



Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 11240567
Procuring Entity CARLOS HILADO MEMORIAL STATE UNIVERSITY
Title Procurement of Janitorial Services(Manpower Only)- Four Campuses
Area of Delivery Negros Occidental

Solicitation Number:	CHMSU 25-003-0911-S	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	7
Procurement Mode:	Public Bidding	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Janitorial Services	Date Published	12/09/2024
Approved Budget for the Contract:	PHP 8,271,939.93	Last Updated / Time	11/09/2024 15:48 PM
Delivery Period:	1 Year/s	Closing Date / Time	03/10/2024 08:30 AM
Client Agency:			
Contact Person:	Ma. Lorena Fernandez Jugos Administrative Assistant II Mabini Street, Brgy Zone 1 Talisay City Negros Occidental Philippines 6115 63-34-7120005 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 UNIVERSITY
 CHMSU 25-003-0911-S

1. The Carlos Hilado Memorial State University, through the Corporate Budget for the Contract of 2025 approved by the governing Board (MDS-CO), intends to apply the sum of EIGHT MILLION TWO HUNDRED SEVENTY-ONE THOUSAND NINE HUNDRED THIRTY-NINE PESOS & 93/100 (Php 8,271,939.93), being the Approved Budget for the Contract (ABC) to payments under the contract for the PROCUREMENT OF JANITORIAL SERVICES (MANPOWER ONLY) FOR THE UNIVERSITY. Bids received in excess of the ABC shall be automatically rejected at bid opening.

ONE (1) LOT JANITORIAL SERVICES 8,271,939.93
 =====

2. The Carlos Hilado Memorial State University now invites bids for the above Procurement Project. Delivery of the Services is required by One (1) year after receipt of Notice to Proceed. Bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

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

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

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

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

5. A complete set of Bidding Documents may be acquired by interested Bidders on September 12 – October 3, 2024 (8:30A.M.) from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the 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 9:00 A.M., September 19, 2024 at Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental and or through video conferencing or webcasting via Zoom Meeting with ID No. 797 389 7583, Meeting Password 091924, 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., October 3, 2024. 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 9:30 A.M., October 3, 2024, at the Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental through Zoom Meeting ID No. 797 389 7583, Meeting Password 100324. 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
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.: 0939-9296624
Website: chmsu.edu.ph

12. You may visit the following websites:

For downloading of Bidding Documents: chmsu.edu.ph

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

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

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	ONE(1) LOT	Janitorial Services (Manpower Only)	1	Lot	8,271,939.93

Pre-bid Conference

Date	Time	Venue
19/09/2024	9:00:00 AM	Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental and or

through video conferencing or webcasting
via Zoom Meeting with ID No. 797 389
7583, Meeting Password 091924

Created by Rowena De la Vida Prado
Date Created 11/09/2024

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Carlos Hilado Memorial State University

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CARLOS HILADO MEMORIAL STATE UNIVERSITY
RECORDS MANAGEMENT OFFICE

RECEIVED

DATE: SEP 11 2024 TIME: 3:00 PM

Bids and Awards Committee

INVITATION TO BID FOR THE PROCUREMENT OF JANITORIAL SERVICES (MANPOWER ONLY) FOR THE UNIVERSITY CHMSU 25-003-0911-S



- The Carlos Hilado Memorial State University, through the Corporate Budget for the Contract of 2025 approved by the governing Board (MDS-CO), intends to apply the sum of **EIGHT MILLION TWO HUNDRED SEVENTY-ONE THOUSAND NINE HUNDRED THIRTY-NINE PESOS & 93/100 (Php 8,271,939.93)**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROCUREMENT OF JANITORIAL SERVICES (MANPOWER ONLY) FOR THE UNIVERSITY**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

ONE (1) LOT	JANITORIAL SERVICES	8,271,939.93
		=====

- The Carlos Hilado Memorial State University now invites bids for the above Procurement Project. Delivery of the Services is required by **One (1) year after receipt of Notice to Proceed**. Bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
- Bidding will be conducted through open competitive bidding procedures using the non-discretionary *pass/fail* criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184.

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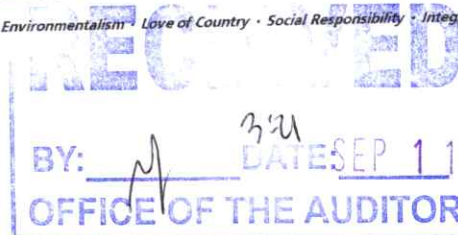
The BAC Secretariat
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Talisay City, Negros Occidental

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- The CHMSU will hold a **Pre-Bid conference on 9:00 A.M., September 19, 2024 at Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental** and or through video conferencing or webcasting via **Zoom Meeting with ID No. 797 389 7583, Meeting Password 091924**, which shall be open to prospective bidders.
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✉ bac.sec@chmsc.edu.ph
☎ (034) 712 0005 local 142
🌐 chmsc.edu.ph

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

Bids and Awards Committee

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



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 (034) 712 0005 local 142
 chmsc.edu.ph

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Section III. Bid Data Sheet

Notes on the Bid Data Sheet

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

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

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. PROCUREMENT OF JANITORIAL SERVICES (MANPOWER ONLY) FOR THE UNIVERSITY</p> <p>b. completed within two (2) years prior to the deadline for the submission and receipt of bids.</p>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than 165,438.80 (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than 413,597.00 (5%) of ABC, if bid security is in Surety Bond.</p>
19.3	ONE (1) LOT JANITORIAL SERVICES 8,271,939.93
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 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 UNIVERSITY** with identification number **CHMSU 25-003-0911-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 2025 in the amount of **EIGHT MILLION TWO HUNDRED SEVENTY-ONE THOUSAND NINE HUNDRED THIRTY-NINE PESOS & 93/100 (Php 8,271,939.93)**.

2.2. The source of funding is:

NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

6. Origin of Goods

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

7. Subcontracts

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a **Pre-Bid Conference** for this Project on **September 19, 2024, 9:00 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 31, 2025**. 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 VI. Schedule of Requirements

A. MANPOWER

Campus	Supervisor	No. of Janitors	Total
Talisay	One (1)	15 (including supervisor)	15
Alijis	None	8	8
Fortune Towne	None	7	7
Binalbagan	None	7	7
TOTAL			37 (with reliever)

Conforme:

Name of Company/Bidder

Name & Signature of Authorized Representative

Date

Section VII. Technical Specifications

TERMS OF REFERENCE FOR JANITORIAL SERVICES

A. BACK GROUND

The Carlos Hilado Memorial State University (CHMSU) with Four (4) Campuses 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 Contractor 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 Contractor shall possess the following qualifications:

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

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

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

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

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

The contractor 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 Contractor failed to collect from CHMSU on the applicable period.

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

The Contractor holds CHMSU free from any 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 Contractor.
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 WORK

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

1. The Contractor shall provide Janitorial Services to CHMSU, as such shall:
 - 1.1 Provide Janitors/Janitress, their complete uniform, cleaning tools and work equipment, and other necessary paraphernalia used in carrying out the required janitorial services;
 - 1.2 Provide a janitorial force consisting of Thirty-Seven (37) janitorial personnel including one (1) of which will function as the supervisor and one (1) leadman in every campus at the same time;
 - 1.3 The supervisor shall have NCII Certificate in Housekeeping. The supervisor shall lead and train his/her team in cleaning standards and proper use of cleaning materials especially in the offices and buildings with window glasses;
 - 1.4 Provide janitorial services that will work from 7:00 a.m. to 7:00 p.m. on alternating shifts from Monday to Friday and 8:00 a.m. to 5:00 p.m. on Saturday and Sunday including holidays;
 - 1.5 There shall always be one full time supervisor tasked in ensuring the proper execution of all janitorial activities from Monday to Saturday including holidays;

1.6 From the janitorial force of Thirty-Seven (37) personnel, janitors/janitress shall be distributed to the following areas of responsibilities:

(FOR TALISAY CAMPUS)

1.6.1 Administration Building

- a. Ground floor- Offices, stairways, hallway/lobby, rest rooms (PWD), glass door, elevator, windows/window panels, façade/parking area
- b. Second floor- Offices, business center, hallway/lobby, stairs, glass windows, corridors, fire exit and rest rooms
- c. Third floor- Offices, hallway/lobby, stairs, glass windows, corridors, fire exit and rest rooms
- d. Fourth floor- Offices, conference room, President's Pad, Board Sec. Office, PME, hallway/lobby, stairs, glass windows, corridors, fire exit and rest rooms, roof top garden
- e. Admin roof decks and gutters.

1.6.2 Library Science Academic Building - (LSAB)

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

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

- a. Corridors, Restrooms, Staircase/Stairways, Windows, Hallway, Canopy, Classroom Ceilings and Floors, Downspouts and Roof Gutter, Building Grounds

1.6.4 GYM/Multipurpose Hall

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

(FOR ALIJIS CAMPUS)

1.6.13 Main Building

- a. Hallway/Lobby, Offices, Porch, Façade/Parking Areas

1.6.14 Audio Visual Room AVR)

- a. Restrooms, Floors, Hallways/Lobby, Windows, Radio Room, Corridors

1.6.15 Two-Storey Technology Green Building and Science Lab. Building

- a. Ground floor- Offices, stairways, hallway/lobby, restrooms, lobbies, windows/window panels, façade, classrooms, football field
b. Second floor- classrooms, Restrooms, hallway/lobby, windows/window panels, Corridors, Exit Area

1.6.16 Covered Court

- a. Inside Area of Covered Court, Grounds

1.6.17 Three Storey Laboratory Building

- a. Restrooms, Hallway

(FOR FORTUNE TOWNE CAMPUS)

1.6.18 Information Technology (IT) Building – 3 Storey Bldg.

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

1.6.19 4-Storey Academic Bldg.

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

- 1.6.20 CH Building and RH Building**
 - a. Ground floor – Classroom, Restrooms, offices, Hallways/Corridors, window/ window panels
- 1.6.21 Alfredo Montelibano Activity Center (Covered Court)**
 - a. Floor, Bleachers, Stairways and Offices
- 1.6.22 NSTP, GAD, Clinic, Internet Center, SSG, Technopacer, Guidance Services**
 - a. Offices, Hallways, restrooms, windows and roof

(FOR BINALBAGAN CAMPUS)

- 1.6.23 New Administration Building and Parking areas**
 - a. Offices, Hallways, Lobbies and Restrooms
- 1.6.24 Student Center Building**
 - a. Offices, Hallways, Lobbies and Restrooms
- 1.6.25 Research and Development Services and Extension & Community Services Bldg.**
 - a. Offices, Hallways, Lobbies and Restrooms
- 1.6.26 2 Storey New Academic Bldg.**
 - a. Ground floor- Offices, stairways, hallway/lobby, restrooms, lobbies, windows/window panes, façade/Parking Area, classrooms, football field/playground
 - b. Second Floor- Restrooms, hallway/lobby, windows/window panels, Corridors, Porch, Accreditation Room, Stairs/Staircase
- 1.6.27 Physical Education Building**
 - a. Offices/Rooms, Classrooms, Hallways, Lobbies and Restrooms
- 1.6.28 Teacher Education Building**
 - a. Offices/Rooms, Classrooms, Hallways and Restrooms
- 1.6.29 Old Homemaking Building**
 - a. Offices/Rooms, Hallways and Restrooms
- 1.6.30 Old College Building**
 - a. Offices/Rooms, Hallways and Restrooms
- 1.6.31 Old Administration Building**
 - a. Offices/Rooms, Restrooms, Hallways
- 1.6.32 Aqua Culture Laboratory Building**
 - a. Offices/Rooms, Classrooms, Hallways and Restrooms
- 1.6.33 Property and Supply Building**
 - a. Offices/Rooms, Restrooms, Hallways
- 1.6.34 Supt. Dionisio C. Guilbert. Jr. Building**
 - 1. Offices/Rooms, Restrooms, Hallways
- 1.6.35 College Library Building**
 - 1. Offices/Rooms, Restrooms, Hallways
- 1.6.36 Science Building**
 - 1. Offices/Rooms, Restrooms, Hallways
- 1.6.37 Coke Canteen Building**

- 1. Offices/Rooms, Canteen, Restrooms, Hallways
 - 1.6.38 **New College Building**
 - 1. Offices/Rooms, Classrooms, Hallways and Restrooms
 - 1.6.39 **Psychology Laboratory Building**
 - 1. Offices/Rooms, Classrooms, Hallways and Restrooms
 - 1.6.40 **Criminology Cottage Building**
 - 1. Offices/Rooms, Classrooms, Hallways and Restrooms
 - 1.6.41 **Hometel Building**
 - 1. Offices/Rooms, Classrooms, Hallways and Restrooms
 - 1.6.42 **Home Economics Building**
 - 1. Offices/Rooms, Classrooms, Hallways and Restrooms
 - 1.6.43 **Fishery Technology Laboratory Building**
 - a. **Post-Harvest Fishery Laboratory**
 - b. **Aqua-Culture Laboratory**
 - 1. Offices/Rooms, Classrooms/Laboratories, Hallways and Restrooms
 - 1.6.44 **Covered Court**
 - 1. Court and Hallways
 - 1.6.45 **Criminology Laboratory Building**
 - 1. Offices/Rooms, Classrooms/Laboratories, Hallways and Restrooms
2. The Contractor shall ensure availability of relievers for continuous and uninterrupted service in case of inability of regular personnel to report for work.
 3. The Contractor shall be duly licensed and registered with the appropriate Government Agencies including the Social Security System.
 4. Work Activities:
 - 4.1 The activities of the Contractor covering areas as stated in the Scope of Work shall be enumerated hereunder but not limited to this list. These must be observed and complied with as required daily, weekly and monthly.
 - 4.2 Each work activity performed by the janitorial personnel in assigned buildings should be thoroughly inspected and monitored by the designated personnel upon completion.
 - 4.3 The janitorial staff is provided with checklists containing weekly, monthly, and quarterly tasks. These checklists are to be reviewed by the supervisor or leadman and subsequently verified by the person in charge of the janitorial team. They should be submitted to the assigned office 2-3 days after the end of each month for approval and proper encoding in the report.
 - 4.3-A Daily Routine Operations:
 - a.1 Cleaning and polishing of all floors, including lobbies, stairways, landing, corridors and elevators;
 - a.2 Cleaning, waxing and polishing of all furniture, fixtures, artworks, counters, windows, vertical and horizontal areas and ceiling;
 - a.3 Proper trash disposal, including emptying of waste baskets & other receptacles;

- a.4 Cleaning, sanitizing and disinfecting of comfort rooms and washrooms. Supplies such as toilet disinfectants, toilet papers and liquid soap must be replenished as required.
- a.5 Cleaning of grounds and parking areas.

4.3-B Weekly Operation

- b.1 Cleaning of jalousie/sliding glass window, including grills & frames and all window glass pane.
- b.2 Wiping and cleaning of wall tiles at CRs.
- b.3 Cleaning of driveways, parking area, and surroundings.
- b.4 Cleaning of classroom/office chairs and benches.
- b.5 Emptying trash and recycling bins.
- b.6 Used vacuum cleaners for all carpets.
- b.7 Pressure washes the garbage bin.
- b.8 Cleaning and mopping of floors in hallways and offices.
- b.9 Thorough cleaning, washing, and scrubbing of all rooms/offices and CRs.
- b.10 Cleaning and sweeping of area/university facade.
- b.11 Cleaning of walk ways and shed house roofing.

4.3-C Monthly Periodic Operations

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

4.3-D Quarterly Operations

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

5. Special Activities and Request

5.1 In case there will be special activities (other than routine) such as but not limited to Graduation, Foundation Celebration, fairs, exhibits, or any institutional activities, etc., CHMSU may request additional janitorial personnel for such occasion.

5.2 Special requests, such as hauling equipment or handling equipment that is not too heavy and easy to carry or lift, can be fulfilled by the janitorial personnel.

6. Cleaning Materials & Equipment

6.1 CHMSU shall provide the contractor with a suitable storage space for all its equipment, materials and tools. The janitorial agency shall ensure delivery in amounts or number sufficient enough to provide the necessary logistics to carry out its function.

6.1-A Tools & Equipment

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

DESCRIPTION OF EQUIPMENT	DISTRIBUTION PER CAMPUS				TOTAL
	ALLIJS	BINALBAGAN	FORTUNE TOWNE	TALISAY	
1. Heavy Duty Floor Polisher (20" dia. and 16" dia.)	1	1	1	1	4
2. Heavy Duty Vacuum Cleaner	1	1	1	1	4
3. Pressure Washer	1	1	1	1	4
4. Squeegee with Metal Handle	2	2	2	2	8
5. Ladder (Aluminum, 8 ft.)	2	2	2	2	8
6. Ladder (Aluminum, max. 24ft.)	1	1	1	1	4
7. Mop Squeezer	2	2	2	4	10
8. Handset	2	2	2	2	8
9. Harness	1	1	1	2	5
10. Wheelbarrow	3	3	3	3	12

11. Roll-out waste container	2	2	2	2	8
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Above list of equipment will be subject to inspection by CHMSU from time to time to ensure that there are sufficient quantities of materials and equipment for cleaning at all times and that each worker shall have an individual set of basic cleaning paraphernalia to use.

7. Duties and Responsibilities of the Contractor's Personnel

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

Annex D. EVALUATION OF PERFORMANCE

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

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

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

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

Annex E. ACCIDENT AND RISK INSURANCE

- e.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.

Annex F. CONTRACT DURATION

- f.1 The contract shall be for a period of twelve (12) months commencing upon receipt of Notice to Proceed, subject to the result of the annual performance evaluation of the janitorial services before the end of each year for the twelve (12) months period. Should the Contractor 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.

Annex G. APPROVED ANNUAL BUDGET FOR THE CONTRACT

The annual approved budget cost of the contract is **EIGHT MILLION THREE-HUNDRED THOUSAND PESOS ONLY (8, 300,000.00)**

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

1. Increase in the daily minimum wage pursuant to law or new wage order issue after date of bidding;
2. Increase in taxes.
3. If during the term of the contract CHMSU sees the need for a decrease in the number of janitorial attendants.

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

Annex H. MANNER OF PAYMENT

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

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

ADDITIONAL SET OF TECHNICAL PARAMETERS

(Annex A of GPPB Resolution No. 24-2007, dated 28 September

2007) JANITORIAL SERVICES

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

Conforme:

Name of Company/Bidder

Name & Signature of Authorized Representative

Date

EVALUATION OF TECHNICAL PROPOSAL

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

A. LOGISTICS

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

Conforme:

Name of Company/Bidder

Name & Signature of Authorized Representative

Date

B. SCOPE OF WORKS

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

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

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

Conforme:

Name of Company/Bidder

Name & Signature of Authorized Representative

Date

C. MANPOWER

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

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

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

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

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

Conforme:

Name of Company/Bidder

Name & Signature of Authorized Representative

Date

ANNEX D

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

DESCRIPTION OF EQUIPMENT	DISTRIBUTION PER CAMPUS				TOTAL
	<i>ALIJ IS</i>	<i>BINALBA GAN</i>	<i>FORTUNE TOWNE</i>	<i>TALISAY</i>	
1. Heavy Duty Floor Polisher (20" dia. and 16" dia.)	1	1	1	1	4
2. Heavy Duty Vacuum Cleaner	1	1	1	1	4
3. Pressure Washer	1	1	1	1	4
4. Squeegee with Metal Handle	2	2	2	2	8
5. Ladder (Aluminum, 8 ft.)	2	2	2	2	8
6. Ladder (Aluminum, max. 24ft.)	1	1	1	1	4
7. Mop Squeezer	2	2	2	4	10
8. Handset	2	2	2	2	8
9. Harness	1	1	1	2	5
10. Wheelbarrow	3	3	3	3	12
11. Roll-out waste container	2	2	2	2	8

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

Conforme:

Name of Company/Bidder

Name & Signature of Authorized Representative

Date

SERVICES AND METHODOLOGY

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

	<p>Fire escape stairways are clear and free from any obstructions</p> <p>Carpets are clean and free from any dirt and foul odor</p>	<ul style="list-style-type: none"> • Clean and mop wet/muddy areas • Clean light diffusers to keep brighter illumination • Remove cobwebs from ceiling and report to the PPDM Director any damage or water marks • Scrub and clean stairways of dusts, dirt, stains and foreign matter • Apply furniture polish on wooden stair railings • Keep the fire escape stairways clean and free from any obstruction thereon <p>Carpet (Business Center)</p> <ul style="list-style-type: none"> • Clean up surface using a wet/dry vacuum cleaner to remove loose dirt, dust and litter • Mix carpet shampoo in a pail and allow to foam • Spread the foam over a portion of the carpet • Immediately run brush until foam disappears • Let the carpet dry from two (2) to four (4) hours • Pass vacuum cleaner over surface to pick up loosened dirt • Comb carpet surface with a dry brush 	<ul style="list-style-type: none"> • As needed • Weekly • Weekly • Daily • Daily/if applicable • Daily • Weekly • As needed • As needed • As needed • As needed • Twice a month • Monthly
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<p>Walls, doors, partitions and other vertical surfaces</p>	<p>Clean walls, slat doors, air vents, outlets, glass partitions, and all other vertical surfaces within the building premises - free from dust, dirt and stains</p>	<ul style="list-style-type: none"> ● Clean/wipe off smudges on walls, doors, partitions, etc. ● Wipe all doorknobs with disinfectant ● Wax and polish all varnished wooden doors, walls, partitions, others ● Report any damaged surfaces to the GSO Unit head 	<ul style="list-style-type: none"> ● Daily ● Daily ● Weekly ● Immediately
<p>Windows, window panes grills and frames, glass panes</p>	<p>Clean windows, grills and frames, glass panes within the building premises - free from dust, dirt & stains</p>	<ul style="list-style-type: none"> ● Wash and squeegee all glass panes inside and outside for a clean and clear view ● Clean and polish all frames of windows to minimize rust and dust accumulation ● Apply pressure washer to window panes, grills or frames where dirt or stain are hard to remove ● Use safety belt harness when cleaning outside surfaces of window 	<ul style="list-style-type: none"> ● Weekly ● Weekly ● As needed ● As needed
<p>Comfort Rooms</p>	<p>Toilet fixtures, mirrors, tiles should be free from stains, dirt, germs and foul odor</p>	<ul style="list-style-type: none"> ● Empty, wash, and disinfect trash receptacles ● Dust mop or sweep out corners and floors ● Apply cleaning solution to urinals and bowls. Clean interior and exterior of urinals and bowls ● Clean mirrors ● Clean sinks, counter tops and faucets ● Clean wall partitions ● Provision of cleaning checklist in every comfort room 	<ul style="list-style-type: none"> ● Daily ● Daily ● Daily ● Daily ● Daily ● Daily ● Daily ● Daily

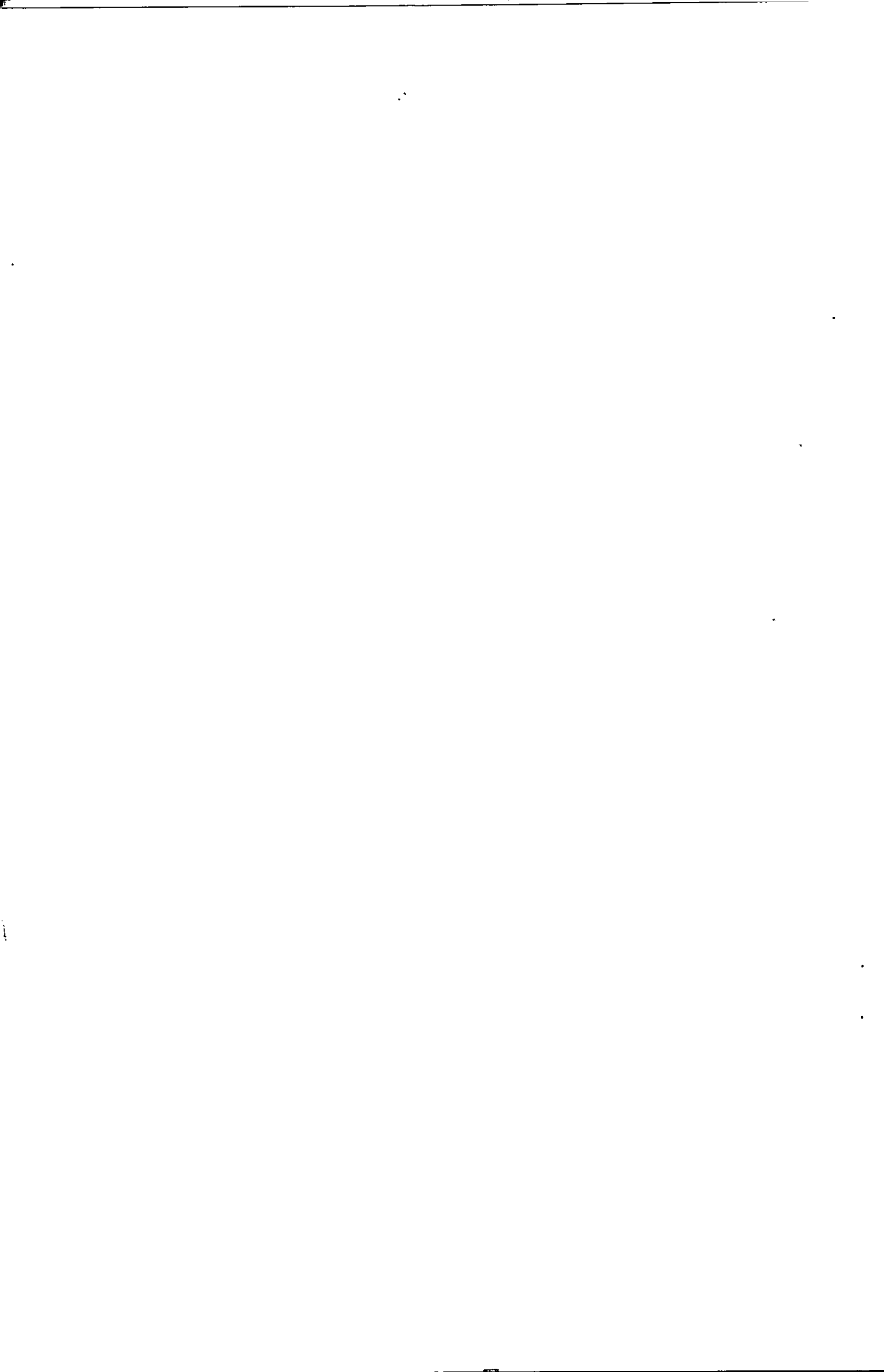
		<ul style="list-style-type: none"> • Empty, wash, disinfect, and let dry trash receptacles. Tie up old liner, & insert new liner • De clog lavatories, sinks and floor drains • Clean grout. Wipe and rinse well • Report defective toilet fixtures/others to the General Services office. • Pressure wash walls,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

Conforme:

Name of Company/Bidder

Name & Signature of Authorized Representative

Date



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)	<p>The Funding Source is <u>INCOME</u> and MDS in the amount of <u>Eight Million Two Hundred Seventy-One Thousand Nine Hundred Thirty-Nine and 93/100 Pesos Only</u></p> <p>(P 8, 271, 939.93)</p>
1.1(k)	The Project Site is CHMSU Talisay Campus, Alijis Campus, Fortune Towne Campus, and Binalbagan Campus
5.1	<p>The Procuring Entity's Address for Notices is:</p> <p>ENGR. JESTONI ALVARAN Unit Head, General Services Office CARLOS HILADO MEMORIAL STATE UNIVERSITY BRGY. ZONE 1, MABINI STREET TALISAY CITY, NEGROS OCCIDENTAL</p> <p>Contact Person: c/o <u>MS. LIGAYA E. FUENTES</u> Head, BAC Secretariat</p> <p>Fax and Telephone No.: <u>(034)712-0005 local 142</u></p> <p>The Supplier's address for the Notices is:</p> <p>_____</p> <p>_____</p>
5.2.6	<p>All bid prices for a duration of one (1) year shall be fixed and shall not be adjusted during contract implementation, except for the following:</p> <ol style="list-style-type: none"> 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. 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.

6.2	<p>Delivery and Documents –</p> <p>Delivery of the Janitorial Services shall be made by the Janitorial Services Agency on a Monthly basis covering the period February 2025 to January 2026. Upon delivery of the Janitorial Services to the Project Site, the Janitorial Services Agency shall notify the PROCURING ENTITY and present the following documents to the PROCURING ENTITY:</p> <p>a. Original and four (4) copies of Monthly Deployment Report (MDR) duly accomplished by the Janitorial Service Agency at the end of each month stating the names of the janitors and supervisor, salary rates and actual attendance;</p>
	<p>b. Proof of remittance of Premiums to SSS, PhilHealth, PAG-IBIG and ECC for the benefit of the janitors and supervisor.</p> <p>c. The Service Agency shall provide Janitorial Services for CHMSU as provided for in these terms of reference.</p> <p>d. The Service Agency shall comply with all relevant laws, rules and regulations pertaining to the employment of labor, existing or which hereafter 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 Regulations presently in force and effect shall be complied with and strictly observed.</p> <p>f. Should the Service Agency fail to comply with its obligation under the above-enumerated laws and other related pertinent statutes, CHMSU shall have the option to either rescind this Contract or deduct from the service fee any amount due and demandable from the Service Agency for its obligations to CHMSU including interest and penalties, if any. This option is without prejudice on the right of CHMSU to confiscate the bond filed by the Service Agency, as well as to avail of other remedies provided by law.</p> <p>g. The Service Agency shall report all its employees to SSS, PhilHealth, PAG-IBIG for coverage and their contribution as well as all amortization for salary/education/calamity and other loans shall be updated.</p> <p>h. The Service Agency shall execute a sworn statement, before CHMSU pays the consideration or part thereof under this Contract, that the Service Agency shall submit a copy of its official payrolls duly signed by the Payroll Master/or equivalent and the President/Owner and signed by its worker assigned to perform the services every time the consideration is paid by CHMSU.</p> <p>i. It is expressly and manifestly understood and agreed upon that all employees and/or workers of the Service Agency are not employees and/or laborers of CHMSU. Neither is there any employee-employer relationship between CHMSU and the Service Agency.</p>

	<p>j. The Service Agency shall not sub-contract the performance of the service subject of this Contract or any part thereof without prior written conformity of CHMSU.</p> <p>k. The Service Agency shall immediately restore/repair/replace/pay any loss/es or damage/s caused to the CHMSU-owned properties/pending investigation by the Agency and validated by Management.</p> <p>l. The Service Agency shall make al payments of salaries/compensation to service personnel through individual Automated Teller Machine (ATM) services.</p>
10.4	Not applicable
13.4(c)	No further instructions.
16.1	<p>The inspections and tests that will be conducted is:</p> <p>Spot inspections on the performance of the janitors and the supervisor at any time it may deem necessary.</p> <p>CHMSU or its representative shall have the right to inspect at any point during the existence of the contract to confirm their conformity to the Contract specifications at no extra cost to CHMSU and at the expense of the Service Agency.</p>
17.3	No further instructions.
17.4	No further instructions.
21.1	<p>No additional provision</p> <p>If the Supplier is a joint venture, all partner to the joint venture shall be jointly and severally liable to the Procuring Entity.</p>

**PROCUREMENT OF JANITORIAL SERVICES
FOR CARLOS HILADO MEMORIAL STATE
UNIVERSITY
COST BREAKDOWN
per Janitor per month based on 8 hours
work per day
Computations based on 313 days/year**

1	Daily Wage Rate	
2	Average Salary per Month (Daily Wage Rate x 313 days/12 months)	
3	Add: Other Benefits	
	13th Month Pay (Average Salary per Month x 1/12)	
	5 Days Incentive Pay (Average Salary per Month x .016)	
A.	TOTAL MONTHLY AMOUNT PAID DIRECTLY TO JANITOR (#2+#3)	
4	Add: Payable to Government (Employer Share)	
	SSS Premium + ECC (pls refer to SSS table)	
	Philhealth Premium (pls refer to PHIC table)	
	Pag-ibig Premium (mandated only)	
B.	TOTAL AMOUNT PAYABLE TO GOVERNMENT (Total Sum of #4)	
C.	TOTAL AMOUNT PAID TO JANITOR AND GOVERNMENT (A + B)	
5	Add: Agency Fee (max. of 7.5% of C)	
D.	OVERALL TOTAL (C + #5)	
6	12% Value Added Tax (D x 12%)	
E.	TOTAL CONTRACT PRICE (D + #6)	
7	Number of Janitors	
F.	TOTAL MONTHLY CONTRACT PRICE (E x #7)	
G.	TOTAL ANNUAL CONTRACT PRICE (Total Monthly Contract Price x 12Months)	