



Republic of the Philippines  
Department of Labor and Employment  
**EMPLOYEES' COMPENSATION COMMISSION**

# **PHILIPPINE BIDDING DOCUMENTS**

**Public Bidding for the Procurement of  
Manpower Support Services (Janitorial,  
Technical and Clerical) in the ECC for One  
(1) Year (2024 - 2025)  
ABC: ₱26,972,743.32**

**Reference No.: PB-ECC-2024-01**

Government of the Republic of the Philippines

**Sixth Edition  
July 2020**

**Preface**

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract.

For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.





**INVITATION TO BID**  
**Public Bidding for the Procurement of Manpower Support Services (Janitorial, Technical and Clerical) in the ECC for One (1) Year (2024-2025)**

**PUBLIC BIDDING NO.: PB-ECC-2024-01**

**Funding Source: ECC PROPOSED CORPORATE BUDGET FOR 2024**

1. The *Employees' Compensation Commission*, through the *proposed Corporate Operating Budget for year 2024* intends to apply the sum of **Twenty Six Million Nine Hundred Seventy Two Thousand Seven Hundred Forty Three and 32/100 Pesos (PhP26,972,743.32)** being the ABC to payments under the contract for **the Procurement of Manpower Support Services in the ECC for One (1) Year – (2024-2025)**. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening. Details of the project are as follows:

QTY	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)	BIDDING FEE
1 Lot	<b>Manpower Support Services in the ECC (Janitorial, Technical and Clerical) for One (1) Year (2024-2025)</b>  <b>I. ECC-Head Office (Makati)</b>  <b>-Eleven (11) Janitorial Personnel</b> (6-males; 5-females; two janitorial male personnel must have experience on ornamental plants; shall be designated as gardeners)  <b>-Fourteen (14) Technical Support Personnel</b> (specific qualifications to be prescribed by ECC Admin during the period of implementation of contract);	<b>₱26,972,743.32</b>	<b>₱20,000.00</b>  (amount within the prescribed maximum amount for procurement worth more than P 10M up to P50 M as provided under Appendix 8 of the RIIR of R.A. No. 9184)

	<p><b>-30 Clerical Support Personnel</b></p> <p>(qualifications to be prescribed by ECC Admin during the period of implementation of contract);</p> <p><b>-Four (4) Drivers</b> (driving license required to be prescribed by ECC Admin during implementation of the contract)</p> <p><b>-Two (2) Skilled Workers (Plumber &amp; Carpenter)</b> (qualifications to be prescribed by ECC Admin during the period of implementation of contract);</p> <p><b>II. ECC-Regional Extension Units (REUs)</b></p> <p><b>-2 Technical Support Personnel</b> (specific qualifications to be prescribed by ECC Admin during the period of implementation of contract);</p> <p><b>-15 Clerical Support Personnel</b> (qualifications to be prescribed by ECC Admin during the period of implementation of contract)</p> <p>-area of deployment-Regions I, II, III, IV-A, IV-B, V, VI, VII, VIII, IX, X, XI, XII, CAR, CARAGA</p> <p>-agency personnel to be deployed in those areas must be residents of the said regions</p>		
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2. The *ECC* now invites bids for the above Procurement Project. Delivery of the Goods shall be made in **accordance with the provisions in Section VI. Schedule of Requirements**. Bidders should have completed, **within Two years (2022 to 2024)** until 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. The schedule of Bidding Activities is as follows:

Advertisement/ Posting of Invitation to Bid/Start of availability of bid documents	<p style="text-align: center;"><b>February 5, 2024, (Monday)</b></p> <p>-all prospective bidders are required to provide soft-copies of their letter of intent/notice of participation and email addresses to the following email add of ECC-BAC-Secretariat:  <a href="mailto:chua_ac@ecc.gov.ph">chua_ac@ecc.gov.ph</a>;supply@ecc.gov.ph)</p>
Pre-Bid Conference	<p style="text-align: center;"><b>Feb. 13, 2024, 9:00 A.M. (Tuesday)</b></p> <p style="text-align: center;"><b>Face to face and via zoom app</b></p> <p>-bidders have the option to attend the pre-bid either face to face or via Zoom.          Access link in the virtual pre-bid conference will be provided to prospective bidders via email at least one hour before the pre-bid conference</p>
Deadline for Submission of Written Queries/ Clarifications by Prospective Bidders	<p style="text-align: center;"><b>February 17, 2024</b></p> <p>-pursuant to Section 22.5.1 of the RIRR of RA9184, requests for clarification(s) on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC of the Procuring Entity concerned <b><u>at least ten (10) calendar days</u></b> before the deadline set for the submission and receipt of bids.</p>
Last day of Issuance of Bid Bulletin by the ECC BAC	<p style="text-align: center;"><b>February 20, 2024 (Tuesday)</b></p> <p>-pursuant to Section 22.5.1 and 2, Bid Bulletins shall be issued by the BAC, <b><u>at least seven (7) calendar days</u></b> before the deadline for the submission and receipt of bids.</p>
Deadline for Submission of Bids	<p style="text-align: center;"><b>February 27, 2024 (Tuesday) 1:00 P.M.</b></p> <p style="text-align: center;"><b>-manual submission of bids</b></p>

Opening of Bids	<p><b>February 27, 2024 (Tuesday) 1:30 P.M.</b></p> <p>Actual opening of Bids / Face-to-face  <b>S</b>  (opening of bids may also be viewed via the ECC Facebook Procurement Account (ECC Procurement))</p>
<p>Note: Schedules would be subject to possible modifications on the basis of any announcement from concerned agencies or upon occurrence of any fortuitous event or emergency/calamity situation such as typhoon, earthquake, fire, or any natural or man-made disaster on the abovementioned dates.</p>	

4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a) 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 No. 5183.
  
5. Prospective Bidders may obtain further information from *the Employees’ Compensation Commission* and inspect the Bidding Documents at the address given below during **Mondays to Fridays, 8:00 AM to 3:30 PM**
  
6. A complete set of Bidding Documents may be acquired by interested Bidders on **February 5 – 27, 2024** 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 **₱20,000.00. Payment of the Bidding Fee shall be received at the ECC Cashier’s Office from Monday to Friday, 8:00 A.M. to 3:30 P.M.**

The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
  
7. The *Employees’ Compensation Commission* will hold a Pre-Bid Conference on **February 13, 2024, 9:00 A.M.** at the 4<sup>th</sup> Floor ECC Bldg 355 Sen. Gil Puyat Avenue, Makati City. Interested bidders may opt to attend the pre-bid either face to face or through video conferencing or webcasting *via Zoom Application*. The link shall be sent to the prospective bidders through email at least one (1) hour before the start of the conference.

8. Bids must be duly received by the BAC Secretariat through **manual submission at the office address indicated below on or before February 27, 2024, 1:00 P.M.** Late bids shall not be accepted.

BAC Secretariat  
5<sup>th</sup> Floor ECC Building  
355 Sen. Gil Puyat Avenue, Makati City

9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **February 27, 2024, 1:30 P.M. at the DED Conference Room 4<sup>th</sup> Floor ECC Building, 355 Sen. Gil Puyat Avenue, Makati City.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. The **Employees' Compensation Commission** 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 No. 91s84, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

BAC Secretariat  
Employees' Compensation Commission  
5<sup>th</sup> Floor, ECC Bldg. 355 Sen. Gil Puyat Ave. Makati City  
Tel. No. 02-8899-4251 local 204 or 215  
Fax No. 02-8897-7597  
Email: [chua\\_ac@ecc.gov.ph](mailto:chua_ac@ecc.gov.ph), [supply@ecc.gov.ph](mailto:supply@ecc.gov.ph)  
Website: [www.ecc.gov.ph](http://www.ecc.gov.ph)

13. You may visit the following websites:

For downloading of Bidding Documents:

[www.philgeps.gov.ph](http://www.philgeps.gov.ph)  
[www.ecc.gov.ph](http://www.ecc.gov.ph)

**February 1, 2024**  
Makati City

**SGD**  
**Atty. EVELYN R. RAMOS**  
ECC-BAC Chairperson

## ***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, *Employees' Compensation Commission*, wishes to receive Bids for the *Procurement of Manpower Support Service (Janitorial, Technical and Clerical) in the ECC for One (1) Year (2024-2025)*, with identification number **PB-ECC-2024-01**.

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 *year 2024* in the amount of **Twenty Six Million Nine Hundred Seventy Two Thousand Seven Hundred Forty Three and 32/100 Pesos (P 26,972,743.32)**

2.2. The source of funding is:

**a. the proposed 2024 ECC Corporate Operating Budget (ECC-COB)**

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of R.A. 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 R.A. 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.
- a. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 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. s

## 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

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. **Subcontracting is not allowed.**



## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through videoconferencing/webcasting} as indicated [paragraph 3 \(Table – Schedule of Bidding Activities\)](#) of the **IB**.

## 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 \(2022-2024\)](#) 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.

## 12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

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

## 13. Bid and Payment Currencies

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

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

- a. Philippine Pesos.

## 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until 120 calendar days. 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 3** 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 of 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.

- 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

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

- 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:  
  
Option 1 – One Project having several items that shall be awarded as one contract.
- 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**

- 20.2. 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**. Signing of the Contract

## **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**.

# ***Additional Instructions to Bidders:***

## **I. On the Submission and Opening of Bids**

- In compliance with GPPB Resolution No. 18-2017 dated April 10, 2017, for eligibility check and bid submission purposes, all prospective bidders are required to submit their PhilGEPS Certificate of Registration (Platinum Membership) with Annex “A” (Certificate of Eligibility Documents) in lieu of actual copies of their Class “A” Documents such as current/or updated SEC or DTI Registration Certificate, Mayor’s or Business Permit, Tax Clearance and Audited Financial Statements.
- Any prospective external provider that will undergo post-evaluation/qualification is required to submit soft/scanned copies of its relevant clearances, audited financial statements and other required documents via email showing, among others, the prospective bidder’s total and current assets and liabilities stamped “received” by the BIR for **CY 2022**.
- Actual Opening of bids will be conducted on **February 27, 2024** at the **DED Conference Room 4<sup>th</sup> Floor ECC Bldg., 355 Sen. Gil J. Puyat Ave., Makati City** through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as provided under the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the “Government Procurement Reform Act.”
- To prevent the occurrence of technical glitches/malfunction, all prospective bidders are advised to submit hard copies of their documentary requirements on or before **1:00 PM on February 27, 2024** to the BAC-Secretariat at the 5<sup>th</sup> floor (ECC Gym), ECC Bldg., 355 Sen. Gil J. Puyat Ave., Makati City

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

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

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

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

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

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

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <b>Any contracts involving provision of manpower support services such as, but not limited to, janitorial and/or technical-clerical personnel.</b></p> <p>b. Must have been completed within <u>Two (2) Years (2022-2024)</u> prior to the deadline for the submission and receipt of bids.</p>
7.1	<b><i>Subcontracting is not allowed.s</i></b>
12	The price of the Goods shall be quoted DDP, <b>Employees Compensation Commission, Philippines</b> , 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 <b>P 539,454.87 [two percent (2%) of ABC]</b>, 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 <b>P 1,348,637.17 [five percent (5%) of ABC]</b> if bid security is in Surety Bond.</p>
19.3	<p><i>The Project consists of one (1) lot, to wit:</i></p> <p><b><i>Public Bidding for the Procurement of Manpower Support Services (Janitorial, Technical and Clerical) in the ECC for One (1) Year (2024-2025); ABC for the lot is P 26,972,743.32.</i></b></p>
20.2	<b><i>No additional licenses and permits required.</i></b>
21.2	<b><i>No additional contract documents relevant to the Project required.</i></b>

S

## ***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 VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

## **5. Warranty**

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

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

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

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

## ***Section V. Special Conditions of Contract***

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

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

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

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

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

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p style="text-align: center;"><b>ECC Supply Officer 5<sup>th</sup> Floor ECC Bldg. 355 Sen. Gil Puyat Avenue Makati City</b></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol>
	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
2.2	<p>The terms of payment shall be on a monthly basis, upon submission of the following documents:</p>
	<ol style="list-style-type: none"> <li><b>a. Statement of Account/ Billing Statement</b></li> <li><b>b. Evidence of actual rendition of service (Daily Time Records etc.)</b></li> </ol>

	<ul style="list-style-type: none"> <li>c. Sworn Certification that it has no unpaid salaries or wages for services rendered by its personnel and that It has complied with the provisions of existing labor laws and social security legislations</li> <li>d. Certified true copy of payroll of the last payday in case of subsequent payments</li> <li>e. Proof of remittances from the SSS, ECC, Pag-Ibig, Philhealth (should be provided during the prescribed period of remittance)</li> <li>f. Proof of grant of 13<sup>th</sup> month pay (should be provided during the prescribed period of grant)</li> <li>g. Proof of payment of taxes to the BIR (should be provided during the prescribed period of payment)</li> </ul>
4	The inspections and tests that will be conducted shall be based on the specifications as provided for in Section VII. Technical Specifications.

## *Section VI. Schedule of Requirements*

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
<b>1 Lot</b>	<b>Manpower Support Services (Janitorial, Technical and Clerical) in the ECC for One (1) Year (2024-2025)</b>	<b>78 Personnel</b>	<b>78 Personnel</b>	<b>12 Months</b>  <b>*commencement date upon receipt of Notice to Proceed by the Bidder</b>
	<b>Details of Deployment</b>			
	Janitorial Support Personnel – Head Office	11	11	
	Technical Support Personnel – Head Office	14	14	
	Technical Support Personnel – Regional Extension Units (REUs)	2	2	
	Clerical Support Personnel – Head Office	30	30	
	Clerical Support Personnel - Regional Extension Units (REUs)	15	15	
	Driver – Head Office	4	4	
	Skilled Worker – Head Office	2	2	
	Provision of equipment, supplies and materials as listed in Section VII. Technical Specifications.			

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

## ***Section VII. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.



# Technical Specifications

1. The project is for the **Procurement of Manpower Support Services (Janitorial, Technical and Clerical) in the ECC for One (1) Year (2024-2025).**
2. The scope of the project is not limited to the provision of manpower support services since it involves other incidental services specifically in the provision of cleaning equipment and supplies and materials for the janitorial services.
3. Bidders must state either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the goods/equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Item	Specification	Statement of Compliance ("Comply" or "Not Comply")	Reference/ Proof of Compliance
<b>I. PERFORMANCE CRITERIA</b>			
<b>A.</b>	<p>The Supplier shall maintain a satisfactory level of performance based on a prescribed set of criteria, which shall include, among others the following:</p> <ul style="list-style-type: none"> <li>h. Quality of service delivered</li> <li>i. Time Management</li> <li>j. Management and suitability of personnel</li> <li>k. Contract administration and management</li> <li>l. Provision of regular progress reports</li> </ul> <p>The ECC shall conduct a periodic assessment or evaluation of the performance of the service provider based on foregoing sets of criteria and the technical specifications enumerated herein.</p>		
<b>II. TECHNICAL PARAMETERS</b>			
<b>A.</b>	<b>STABILITY</b>		
	<p><b>1. Years of Experience</b> The bidder/ service agency should have at least ten-year experience in providing janitorial and other technical-clerical support services such as, but not limited to Clerical Staff, Data Encoders and Drivers to government and private institutions.</p>		<p>-SEC Certification;  -any valid and recent relevant</p>

Item	Specification	Statement of Compliance ("Comply" or "Not Comply")	Reference/ Proof of Compliance																																																
			registration requirements/clearances from DOLE, SSS and other concerned regulatory agencies																																																
	<p><b>2. Liquidity of the Contractor</b> The bidder / service agency should be in good financial standing with a minimum liquidity ratio of 2:1 as of CY2021</p>		Audited Financial Statements for CY 2021																																																
	<p><b>3. Organizational Setup</b> The bidder / service agency must have sufficient number of personnel in its office to attend to the administrative needs of its deployed workers. The agency must be managed by professionals with strong background in personnel management.</p>		Curriculum Vitae/Profiles of its Operation Manager/s who would be assigned at the ECC Bldg.																																																
<b>B.</b>	<b>RESOURCES</b>																																																		
	<b>1. Number of Personnel to be deployed at ECC.</b>																																																		
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Item	Specification				Statement of Compliance ("Comply" or "Not Comply")	Reference/ Proof of Compliance	
			ODED ADMIN BOARD SEC FINANCE IAU IPAD WCPRD / CA Team	1 5 1 7 1 5 9			
	Clerical Support/ Care Taker	MW-NCR	REUs ADMIN	15			
	Driver	JG-05	ADMIN	4			
	Plumber Carpenter	SG-04	ADMIN	2			
	<b>TOTAL</b>			<b>78</b>			
	<p>The personnel to be assigned in ECC must possess the suitable educational and skills qualifications, experience, physically and mentally fit and with no derogatory record.</p>						
	<p><b>2. Equipment, Supplies and Materials</b></p> <p>The Supplier / Service Agency shall provide its janitorial personnel, the following <u>minimum number of equipment, supplies and materials</u> in order to carry-out the maintenance, janitorial and sanitation services to ECC, for the duration of the contract:</p>						
	<b>MONTHLY</b>						
	<b>Supplies/ Materials</b>			<b>Qty</b>	<b>Unit</b>		
	Traffic Grade Wax			4	Gals.		
	Cleanser, Powder			4	Kg.		
	Pranela Rugs			2	Doz.		
	Garbage Bag, Plastic XL			200	Pieces		
	Muriatic Acid			1	Gal.		
	Toilet Bowl and Urinal Cleaner			2	Gals.		
	Soap. Powder			10	Kg.		
	Soap, Bathroom, 90 grams			15	Pieces		
	Cleaner (all purpose)			2	Gals.		
	Glass Cleaner			1	Gal.		
	Furniture Cleaner, Aerosol, 300 ml			3	Cans		
	Scrubbing Pad, small			2	Doz.		
	Scrubbing Pad with foam			10	Piece		

Item	Specification			Statement of Compliance ("Comply" or "Not Comply")	Reference/ Proof of Compliance
	Toilet Deodorant Cake, 50g. /pc, 3s/pack	4	Doz		
	Dishwashing Paste	6	Piece		
	Steel Wool	10	Reams		
	Toilet Tissue Paper, 2 ply, 150 pulls, 100mm	30	Rolls		
	Hand soap, liquid	2	Gals.		
	Alcohol, 70% isoprophyl, 500 ml	10	Bottles		
	Insecticide, Aerosol type, 600 ml	4	Cans		
	Mop Head, Made of Rayon, 400 grams min	10	Pieces		
	Air Freshener, 280 ml	6	Cans		
	Metal Polish	2	Pieces		
	<b>QUARTERLY</b>				
	Doormat	5	Pieces		
	Stick Broom	3	Pieces		
	Hand Brush	3	Pieces		
	Soft Broom	5	Pieces		
	Polishing Pad	3	Pieces		
	Scrubbing Pad	3	Pieces		
	Wax-Off	3	Gals.		
	Floor K2 Crystalizer	1	Gal.		
	<b>ANNUALLY</b>				
	Mop Handle	12	Pieces		
	Dustpan Plastic	10	Pieces		
	Plastic Pail	5	Pieces		
	Dipper (Tabo)	10	Pieces		
	Toilet Bowl Pump	4	Pieces		
	Toilet Bowl Brush	5	Pieces		
	Push Brush, 12" Nylon	3	Pieces		
	Spray Gun	10	Pieces		
	Glass Squeegee	2	Sets		
	<b>LIST OF EQUIPMENT / TOOLS</b>				
	Floor Polisher, heavy duty	2	Units		
	Vacuum Cleaner, wet and dry	1	Unit		
	Garbage Cart	2	Units		
	Mop Squeezers	2	Units		
	Water House	1	Unit		
	All equipment, supplies and materials of supplier/ service agency shall be turned over to the Administrative Division – Property & Supply Section for monitoring / safekeeping based on the abovementioned schedule subject to inspection by the Property and Supply Section representative.				

Item	Specification	Statement of Compliance ("Comply" or "Not Comply")	Reference/ Proof of Compliance												
	The ECC reserves the right to lessen or increase the quantity of the abovementioned equipment, supplies and materials														
<b>C.</b>	<b>Housekeeping Plan</b> The Bidder shall submit its Housekeeping/ Janitorial Plan to ECC.														
<b>D.</b>	<b>Other Factors</b>														
	<p><b>A. Recruitment and Selection Criteria</b> The Bidder shall abide with the minimum qualification requirement of the ECC in its deployment of personnel.</p> <p><b>B. Uniforms</b> The Bidder shall provide the Uniforms for the Janitorial personnel that will be deployed at ECC.</p>														
<b>E.</b>	<b>Service Requirements</b>														
	<b>1. Technical and Clerical Support Personnel</b>														
	<table border="1"> <thead> <tr> <th data-bbox="304 1173 429 1234">Position</th> <th data-bbox="429 1173 523 1234">Wage Rate</th> <th data-bbox="523 1173 655 1234">Office</th> <th data-bbox="655 1173 1018 1234">Tasks to be Performed</th> </tr> </thead> <tbody> <tr> <td data-bbox="304 1234 429 1771">Technical Support</td> <td data-bbox="429 1234 523 1771">SG-15</td> <td data-bbox="523 1234 655 1771">PPSMD</td> <td data-bbox="655 1234 1018 1771"> <p><b>Developer</b></p> <ul style="list-style-type: none"> <li>Develops new information systems</li> <li>Enhances and maintains existing information systems</li> </ul> <p><b>Technical Support</b></p> <ul style="list-style-type: none"> <li>Provides ICT technical support, preventive and corrective maintenance</li> </ul> <p><b>Planning Assistant II</b></p> <ul style="list-style-type: none"> <li>Provides technical assistance in the implementation of performance management system, QMS, research / studies, statistics of ECP or any related topics in aid of policy-formulation and decision making</li> </ul> </td> </tr> <tr> <td data-bbox="304 1771 429 2022"></td> <td data-bbox="429 1771 523 2022"></td> <td data-bbox="523 1771 655 2022">INTERNAL AUDIT</td> <td data-bbox="655 1771 1018 2022"> <ul style="list-style-type: none"> <li>Under general supervision, conducts researches to obtain background information on the activities to be audited</li> <li>Discuss research findings with the audit team leader</li> <li>Performs standard auditing work</li> <li>Drafts reports on the results of audit</li> </ul> </td> </tr> </tbody> </table>	Position	Wage Rate	Office	Tasks to be Performed	Technical Support	SG-15	PPSMD	<p><b>Developer</b></p> <ul style="list-style-type: none"> <li>Develops new information systems</li> <li>Enhances and maintains existing information systems</li> </ul> <p><b>Technical Support</b></p> <ul style="list-style-type: none"> <li>Provides ICT technical support, preventive and corrective maintenance</li> </ul> <p><b>Planning Assistant II</b></p> <ul style="list-style-type: none"> <li>Provides technical assistance in the implementation of performance management system, QMS, research / studies, statistics of ECP or any related topics in aid of policy-formulation and decision making</li> </ul>			INTERNAL AUDIT	<ul style="list-style-type: none"> <li>Under general supervision, conducts researches to obtain background information on the activities to be audited</li> <li>Discuss research findings with the audit team leader</li> <li>Performs standard auditing work</li> <li>Drafts reports on the results of audit</li> </ul>		
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Item	Specification				Statement of Compliance ("Comply" or "Not Comply")	Reference/ Proof of Compliance
				Does related work		
			REU 4B	Act as Administrative Officer and Information Officer of REU 4B		
	SG-14		OED	Provide day-to-day technical / administrative support to the ED Office  Prepare and edit correspondences, reports and presentations		
			OED	Provide day-to-day technical / administrative support to the DED Office  Prepare and edit correspondences, reports and presentations		
			REU 4A	Assist the program manager in the planning, implementation, monitoring and evaluation of KAGABAY, rehabilitation, QR program and Return to Work Assistance Program (RTWAP)		
	SG-13		PPSMD	<p>Developer</p> <ul style="list-style-type: none"> <li>• Monitor and implement data security.</li> <li>• Improve the ECC website which may include, but not limited to, web design and development, religious update of inputs and uploading of new files.</li> <li>• Provide graphic design assistance in presentation used inside and outside of ECC.</li> <li>• Monitor and cross check actual data with data encoded in the systems, RIS, DMS, BMS, PMIS, HRIS.</li> <li>• Monitor utilization of implemented systems.</li> <li>• Assist in the development of new information systems</li> <li>• Enhance and maintain existing information systems</li> </ul> <p>Planning Assistant I</p> <ul style="list-style-type: none"> <li>• Assist in the implementation of QMS, research/ studies, statistics of ECP or any related topics in aid of policy-formulation and decision making</li> </ul> <p>Assist in the implementation of performance management system and preparation of accomplishments and compliances</p>		
			ADMIN SUPPLY & COA	<b>Admin Supply</b> Assist in the preparation / printing/ recording and filing of the following		

Item	Specification			Statement of Compliance ("Comply" or "Not Comply")	Reference/ Proof of Compliance
			<p>procurement documents in the ECC Central Office:</p> <ul style="list-style-type: none"> <li>• Request for Quotation</li> <li>• Abstract of Quotation</li> <li>• Minutes of the Meetings</li> <li>• Attendance Sheets</li> <li>• BAC Resolutions</li> <li>• Notice of Award/ Notice to Proceed</li> <li>• Purchase Orders/ Contracts</li> <li>• Property /Semi-Expendable Accountability Forms</li> <li>• Waste Material Reports</li> <li>• Inspection and Receiving Reports</li> <li>• Pre/Post-Repair Inspection Report</li> <li>• Other property, supply and procurement forms/ documents</li> <li>• Assist in the conduct of canvass for shopping, small value procurement and other alternative procurement methods;</li> <li>• Assist in the verification of market study/ analysis and cost-benefit analysis on the setting of approved budget for the contract;</li> <li>• Assist in posting of procurement opportunities, award and contracts in the PhilGEPs and ECC website;</li> <li>• Assist in the inventory of supplies, materials, Property, Plant and Equipment and Semi-Expendable Items;</li> <li>• Assist in the maintenance of Property Ledger Cards, Vehicle / Equipment History Cards and Supplies Stock Cards</li> </ul> <p><b>COA</b></p> <ul style="list-style-type: none"> <li>• To assist COA personnel in the conduct of post – audit of ECC operations;</li> <li>• To receive, record and file documents submitted to COA;</li> <li>• To assist in the preparation / encoding of COA reports;</li> </ul> <p>To coordinate with ECC Divisions on documentary requirements for submission to COA</p>		
		SG-11	ADMIN HR <ul style="list-style-type: none"> <li>• Assist in preparation, consolidation, recording and filing of documents on the reorganization (merger) of ECC and OSHC</li> <li>• Assist in the preparation of payroll of ECC employees;</li> </ul>		

Item	Specification			Statement of Compliance ("Comply" or "Not Comply")	Reference/ Proof of Compliance
			<ul style="list-style-type: none"> <li>• Assist in the preparation of GSIS Agency Remittance Advice;</li> <li>• Assist in preparation of guidelines for ECC HR activities (ECC anniversary, Culminating etc);</li> <li>• Assist in updating of service records</li> <li>• Assist in filing / updating of File 201;</li> <li>• Assist in monitoring of IPCR submissions;</li> <li>• Assist in preparation of documents for recruitment (posting of job vacancies, preparation of tabulation of candidate scores, minutes of deliberation, appointment papers, job description, transmittals to CSC etc.)</li> <li>• Assist in computation of salary increments/ adjustments and preparation of Notice of Step Increments/ Salary Adjustments</li> </ul> <p>Assist in other HR related tasks such as training, records management etc.</p>		
	Clerical Support	SG-07	OED		
			OED		
			ADMIN		



Item	Specification			Statement of Compliance ("Comply" or "Not Comply")	Reference/ Proof of Compliance
			<ul style="list-style-type: none"> <li>• Assist in the inventory of supplies, materials, Property, Plant and Equipment and Semi-Expendable Items;</li> <li>• Assist in the issuance of supplies and materials to REUs;</li> <li>• Assist in the maintenance of Property Ledger Cards, Vehicle / Equipment History Cards and Supplies Stock Cards;</li> <li>• Assist in the preparation of Monthly Fuel Consumption Report;</li> </ul> <p><b>Admin Records</b></p> <ul style="list-style-type: none"> <li>• To assist in the delivery of ECC official documents to other government and private offices.</li> <li>• To assist in the payment of ECC bills to government and private companies</li> </ul> <p>Filing and recording of ECC documents</p>		
		BOARD SEC	<ul style="list-style-type: none"> <li>• Answering phone calls/ taking messages</li> <li>• Handling Board Sec official email</li> <li>• Getting quorum for the Board meeting</li> <li>• Sending notices to the Board</li> <li>• Monitoring the routing of Board Resolutions and Referendum Cases</li> <li>• Electronic filing of Board Sec documents</li> <li>• Other clerical related activities</li> </ul>		
		FINANCE	<p><b>Provide assistance to the Cashier's Office:</b></p> <ul style="list-style-type: none"> <li>• Preparation of check payment</li> <li>• Preparation of Report of Check Issued</li> <li>• Records incoming/ outgoing checks prepared</li> <li>• Performs other functions as may be assigned</li> <li>• Adherence to QMS</li> </ul> <p><b>To assist in Accounting works:</b></p> <ul style="list-style-type: none"> <li>• Computes claims and taxes if applicable and prepares disbursement vouchers</li> <li>• Indexes disbursement transactions</li> <li>• Encodes DVs certified by DC for Cash Assistance claims in the CA system</li> <li>• Preparation of Journal Entry Vouchers (JEVs) for every DV processed and submits to COA</li> </ul>		

Item	Specification			Statement of Compliance ("Comply" or "Not Comply")	Reference/ Proof of Compliance
			<ul style="list-style-type: none"> <li>• Segregates processed DVs, stamp pad and numbers documents and provides info on the face of the processed DVs</li> <li>• Prepares endorsements and reports of the processed DVs submission to COA</li> <li>• Records incoming and outgoing DVs for processing</li> </ul> <p><b>Check Releasing</b></p> <ul style="list-style-type: none"> <li>• Records and maintains check warrant register for the checks available for release</li> <li>• Updates CA system for CA check availability and releases</li> <li>• Notifies and inform claimants on the availability of the checks</li> <li>• Releases CA checks to ECC REUs/ / offices and monitors returns of the processed DVs</li> <li>• Monitors, maintains and keep record/s report of cancelled checks</li> </ul> <p><b>Other Functions</b></p> <ul style="list-style-type: none"> <li>• File and summarizes accounting survey forms and routing slips</li> <li>• Encode RSMI and prepares inventory schedules</li> <li>• Performs other functions as maybe assigned</li> <li>• Adherence to QMS</li> </ul> <p><b>Provide assistance to the Budget Officer in the BUR processing</b></p> <ul style="list-style-type: none"> <li>• Assists the Budget Officer in the monitoring of the BUR/Fund utilization</li> <li>• Assists in the preparation of monthly budget reports and budget info as may be required</li> <li>• Encodes processed CA BURs online</li> <li>• Prepares CA disbursement DVs</li> <li>• BUR monitoring and filing</li> <li>• Performs other duties as may be assigned</li> </ul> <p>Adherence to QMS</p>		
		IAU	<ul style="list-style-type: none"> <li>• Assists internal auditors in the conduct of financial and/or operations audit</li> </ul> <p>Does related work</p>		
		IPAD	<p><b>Provide technical assistance to the IPAD Division</b></p> <ul style="list-style-type: none"> <li>• Preparation of internal/ external correspondence, reports, conduct of research and analysis of data;</li> <li>• Encoding/ data entry and / or formatting of records, letters,</li> </ul>		

Item	Specification				Statement of Compliance ("Comply" or "Not Comply")	Reference/ Proof of Compliance
				<p>memoranda utilizing in-house computer systems, MS Office, Google Office or other similar software;</p> <ul style="list-style-type: none"> <li>• Sorting, recording, scanning and filing of documents and records;</li> <li>• Field works such as conduct of canvass, market survey, delivery of advocacy materials, liaison and other similar tasks;</li> <li>• Participation in any ECC-sponsored activities subject to authorization from the Executive Director;</li> <li>• Performance of any related task that may be assigned from time to time.</li> </ul>		
			WCPRD	<p>Perform task relative to the operation of the Cash Assistance Section:</p> <ul style="list-style-type: none"> <li>• Encoding of applications</li> <li>• Screening of applications</li> <li>• Assist applicants at PAC and in CAOs</li> <li>• Assist in the preparation of BURs and DVs</li> <li>• Assist in the release of CA checks, account and return vouchers to Finance Division</li> </ul>		
Clerical Support/ Care Taker	MW-NCR	REUs ADMIN		<p>Assist the Administrative Officer II and Information Officer II in performing administrative and clerical works such as encoding, recording and filing of documents, answering of phone calls, preparation of vouchers, BURs for REU office billings such as rent, electricity, water, internet fees and procurement of supplies and materials</p>		
Driver	JG-05	ADMIN		<p>To drive ECC vehicles for official transport of ECC employees</p>		
Plumber Carpenter	SG-04	ADMIN		<ul style="list-style-type: none"> <li>• To conduct the following repairs and maintenance works at the ECC Bldg:</li> <li>• Regular inspection of ECC building structures, pipes etc. to determine need for repairs;</li> <li>• Repair of building structures i.e. doors, tiles, walls, floors, ceiling, etc.</li> <li>• Repair of wooden furniture and fixtures i.e. cabinets, tables etc.</li> </ul> <p>Repair of water pipes in the ECC comfort rooms, pantry, dormitory, basement etc.</p>		

Item	Specification	Statement of Compliance ("Comply" or "Not Comply")	Reference/ Proof of Compliance
	<b>2. Janitorial Support Personnel</b>		
	<p>The supplier/ service agency shall provide janitorial support personnel to render janitorial, sanitation, maintenance and other related activities at ECC Head Office. They shall render daily services and weekly periodic operations which shall include, but not limited to, the following activities:</p> <p><b><u>Daily Routine Operations</u></b></p> <ul style="list-style-type: none"> <li>• Sweeping, mopping, spot scrubbing, waxing and polishing of all floors. All assigned areas shall be serviced continuously during office hours to guarantee cleanliness;</li> <li>• Vacuuming of all carpeted areas;</li> <li>• Dusting, damp-mopping and polishing of all furniture and fixtures</li> <li>• Cleaning, sanitizing of toilets and washrooms, which include constant use of special cleaning and sanitizing solutions in basins and toilet bowls;</li> <li>• Dusting and cleaning of office equipment surfaces, book shelves, cabinets and furniture, glass tops, inside windows, window edges, air vents, partitions, sidings and inside walls;</li> <li>• Emptying and cleaning of waste baskets/ containers and disposal of trash/garbage to designated areas;</li> <li>• Disposal of trash, rubbish and garbage from the building to receptacles provided for this purpose;</li> <li>• Watering of indoor and outdoor plants;</li> <li>• Washing of cups, saucers, spoons and other office utensils;</li> <li>• Cleaning of telephones;</li> <li>• Cleaning of all horizontal and vertical surfaces such as floors, ramps, walls, windows, window ledges, railing doors, ceiling etc.;</li> <li>• Sweeping, scrubbing and mopping of stairways;</li> <li>• Checking and replenishing of toilet paper and other disposable supplies for the comfort rooms;</li> <li>• Cleaning of elevators;</li> <li>• Sweeping of driveways, premises of buildings and parking areas;</li> <li>• Reporting to the Building Administration Office any busted bulbs, lamps and any damaged equipment, leaking pipes and faucet etc;</li> </ul>		

Item	Specification	Statement of Compliance ("Comply" or "Not Comply")	Reference/ Proof of Compliance
	<ul style="list-style-type: none"> <li>• Waxing-off, re-waxing and scrubbing of floors;</li> <li>• Performance of other related tasks that may be directed by the ECC.</li> </ul> <p><b><u>Weekly Routine Operations</u></b></p> <ul style="list-style-type: none"> <li>• General cleaning of all types of floors;</li> <li>• General vacuuming and shampooing of all carpeted areas (if any);</li> <li>• Damp-wiping and cleaning of all aircon exhaust griff and vents;</li> <li>• General cleaning of doorknobs, glass partitions and light diffusers;</li> <li>• General cleaning and disinfecting of toilet bowls, urinal bowls and lavatory;</li> <li>• Dusting of light fixtures suspended from ceiling;</li> <li>• Thorough cleaning of all walls, ceilings, partitions and other vertical surfaces;</li> <li>• General cleaning of all interior glass walls/ windows;</li> <li>• Washing of inside glass windows and doors;</li> <li>• General cleaning of all standing ash trays and trash cans;</li> <li>• General cleaning of Board Room and Multi-Purpose Hall;</li> <li>• Cleaning, waxing and polishing of office furniture and fixtures, counters, etc., but not including items of equipment that require specialized maintenance;</li> <li>• Taking out of indoor plants for sunlight exposure;</li> <li>• Weeding and trimming of lawn;</li> <li>• All other related activities that may be assigned by the ECC.</li> </ul> <p><b><u>Miscellaneous Services</u></b></p> <ul style="list-style-type: none"> <li>• Rendering of assistance in the undertaking of necessary repairs, re-varnishing, re-painting, construction or improvement of shelves and other furniture or renovations;</li> <li>• Hauling of office furniture and equipment within the premises;</li> <li>• Reporting of repairs needed as well as leaking pipes and faucets;</li> <li>• Cleaning and de-clogging of terrace, gutters and water tanks;</li> </ul>		

Item	Specification	Statement of Compliance ("Comply" or "Not Comply")	Reference/ Proof of Compliance
	<ul style="list-style-type: none"> <li>• External washing of official vehicles registered with the ECC, provided that, any janitorial personnel are not authorized to drive any of the ECC-owned vehicles in undertaking the car-washing services;</li> <li>• Rendering of assistance during special occasions such as, but not limited to, Labor Day, DOLE and ECC Founding Anniversary, in-house and out of town seminars and other ECC- sponsored services;</li> <li>• Installation and / or removal of ECC/ECP banners or tarpaulins;</li> <li>• Messengerial services as may be authorized by the ECC.</li> </ul>		
V.	<p>Other Matters</p> <p>Policy on Overtime Service</p> <ul style="list-style-type: none"> <li>• Driver positions are authorized to render overtime services</li> <li>• Overtime services of drivers shall be limited to 5 hours per day or a total of 110 hours per month and shall be rendered during regular working days only. No overtime shall be authorized / allowed during Saturdays, Sundays, rest days and holidays</li> <li>• Computation and payment of overtime shall be covered by Department Sof Labor and Employment S(DOLE) issuances, rules and regulations</li> </ul>		

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); in accordance with Section 8.5.2 of the IRR;

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class “B” Documents*

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

#### Other documentary requirements under RA No. 9184 (as applicable)

- (i) [For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in



- government procurement activities for the same item or product.
- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

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**25 FINANCIAL COMPONENT ENVELOPE**

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- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).
-

## **GUIDANCE ON THE PREPARATION OF BID FOLDERS**

### **I. TABBING OF ELIGIBILITY DOCUMENTS:**

A. The **ELIGIBILITY/ TECHNICAL COMPONENT** shall be arranged and tabbed as follows:

<b>TAB</b>	<b>Eligibility/ Technical/ Financial Document</b>
<b>A</b>	PhilGEPS Certificate of Registration (Platinum)
<b>B</b>	Statement of all Ongoing Government and Private Contracts  Under TAB B, the bidder <i>may</i> include the following: <ul style="list-style-type: none"> <li>• Contracts, Purchase Orders, Invoices etc.</li> </ul>
<b>C</b>	Statement of the bidder's Single Largest Completed Contract (SLCC)  Under TAB C, the bidder <i>may</i> include the Certificate of Acceptance/ Satisfactory Completion of the contract listed
<b>D</b>	Bid Security
<b>E</b>	Conformity with the Technical Specifications (Section VII) Conformity with the Schedule of Requirements (Section VI)
<b>F</b>	Omnibus Sworn Statement  Under TAB F, include any of the following, if applicable: <ul style="list-style-type: none"> <li>• Secretary's Certificate – for corporations, partnership, cooperative</li> <li>• Special Power of Attorney</li> </ul>
<b>G</b>	Computation of Net Financial Contracting Capacity  <b><u>OR</u></b> A committed Line of Credit from a Universal or Commercial
<b>H</b>	Audited Financial Statement (AFS) stamped received by the BIR, <i>if available</i>
<b>I</b>	Other documents (JVA, DTI Certification – Domestic Bidder Preference etc.), <i>if applicable</i>

B. The **FINANCIAL COMPONENT** shall be arranged and tabbed as follows:

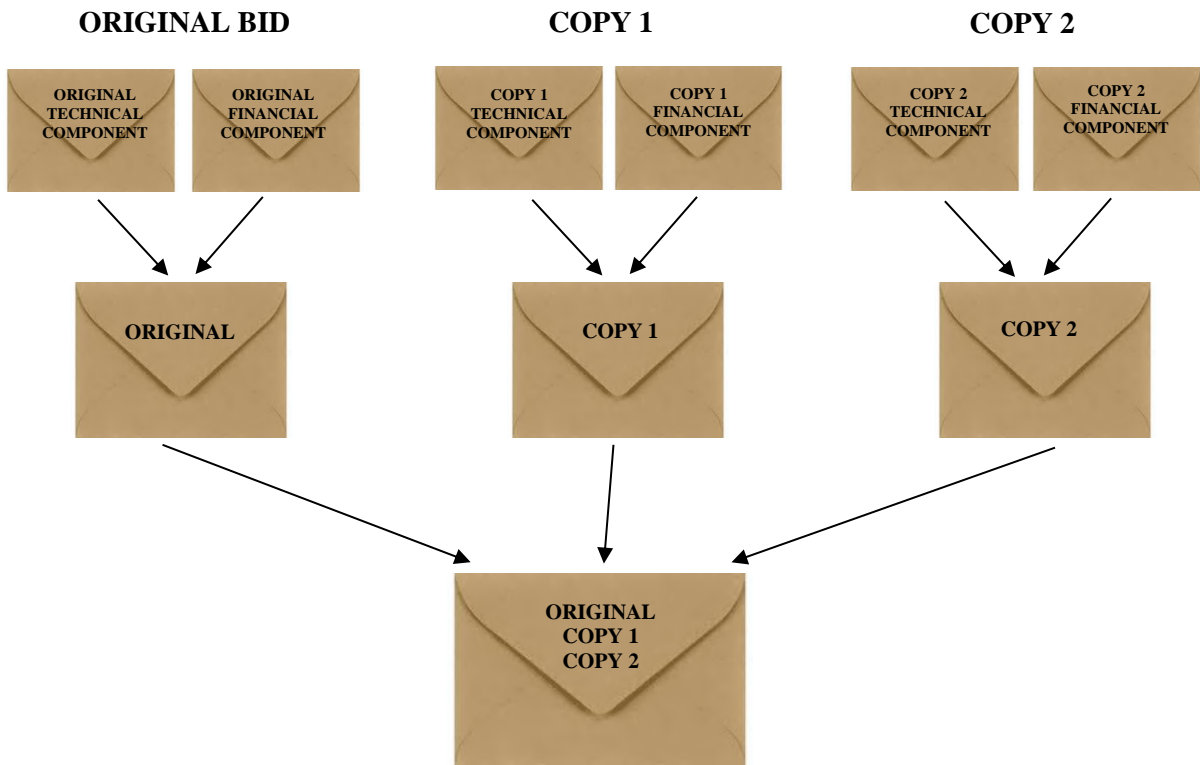
<b>TAB</b>	<b>Eligibility/ Technical/ Financial Document</b>
<b>A</b>	Bid Form (refer to Appendix 1)
<b>B</b>	Price Schedule

## II. SEALING AND MARKING OF BIDS

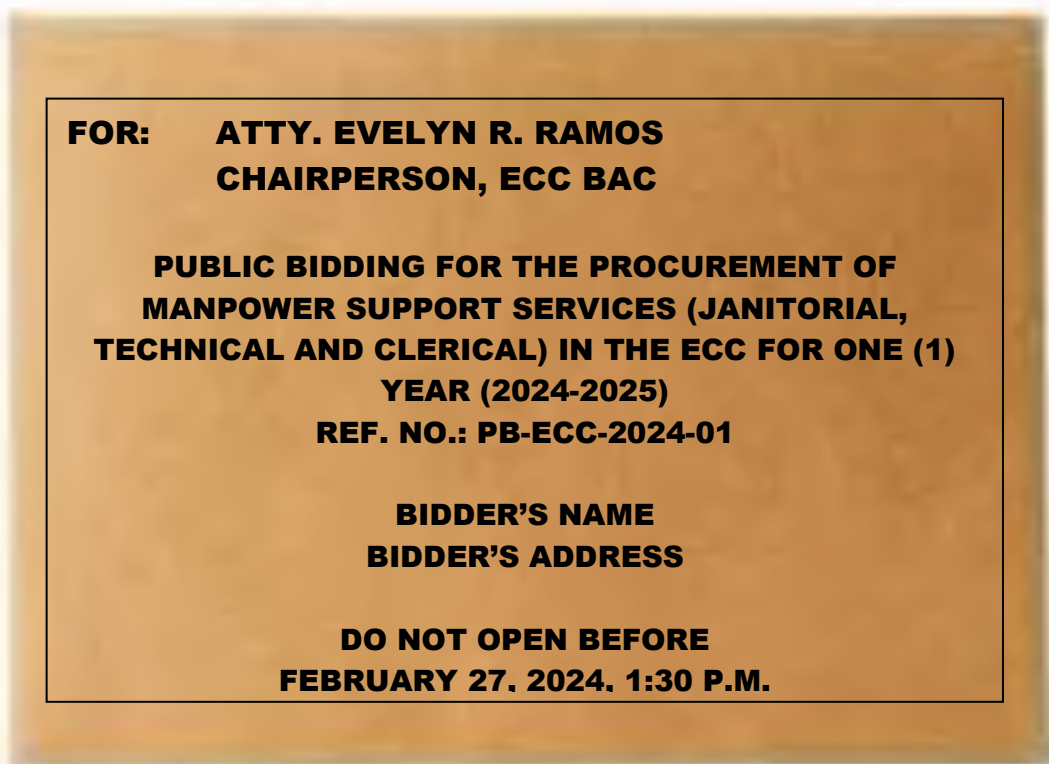
A. The sets of technical / eligibility and financial components shall be submitted in **three (3) sets/copies** (1 ORIGINAL and 2 COPIES) sealed and marked as follows:

- **ORIGINAL BID ENVELOPE** (Sealed and Marked as ORIGINAL) which contains the following:
  - Sealed Envelope marked as ORIGINAL- TECHNICAL COMPONENT which contains the technical and eligibility documents, ring or book bound with tab markings/labels
  - Sealed Envelope marked as ORIGINAL – FINANCIAL COMPONENT which contains the Financial Component (Bid Form and Bill of Quantities), ring or book bound with tab markings/labels
  
- **COPY 1 BID ENVELOPE** (Sealed and Marked as Copy 1) which contains the following:
  - Sealed Envelope marked as COPY 1 – TECHNICAL COMPONENT which contains the technical and eligibility documents, ring or book bound with tab markings/labels
  - Sealed Envelope marked as COPY 1 – FINANCIAL COMPONENT which contains the Financial Component (Bid Form and Bill of Quantities), ring or book bound with tab markings/labels.
  
- **COPY 2 BID ENVELOPE** (Sealed and Marked as Copy 2) which contains the following:
  - Sealed Envelope marked as COPY 2 – TECHNICAL COMPONENT which contains the technical and eligibility documents, ring or book bound with tab markings/labels
  - Sealed Envelope marked as COPY 2 – FINANCIAL COMPONENT which contains the Financial Component (Bid Form and Bill of Quantities), ring or book bound with tab markings/labels.

These envelopes containing the original and the copies shall then be enclosed in one single envelope. Please see below illustration:



**PROPER MARKING OF MAIN ENVELOPE**



## Bid Form for the Procurement of Goods

*[shall be submitted with the Bid]*

### BID FORM

Date : \_\_\_\_\_

Project Identification No.: PB-ECC-2024-01

To: **The BAC Chairperson**  
**Employees' Compensation Commission**  
 4<sup>th</sup> & 5<sup>th</sup> Floors, ECC Building  
 355 Sen. Gil Puyat Avenue  
 Makati City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply/deliver the project – **Procurement of Manpower Support Services (Janitorial, Technical and Clerical) in the ECC for One (1) Year (2024-2025)** in conformity with the said PBDs for the sum of \_\_\_\_\_

\_\_\_\_\_

*[total bid amount in words]*

( ₱ \_\_\_\_\_ )

\_\_\_\_\_

*[total bid amount in figures]*

or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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 pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

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.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**DETAILS OF BID: MANPOWER SUPPORT SERVICES AT ECC FOR CY 2020-2021, 57 PERSONNEL**

BAC FORM No. 5	Breakdown of the Bid for Janitorial/ Clerical/ Technical Services for 12 months	EMPLOYEES COMPENSATION COMMISSION BIDS AND AWARDS COMMITTEE			DATE:				
		Janitor (Head Office) 6 Days / Week MW-NCR	Technical (Central Office) 5 Days/ Week SG-15	Technical (Central Office & REU) 5 Days/ Week SG-14	Technical (Central Office) 5 Days/ Week SG-13	Technical (Central Office) 5 Days/ Week SG-11	Clerical (Central Office) 5 Days/ Week SG-07	Clerical (REU) 5 Days/ Week MW-NCR	Driver (Head Office) 5 Days/Week JG-05
*No of Workdays	305	253	253	253	253	253	253	253	253
Daily Wage Rate (DWR)	610.00	1,448.11	1,316.44	1,196.77	984.38	746.47	610.00	739.26	621.84
<b>A. AMOUNT DUE TO PERSONNEL</b>									
Monthly Basic Salary	15,504.17	30,531.00	27,755.00	25,232.00	20,754.00	15,738.00	12,860.83	15,586.00	13,214.00
Overtime Pay – Weekdays only. Maximum of 5 hours per day/ 110 hours per month for Drivers only									
5 Days Incentive Leave pay (DWRx 5 /12)									
13 <sup>th</sup> Month Pay (MBS / 12)									
<b>TOTAL LABOR COST</b>									
<b>B. AMOUNT DUE TO GOVERNMENT</b>									
SSS Premium									
ECC Share									

BAC FORM No. 5	Breakdown of the Bid for Janitorial/ Clerical/ Technical Services for 12 months	EMPLOYEES COMPENSATION COMMISSION BIDS AND AWARDS COMMITTEE				DATE:				
		Janitor (Head Office) 6 Days / Week MW-NCR	Technical (Central Office) 5 Days/ Week SG-15	Technical (Central Office & REU) 5 Days/ Week SG-14	Technical (Central Office) 5 Days/ Week SG-13	Technical (Central Office) 5 Days/ Week SG-11	Clerical (Central Office) 5 Days/ Week SG-07	Clerical (REU) 5 Days/ Week MW-NCR	Driver (Head Office) 5 Days/Week JG-05	Plumber & Carpenter (Head Office) 5 Days/Week SG-04
SSS WISP										
PhilHealth										
Pag-Ibig Premium										
<b>TOTAL AMOUNT DUE TO GOVERNMENT</b>										
<b>C. RATE PER PERSONNEL (A+B)</b>										
<b>D. OVERHEAD COST</b>										
Agency Fee/ Admin Margin and Overhead (Indicate Rate : _____)										
<b>Sub-Total D</b>										
<b>Add: 12% VAT</b>										
<b>Monthly Rate per Personnel</b>										
X no. of Personnel	11	6	3	5	2	30	15	4	2	
<b>Total Manpower Cost Per Month</b>										
Supplies and Materials (Janitorial) per Month (Indicate VAT Inclusive Amount)										



BAC FORM No. 5	Breakdown of the Bid for Janitorial/ Clerical/ Technical Services for 12 months	EMPLOYEES COMPENSATION COMMISSION BIDS AND AWARDS COMMITTEE			DATE:				
		Janitor (Head Office) 6 Days / Week MW-NCR	Technical (Central Office) 5 Days/ Week SG-15	Technical (Central Office & REU) 5 Days/ Week SG-14	Technical (Central Office) 5 Days/ Week SG-13	Technical (Central Office) 5 Days/ Week SG-11	Clerical (Central Office) 5 Days/ Week SG-07	Clerical (REU) 5 Days/ Week MW-NCR	Driver (Head Office) 5 Days/Week JG-05
Total Cost Per Month									
Total Manpower Cost Per Annum (x 12 Months)									
Grand Total									
Computed Daily Rate per Personnel (Monthly Rate per Manpower x 12 months / 305 or 253 days)									

**Submitted by:**

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly Authorized to Sign the Bid for and on behalf of: \_\_\_\_\_

Tel. No./CP/Email: \_\_\_\_\_

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT/S SIMILAR TO THE CONTRACT TO BE BID**

This is to certify that \_\_\_\_\_ has the following completed contracts within the period CY 2022 and up to the day before the deadline for submission of bids to the project – Procurement of Manpower Support Services at ECC for CY 2024-2025 (78 personnel)

<b>Date of the Contract</b>	<b>Contracting Party</b>	<b>Name of Contract</b>	<b>Kind of Goods Sold</b>	<b>Amount of Contract</b>	<b>Date of Delivery/ End- User's Acceptance</b>	<b>Date of Official Receipt</b>	<b>Bidder is A. Manufacturer B. Supplier C. Distributor</b>

**Submitted by:**

Name: \_\_\_\_\_ Legal Capacity: \_\_\_\_\_ Signature: \_\_\_\_\_

Duly Authorized to Sign the Bid for and on behalf of: \_\_\_\_\_ Tel. No./CP/Email: \_\_\_\_\_

**\*Instructions:**

- a) Cut-off date as of: (i) Up to the day before the deadline of submission of bids.
- b) In the column under “Dates”, indicate the dates of Delivery/ End-user’s Acceptance and Official Receipt.
- c) “Name of Contract”. Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand. Example: “Supply and Delivery of Generator Set”

**STATEMENT OF ONGOING CONTRACTS AND AWARDED BUT NOT YET STARTED CONTRACTS**

This is to certify that \_\_\_\_\_ has the following ongoing contracts and awarded but not yet started contracts:

<b>Date of the Contract</b>	<b>Contracting Party</b>	<b>Name of Contract</b>	<b>Kind of Goods Sold</b>	<b>Amount of Contact</b>	<b>Value of Outstanding Contracts</b>	<b>Bidder is A. Manufacturer B. Supplier C. Distributor</b>

Name: \_\_\_\_\_ Legal Capacity: \_\_\_\_\_ Signature: \_\_\_\_\_

Duly Authorized to Sign the Bid for and on behalf of: \_\_\_\_\_ Tel. No./CP/Email: \_\_\_\_\_

**\*Instructions:**

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of: **i. The day before the deadline of submission of bids.**
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.
- d) "Name of Contract". Indicate here the Nature/ Scope of the Contract for easier tracking of the entries/ representations. Example: "Supply and Delivery of Generator Set"

## NFCC COMPUTATION FOR ELIGIBILITY CHECK

	<b>Amount</b>
I. CURRENT ASSETS	
II. LESS: CURRENT LIABILITIES	
III. NET WORKING CAPITAL ( I – II)	
IV. NET WORKING CAPITAL x 15	
V. LESS: VALUE OF ALL OUTSTANDING OR UNCOMPLETED PORTIONS OF THE PROJECTS UNDER ONGOING CONTRACTS, INCLUDING AWARDED CONTRACTS YET TO BE STARTED, COINCIDING WITH THE CONTRACT TO BE BID	
VI. NET FINANCIAL CONTRACTING CAPACITY (NFCC)	

The values of the domestic bidder’s current assets and current liabilities shall be based on **the latest Audited Financial Statements** submitted to the BIR (with stamp received by BIR).

Submitted by:

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Tel. No./Cellphone No./Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

**Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

**BID SECURING DECLARATION**  
**Project Identification No.: *[Insert 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 procurement 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 No. 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; and
  - 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 OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

## Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

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### CONTRACT AGREEMENT

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, particularly [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 in specified currency*] (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 as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

**Acknowledgment**

*[Format shall be based on the latest Rules on Notarial Practice]*

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*  
*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

