

Republic of the Philippines
University of the Philippines Mindanao
Mintal, Tugbok District, Davao City
Tel. No. (082) 293-0016

Date: 20 November 2020

BID BULLETIN NO. 01-2020

SUPPLY OF JANITORIAL SERVICES FY 2021

- I. This Bid Bulletin is issued to revise parts of Section II. Instruction to Bidders shown below:

| | | |
|----|----------------------------|---|
| 1. | Scope of Bid | <p>The Procuring Entity, the University of the Philippines Mindanao, wishes to receive Bids for the Supply of Janitorial Services FY 2021, with identification number UPMIN 2020-13.</p> <p>The Procurement Project (referred to herein as "Project") is composed of several items that shall be awarded as one contract the details of which are described in Section VII (Technical Specifications).</p> |
| 2. | Funding Information | <p>2.1. The GOP through the source of funding as indicated below for GAA 2021 in the amount of P3,499,974.80.</p> <p>2.2. The source of funding is: a. NGA - National Expenditure Program</p> |

- II. The attached **List of Cleaning Materials with quantities for each item** should also be submitted instead of the list that was previously posted without the quantities.
- III. Financial Bid: Please submit the attached Summary and Labor Direct Cost per Janitor per Month along with the Financial Bid.
- IV. Sample Bidding Forms

For information and guidance of all concerned.


A/ Prof. LEO MANUEL B. ESTAÑA
Chair, Bids and Awards Committee

Received by Bidder:

Name of Company

Signature over printed name/Date received

C. LIST OF CLEANING SUPPLIES

to be delivered MONTHLY

| Item No. | Description | TOTAL | Unit | UNIT COST | AMOUNT |
|----------|--|--------|--------|--------------------------|--------------|
| 1 | Fuel (Gasoline), Unleaded, 91% octane rating | 140.00 | liters | | - |
| 2 | 2T Motor Oil for grass cutter | 5.00 | qrts. | | - |
| 3 | Nylon #300 for grass cutter | 3.00 | kgs. | | - |
| 4 | Detergent powder soap, 80g, twin pack, Tide or its approved equal | 110.00 | packs | | - |
| 5 | Chlorine bleach powder | 15.00 | kgs. | | - |
| 6 | Bleach, Zonrox or its approve equal | 17.00 | gals | | - |
| 7 | Toilet cleaner, Dumex or its approved equal | 20.00 | liters | | - |
| 8 | Polyethylene garbage bag, big, 10's, black | 85.00 | packs | | - |
| 9 | Bar hand soap, 60g, white, Safeguard or its approved equal | 60.00 | pcs. | | - |
| 10 | Stick-on, toilet bowl cleaning strip, 3 strips pack (3x10g), Mr. Muscle or its approved equivalent | 40.00 | packs | | - |
| 11 | Dis-infectant spray, 340g, kills 99.9% viruses and bacteria, Lysol or its approved equivalent | 16.00 | bottle | | - |
| 12 | Fabric conditioner, 40ml, antibac | 60.00 | packs | | - |
| | | | | SUB-TOTAL | - |
| | | | | No. of mos. /yr. | 12.00 |
| | | | | | ===== |
| | | | | Total Cost /annum | - |

to be delivered QUARTERLY

| | | | | | |
|---|---|-------|-------|--|---|
| 1 | Scrubbing pad, heavy duty, green, | 17.00 | pcs. | | - |
| 2 | Rubber gloves latex, heavy duty, long (30cm) and thick, for cleaning | 16.00 | pair | | - |
| 3 | Working Gloves Cotton/Poly With Orange Latex Rubber Palm Coated Multipurpose Gloves, heavy duty | 7.00 | pair | | - |
| 4 | Coco broom, heavy duty | 18.00 | pcs. | | - |
| 5 | Soft broom, heavy duty | 21.00 | pcs. | | - |
| 6 | Air freshener spray, 300mL, | 17.00 | pcs. | | - |
| 7 | Mop head, original, heavy duty | 17.00 | pcs. | | - |
| 8 | Sand paper #120 | 35.00 | pcs. | | - |
| 9 | Powder cleanser with, 350g refill pack, | 17.00 | packs | | - |

| | | | | | |
|----|---|-------|--------|----------------------------|-------------|
| 10 | Weed and grass killer, Round-up or its approved equal | 10.00 | liters | | - |
| 11 | Urea fertilizer | 24.00 | kgs. | | - |
| | | | | SUB-TOTAL | - |
| | | | | No. of quarters/yr. | 4.00 |
| | | | | | ===== |
| | | | | Total Cost /annum | - |

To be delivered SEMI-ANNUALLY

| | | | | | |
|----|--|-------|------|-------------------------|-------------|
| 1 | Mop handle, hard plastic, branded | 17.00 | pcs. | | - |
| 2 | Door Mat, cloth | 45.00 | pcs. | | - |
| 3 | Dust pan, hard plastic, big | 17.00 | pcs. | | - |
| 4 | Dust pan, metal, big, heavy duty | 9.00 | pcs. | | - |
| 5 | Rubber boots, heavy duty | 7.00 | pcs. | | - |
| 6 | Glass cleaner spray, 500mL | 13.00 | pcs. | | - |
| 7 | Pruning shear, heavy duty | 6.00 | pcs. | | - |
| 8 | Lagarao, heavy duty, Kulas mata, Abella, Saban or its approved equal | 8.00 | pcs. | | - |
| 9 | Sanggot, heavy duty, Kulas mata, Abella, Saban or its approved equal | 6.00 | pcs. | | - |
| 10 | Sharpening stone, Carborandum or its approved equal | 7.00 | pcs. | | - |
| | | | | SUB-TOTAL | - |
| | | | | No. /yr. | 2.00 |
| | | | | | ===== |
| | | | | Total Cost/annum | - |
| | | | | | - |

TOTAL COST PER MO. -
TOTAL COST PER JANITOR PER MO. -

Prepared by:

Bidder's Representative

LIST OF NEEDED CLEANING EQUIPMENTS

| Item No. | Description | Quantity | Unit |
|----------|--|----------|-------|
| 1 | Mechanical Grass cutter (Mower), in very good condition | 5.00 | units |
| 2 | Polisher w/ pad holder and stripping pad, Powerplus, 16", in very good condition | 2.00 | units |
| 3 | Vacuum cleaner, Powerplus, in very good condition | 2.00 | units |

Additional requirements:

1. Janitors should wear a uniform printed with the Agency's name/logo, and the Janitor's number for 4 days per week.
2. The agency should provide its sanitation plan.
3. Preferably, the agency could provide additional manpower (at least 2 janitors) in case UP Min will request during special occasions, at no cost to the University.

Prepared by:

Bidder's Representative

SUMMARY
2021 Budget for Janitorial Services

| ITEM | AMOUNT |
|--|--------|
| A. Labor Direct Cost (per janitor per mo.) (see attached estimate) | |
| B. Administrative Cost (per janitor per mo.) (Profit, Overhead, Equip. Dep. & others) (%) (per janitor per mo.): (Ax %) | |
| C. Supplies (per janitor per mo.) (see attached estimate) | |
| D. Direct Cost: (A+B+C) | - |
| E. EVAT: (Dx12%) | - |
| F. Total Cost (per janitor per mo.): (D+E) | - |
| G. Total Cost for 19 janitors per month: (Fx19 janitors) | - |
| | |
| TOTAL COST FOR 1 YEAR for 19 janitors (ABC): (Gx19 months) | - |

Submitted by:

Bidder's Representative

A. 2021 LABOR DIRECT COST PER JANITOR PER MONTH

| | Daily Rate |
|--|------------|
| Daily Basic Salary Rate | |
| Number of Days per Month | 21.75 |
| REIMBURSABLE COSTS: | |
| (A) Payable Directly to Servicemen | |
| a. Basic Salary: P___/ day x 21.75 days | - |
| b. 13th month pay: P___/12 | - |
| c. Service Incentive Leave Pay: P___X5 days/12 | - |
| Subtotal | - |
| (B) Payable to the government employee share of: | |
| a. Social Security Premiums | |
| b. Philhealth Premiums | |
| c. ECC Insurance Premiums | |
| d. Pag-ibig Fund Contribution | |
| Subtotal | - |
| TOTAL REIMBURSABLE COST | - |

Prepared by:

Bidder's Representative

Sample Bidding Forms

Bid Form

Date: _____
Invitation to Bid N^o: _____

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause **Error! Reference source not found.** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

| Name and address of agent | Amount and Currency | Purpose of Commission or gratuity |
|------------------------------|------------------------|--------------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause **Error! Reference source not found.** of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity]* *[for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

For Goods Offered From Abroad

Name of Bidder _____, Invitation to Bid Number _____. Page _____ of _____.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|------|-------------|-------------------|----------|---|--|--|--------------------------------------|---------------------------------------|
| Item | Description | Country of origin | Quantity | Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination) | Total CIF or CIP price per item (col. 4 x 5) | Unit Price Delivered Duty Unpaid (DDU) | Unit price Delivered Duty Paid (DDP) | Total Price delivered DDP (col 4 x 8) |
| | | | | | | | | |

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

For Goods Offered From Within the Philippines

Name of Bidder _____ . Invitation to Bid Number __. Page of ____.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|------|-------------|-------------------|----------|-------------------------|---|--|--|-------------------------------------|---|
| Item | Description | Country of origin | Quantity | Unit price EXW per item | Transportation and Insurance and all other costs incidental to delivery, per item | Sales and other taxes payable if Contract is awarded, per item | Cost of Incidental Services, if applicable, per item | Total Price, per unit (col 5+6+7+8) | Total Price delivered Final Destination (col 9) x (col 4) |
| | | | | | | | | | |

_____ *[signature]*

_____ *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of _____

Contract Agreement Form

THIS AGREEMENT made the _____ day of _____ 20__ between *[name of PROCURING ENTITY]* of the Philippines (hereinafter called “the Entity”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Supplier’s Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.* bidder’s response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity’s bid evaluation;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract;
 - (f) the Performance Security; and
 - (g) the Entity’s Notice of Award.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Entity)

Signed, sealed, delivered by _____ the _____ (for the Supplier).

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

A F F I D A V I T

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the other:*

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. *Select one, delete the other:*

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable:)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the rest:*

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____
PTR No. _____ [date issued], [place issued]
IBP No. _____ [date issued], [place issued]

Doc. No.
Page No.
Book No.
Series of _____

* This form will not apply for WB funded projects.

Bank Guarantee Form for Advance Payment

To: *[name and address of PROCURING ENTITY]*
[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause **Error! Reference source not found.** of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

BID SECURING DECLARATION FORM

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

x.....x
BID SECURING DECLARATION
Invitation to Bid: [Insert Reference number]

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this _____ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]
[Insert Signatory's Legal Capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No.
Page No.
Book No.
Series of _____

Statement of Single Largest Completed Contract (SLCC) Similar to the Contract to be Bid

Name of Contract:
 Name of the Bidder:
 Address of the Bidder:
 Contact No.

| Item No. | Name of the Completed Contract | Date of the Contract | Contract Duration | Owner's Name & Address (Telephone No., if available) | Kinds of Goods | Amount of Completed Contract | Date of Delivery | End User's Acceptance or Official Receipt(s) or Sales Invoice shall be attached to the statement |
|----------|--------------------------------|----------------------|-------------------|--|----------------|------------------------------|------------------|--|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Submitted by:

_____ Printed Name and Signature

Statement of Ongoing Government and Private Contracts

Name of Contract:

Name of the Bidder:

Address of the

Bidder:

Contact No.

| Item No. | Name of Ongoing Contract | Date of the Contract | Contract Duration | Owner's Name & Address (Telephone No., if available) | Kinds of Goods | Amount of Contract | Value of Outstanding Contracts |
|----------|--------------------------|----------------------|-------------------|--|----------------|--------------------|--------------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Submitted by:

Printed Name and Signature

