building

- Ground Floor: laboratory Rooms, lecture rooms, offices, electrical room, electronics room, restrooms, stairway, hallway, ramp, windows
- Second Floor: laboratory Rooms, lecture rooms, electrical room, electronics room, restrooms, stairway, hallway, ramp, windows

Third Floor: CAD laboratory, lecture rooms, electrical room, electronics room, restrooms, stairway, hallway, ramp, windows

A.3 Fortune Towne Campus (8 Personnel)

1. Information Technology Building (3-Storey)

- Ground Floor: Offices, lobby, staircases, restrooms, windows, façade/parking, AVR, classrooms
- Second Floor: Library, lobby, restrooms, corridors, exit areas, staircases
- Third Floor: Classrooms, lobby, restrooms, corridors, exit areas, staircases
- Roof Canopy
- Surroundings grounds

2. Business Management and Accountancy Building (4-Storey)

- Each Floor: Classrooms, offices, lobby, staircases, restrooms
- Ground Floor also covers grounds, canteen, visitor's lounge, guard house
- Fourth Floor: Conference Hall

3. CH Building

- Ground Floor: Classrooms, corridors, restrooms, windows
- Surrounding grounds

4. RH Building

- Ground Floor: offices, faculty room, corridors, restrooms, windows
- Surrounding grounds

5. NSTP, GAD, PPDM, Medical and Dental Offices

- Ground Floor: Offices, corridors, restrooms, windows, child-minding area
- Surroundings grounds

6. Student Center Area

- Ground Floor: Offices, restrooms, windows, classroom, hallways
- Second Floor: offices, windows, restroom
- Business Plan Implementation area
- Surrounding grounds, student park

7. Alfredo Montelibano Activity Center

- Court floor, bleachers, staircases, ceilings, fitness room, office

8. Commercial Arcade

- Ground Floor: kiosks, surrounding grounds

A.4 Binalbagan Campus (8 Personnel)

1. Entrance Gate (Guard House) & Parking Areas

- Ground Floor: Façade, Hallways, Roof Canopy, Office, Restroom, Road Humps, PWD Ramps, Roof, Ceilings, Walls, Panel Doors & Glass Windows, & Landscape.

2. Admin Building

- Ground Floor: Offices, Lobby, Hallways, Roof, Walls, Panel Doors & Glass Windows, PWD Ramps, Restrooms, Records Rooms, Pantry, Stock Rooms, Electrical Room, Ceilings, & Landscape.

3. Student Center Building

- Ground Floor: Offices, Lobby, Hallways, Restrooms, Ceilings, Walls, Panel Doors & Glass Windows.

4. Research & Extension Building

- Offices, Lobby, Hallways, Roof Canopy, Walls, Panel Door & Glass Windows, Restrooms, Ceilings, Records Rooms, & Landscape,

5. New Academic Building (2-Storey)

- Ground Floor: College of Criminology Office, Classrooms (Lecture Rooms), Lobby, Hallways, Staircases, Railings, Restrooms, Ceilings, Walls, Panel Doors & Glass Windows, Façade, Electrical Room, & Landscape.
- Second Floor: Classrooms (Lecture Rooms), Hallways, Restrooms, Ceilings, Walls, Panel Doors & Glass Windows, Staircases & Railings.
- Roof Deck: Staircases, Floor Drains, Roof Canopy, & Railings.

6. Physical Education Building

- Ground Floor: Offices, Classrooms (Lecture Rooms), Hallways, Restrooms, Walls, Roof, Ceilings, Panel Doors & Glass Windows, & Landscape.

7. Teacher Education Building

- Ground Floor: Classrooms (Lecture Rooms), Hallways, Walls, Roof, Ceilings, Panel Doors & Glass Windows, & Landscape.

8. Old Homemaking, Old College & Old Administration Buildings (2-Storey)

- Ground Floor: Offices, Records Rooms, Classrooms (Lecture Rooms), Hallways, Staircase, Walls, Ceilings Roof Canopy Gutters, Panels Doors & Glass Windows, Restrooms, & Landscape.
- Second Floor: Staircase, Offices, Records Rooms, Walls, Roof, Ceilings, Panel Doors & Glass Windows, Fire Exit Ladder, & Corridors.

9. Fishery Laboratory Complex Phase 1, 2, & 3 (2-Storey)

- Ground Floor: Offices, Laboratories, Classrooms (Lecture Rooms), Hallways, Corridors, Restrooms, Staircases, Walls, Ceilings, Panel Doors & Glass Windows, Façade, Landscape, Electrical Rooms, Ramps, Railings, Roof Canopy, & Landscape.
- Second Floor: Offices, Laboratories, Classrooms (Lecture Rooms), Hallways, Corridors, Restrooms, Staircases, Walls, Ceilings, Panel Doors, Glass Windows.
- Roof Deck: Staircases, Floor Drains, Roof Canopy, Water Tanks, & Railings.

10. Property & Supply Building; Guilbert Jr. Building

- Ground Floor: Offices, Hallways, Multi-purpose Hall, Corridors, Restrooms, Facade, Roof, Walls, Ceilings, Panel Doors, Glass Windows & Landscape.

11. College Library

- Ground Floor: Façade, Offices, Study Area, Hallways, Corridors, Restrooms, Roof, Walls, Ceilings, Panel Doors, Glass Windows, & Landscape.

12. Criminology Lab. Building

- Ground Floor: Façade, Offices, Laboratories, Classrooms (Lecture Rooms), Hallways, Corridors, Restrooms, Electrical Room, Water Tanks, Staircases, Ramps, Roof, Walls, Ceilings, Panel Doors, Glass Windows, & Landscape.

13. Male & Female Dormitory (2-Storey)

Section VII. Technical Specifications

- Ground Floor: Façade, Ramps, Railings, Staircases, Bed Space, Hallways, Corridors, Dining & Kitchen, Stock Rooms Shower & Toilets, Walls, Ceilings, Panel Doors, Glass Doors & Windows, & Landscape.
- Second Floor: Staircases, Corridors, Bed Space, Shower & Toilets, Roof, Walls, Ceilings, Panel Doors, Glass Doors & Windows, & Fire Escape Ladders.

14. Hometel Building

- Ground Floor: Facade, Entrance Porch, Hallways, Corridors, Living Area, Bed Spaces, Shower & Toilets, Kitchen & Dining Area, Roof, Walls, Ceilings, Panel Doors, Glass Windows, & Landscape.

15. Covered Court

- Ground Floor: Benches, Court Floor, Roof Canopy, & Landscape.

16. Coke Canteen

- Ground Floor: Hallway, Dining & Kitchen Area, Roof, Ceiling, Panel Doors & Glass Windows.

17. Science Building; New College; Psychology Lab; Criminology Cottage; Home Economics;

- Ground Floor (Each): Offices, Classrooms (Lecture Rooms), Laboratories, Hallways, Restrooms, Roof Canopy, Ceilings, Walls, Panel Doors & Glass Windows.

End of Annex A

ANNEX B. Cleaning Tools, Equipment & PPE
B.1: Equipment and Tools

EQUIPMENT	ALIJS	BINALBAGAN	FORTUNE TOWNE	TALISAY	TOTAL
Heavy-Duty Floor Polisher	1	1	1	1	4
Heavy-Duty Vacuum Cleaner	1	1	1	1	4
Pressure Washer	1	1	1	1	4
Squeegee (Metal Handle)	2	2	2	2	8
Ladder (Aluminum, 8 ft.)	2	2	2	2	8
Ladder (Aluminum, up to 24 ft.)	1	1	1	1	4
Mop Squeezer	2	2	2	4	10
Handset	2	2	2	2	8
Safety Harness	1	1	1	2	5
Wheelbarrow	3	3	3	3	12
Roll-out Waste Container	2	2	2	2	8
Other PPEs					

Note: All equipment shall be inspected quarterly by CHMSU to verify functionality and sufficiency.
Each janitor will be issued an individual set of basic cleaning paraphernalia.

B.2: PERSONAL PROTECTIVE EQUIPMENT (PPE)

Service Provider-Supplied Items

Item	Quantity per Janitor	Remarks
Nitrile gloves	10 pairs	Per month supply
Safety goggles	1	Anti-fog, chemical resistant
Face masks	10	Disposable surgical or equivalent
Safety harness	1	For high-level (roof, canopy) cleaning

End of Annex B

ANNEX C : PERIODIC WORK ACTIVITIES

C.1 Daily Routine Operations

- Sweep, mop, and polish floors (lobbies, corridors, stairways, elevators)
- Dust and wipe furniture, fixtures, and surfaces
- Empty and disinfect waste bins
- Clean, sanitize, and restock comfort rooms
- Maintain grounds, parking areas, and walkways

C.2 Weekly Operations

- Clean glass windows, жалousies, grills, and frames
- Scrub wall tiles in comfort rooms
- Pressure-wash bins, driveways, and exteriors
- Vacuum carpets and deep-clean upholstery
- Mop and sanitize floors in offices and hallways

C.3 Monthly Periodic Operations

- Remove cobwebs from ceilings and fixtures
- Clean diffusers, fans, and vents
- Scrub interior/exterior walls, columns, and beams
- Declog gutters and downspouts
- Deep-clean curtains, blinds, carpets, and sofas

C.4 Quarterly Operations

- Organize and sanitize stockrooms
- Deep-clean furniture, railings, and metal surfaces
- Wipe ceilings, canopies, and soffits
- Dispose of damaged or obsolete materials
- Clean water dispensers and kitchenettes

End of Annex C

PROCUREMENT OF JANITORIAL SERVICES
COST BREAK DOWN FOR 10 MONTHS

- | | | | |
|----|--|--|--|
| 1 | Daily Wage Rate | | |
| 2 | Average Salary per Month (Daily Wage Rate x days/10months) | | |
| 3 | Add: Others Benefits | | |
| | 13th Month Pay (Average Salary per Month x 1/10) | | |
| | 5 Days Incentive Pay (Average per Month x .016) | | |
| 4 | Add: Night Shift Differential (Average per Month x 10%) | | |
| A. | TOTAL MONTHLY AMOUNT PAID DIRECTLY TO SECURITY STAFF (#2 + #3 + #4) | | |
| 5 | Add: Payable to Government (Employer Share) | | |
| | SSS Premium + ECC | | |
| | Philhealth Premium | | |
| | Pag-ibig Premium | | |
| B. | TOTAL AMOUNT PAYABLE TO GOVERNMENT (Sum of #5) | | |
| C. | TOTAL AMOUNT PAYABLE TO JANITORIAL AND GOVERNMENT (A + B) | | |
| 6 | Agency Fee | | |
| D. | OVERALL TOTAL (C + #6) | | |
| 7 | 12% Value Added Tax (Agency Fee x 12%) | | |
| E. | TOTAL CONTRACT PRICE (D + #7) | | |
| 8 | Number of Janitorial Staff | | |
| F. | TOTAL MONTHLY CONTRACT PRICE (E x #8) | | |
| G. | TOTAL ANNUAL CONTRACT PRICE (F x 10 Months) | | |

