



**NATIONAL COMMISSION FOR CULTURE AND THE ARTS**

# **PHILIPPINE BIDDING DOCUMENTS**

**NCCA-ITB No. PB2021-019**

**PROCUREMENT OF JANITORIAL,  
MAINTENANCE, AND OTHER SERVICES  
REQUIREMENT FOR THE METROPOLITAN  
THEATER FOR THE FY 2022**

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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 maintenanceservices, 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.



***NATIONAL COMMISSION FOR CULTURE AND THE ARTS***

**INVITATION TO BID FOR THE PROCUREMENT OF  
JANITORIAL, MAINTENANCE, AND OTHER SERVICES  
REQUIREMENT FOR THE METROPOLITAN THEATER  
FOR THE FY2022**

1. The **NATIONAL COMMISSION FOR CULTURE AND THE ARTS (NCCA)**, through the CY 2022 National Endowment Fund for the Culture and the Arts (NEFCA) intends to apply the sum of **Nine Million Seven Hundred Thousand Pesos Only (Php 9,700,000.00)** being the ABC to payments under the contract for **PB 2021-019**, for the ***Procurement of Janitorial, Maintenance, and Other Services Requirement for the Metropolitan Theater for the FY 2022***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **NATIONAL COMMISSION FOR CULTURE AND THE ARTS (NCCA)** now invite bids for ***“Procurement of Janitorial, Maintenance, and Other Services Requirement for the Metropolitan Theater for the FY 2022”***. Delivery of the Goods/ Services shall be in accordance with the Delivery Schedule under Section VI. Schedule of Requirements. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using 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.
4. Prospective Bidders may obtain further information from **NATIONAL COMMISSION FOR CULTURE AND THE ARTS (NCCA)** and inspect the Bidding Documents at the address given below from Mondays to Thursdays, 8:00 a.m to 4:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on January 20, 2022 from the given address and website(s) below, *upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Ten Thousand Pesos (Php 10,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*,

Interested bidders may opt to pay the fee for the bidding documents by depositing the above stated amount in cash to NCCA's Land Bank Account. Bidders shall then send a copy of the deposit slip of the payment made to the NCCA Bids and Awards Committee. The bidding documents will be sent through a Google Drive upon confirmation of crediting of payment to NCCA's account.

6. The **NATIONAL COMMISSION FOR CULTURE AND THE ARTS (NCCA)** will hold a Pre-Bid Conference on January 27, 2022 at 10:00 A.M through video conferencing or webcasting *via Zoom*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before February 08, 2022 at 9:00 A.M. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on February 08, 2022 at 10:00 A.M at the given address below andthrough Zoom. Bids will be opened in the presence of the bidders representatives whochoose to attend the activity;
10. *The **NATIONAL COMMISSION FOR CULTURE AND THE ARTS (NCCA)** reserves the right to reject any and all bids, declare a failure of bidding, or not awardthe contract at any time prior to contract award in accordance with sections 35.6 and 41 of the 2016 Revised IRR of R.A. No. 9184, without thereby incurring any liability to affected bidder or bidders;*
11. For further information, please refer to:

**ANIEL D. APRUEBO**

Head, BAC Secretary

Room 2-E, 2nd Floor, NCCA Building

633 General Luna Street, Intramuros, Manila

Telephone: 527-2192 local 221, Fax: 527-5535

Email: [bids@ncca.gov.ph](mailto:bids@ncca.gov.ph)/ [procurementncca@gmail.com](mailto:procurementncca@gmail.com)

12. You may visit the following websites for downloading of Bidding Documents:  
[www.ncca.gov.ph](http://www.ncca.gov.ph)

January 17, 2022

  
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**SUSAN C. DAYAO**

OIC- Chairperson, Bids and Awards Committee





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

### **1. Scope of Bid**

The Procuring Entity, **NATIONAL COMMISSION FOR CULTURE AND THE ARTS (NCCA)** wishes to receive Bids for the ***Procurement of Janitorial, Maintenance, and Other Services Requirement for the Metropolitan Theater for the FY 2022*** with project identification Number ***PB 2021-019***.

The Procurement Project (referred to herein as “Project”) is composed of one *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 CY 2022 in the amount of **Nine Million Seven Hundred Thousand Pesos Only (Php 9,700,000.00)**.

2.2. The source of funding is:

a. NGA, the National Expenditure Program.

### **3. Bidding Requirements**

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

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

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

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

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

#### **5. Eligible Bidders**

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2.5.2.

- a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:

- a. For the procurement of Non-Expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

i.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

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 in paragraph 6 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 three (3) years prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

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

## 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 for 120 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.

Each bidder shall submit three (3) copies of the bid, one original and the two (2) which should be marked Copy One and copy Two

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

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

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

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

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

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing,

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<sup>1</sup>

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**

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

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

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

One Project having several items 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**

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

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

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

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



## Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. Procurement of Janitorial, Maintenance, Janitorial Supplies, and other Service Requirement; and</li> <li>b. completed within the last three (3) years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<i>Subcontracting is not allowed</i>
12	The price of the Goods shall be quoted DDP [ <i>state place of destination</i> ] or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount of not less than Php 194,000.00 if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than Php 485,000.00 if bid security is in SuretyBond.</li> </ul>
19.3	<i>1 Lot</i>
20.2	<i>No further instructions</i>
21.2	<i>No further instructions</i>

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

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

## 3. Performance Security

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

## 4. Inspection and Tests

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

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

## **5. Warranty**

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

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

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

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

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

# 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>“The delivery terms applicable to this Contract are delivered <i>to Intramuros</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Executive Director Al Ryan S. Alejandre</p>
	<p>No further instructions</p>

	No Further instructions
	No further instructions

	No further instructions
2.2	No further instructions
4	The inspections and tests that will be conducted are: checking of quality/model/ road worthiness of the vehicles to be provided by the bidder



## *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.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>
1 Lot	Procurement of Janitorial, Maintenance, and Other Services Requirement for the Metropolitan Theater for the FY 2022	A. Regular Janitors (16) personnel  i. MET, East Wing (5) ii. MET, West Wing (5) iii. MET, Main Theater Block (6)  B. Supervisor (1) C. Assistant Supervisor (1) D. Gardener (1) E. Skilled Personnel (2) personnel i. Electrician (1) ii. Carpenter (1)	Twelve (12) Months/ One (1) Year from receipt of the Notice to Proceed (NTP) and Contract

## *Section VII. Technical Specifications*

Quantity	Unit	Item Description	ABC
<b>1</b>	<b>lot</b>	<b>Procurement of Janitorial, Maintenance, and Other Services Requirement for the Metropolitan Theater for the FY 2022</b>	<b>Php 9,700,000.00</b>

**INSTRUCTION:** Bidders must state here either “**Comply**” or “**Not Comply**” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment/services offered. Statements of “Comply” or “Not Comply” **numbers with asterisks (\*) shall be supported by evidence subject for post qualification verification.** 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., certifications, as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.

A statement either in the Bidders’ statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions **GCC Clause 2.1(a)(ii).**

REQUIREMENTS	Statement of Compliance Just state “Comply” or “Not Comply”	SPECIFIC REFERENCE In Bidder’s Bid Supporting Statement of Compliance (Instruction: Please indicate the specific document, tab label, and page number)
<b>I. Scope of Work:</b>		
The tools, equipment, and materials including Janitorial Supplies and materials to be used in the performance of maintenance works, janitorial, maintenance, and other related functions shall be for the account of the Contractor.		
<b>II. Project Duration:</b>		
The term of the contract shall be for a period of ONE (1) YEAR to commence from the date of signing thereof, unless sooner by the Procuring Entity before the expiry date for non-compliance by the Contractor of the terms and conditions, covenant and stipulations stated herein.		

<b>III. Work Schedule and Activities:</b>		
1. The janitors and skilled personnel shall report 4-days a week from Monday to Thursday. The janitors shall report from 6:00 am to 7:00 pm or 7:00 am to 8:00 pm (inclusive of one (1) hour lunchbreak) depending on the request of the Building Administrator.		
2. Additional service may be authorized by the Procuring Entity. Equivalent amount may be billed and subsequently paid by the Procuring Entity.		
<b>IV. Payment Terms:</b>		
1. The terms of payment shall be as follows: MONTHLY, provided that the Service Provider shall have completed all the required documents every monthly billing period.		
2. Salaries shall be paid twice a month directly by the Contractor to the personnel.		
3. The Contractor shall furnish the Procuring Entity its proof of payment to the personnel assigned at the Metropolitan Theater premises in accordance with labor laws;		
4. The Contractor shall likewise submit a monthly report on proof of payment/remittance of Retirement Benefit, SSS, Philhealth, State Insurance, Pag-ibig, otherwise known as the amount due to the Government in favor of the Contractor's personnel assigned at the Procuring Entity premises in accordance with the Cost Breakdown of Service Fee herein attached marked as Tables Nos. 1 to 8, as well as the withholding taxes of its personnel submitted to BIR.		
<b>V. Business Permit</b>		
1. Updated Mayor's Permit		
2. Updated Certificate of PhilGEPS Registration		

METROPOLITAN THEATER SPECIFICATIONS		STATEMENT OF COMPLIANCE
ONE YEAR (1) JANITORIAL, MAINTENANCE, AND OTHER SERVICES REQUIREMENT FOR THE METROPOLITAN THEATER FOR THE YEAR 2022		
PROVISION OF TWENTY-ONE (21) JANITORIAL, MAINTENANCE AND OTHER PERSONNEL SUCH AS:		
	No of Personnel	
1. Regular Janitors (16 personnel)		
a.1 Metropolitan Theater, East Wing (Arroceros St.)	5	
a.2 Metropolitan Theater, West Wing (Padre Burgos Avenue)	5	
a.3 Metropolitan Theater, Main Theater Block	6	
2. Supervisor		
3. Assistant Supervisor		
4. Gardener		
5. Skilled Personnel (2)		
b.1 Electrician	1	
b.2 Carpenter	1	

METROPOLITAN THEATER SPECIFICATIONS		STATEMENT OF COMPLIANCE
METROPOLITAN THEATER HOUSEKEEPING - FREQUENCY OF WORK		
JANITORIAL ACTIVITIES		
FLOORS		
Sweeping of Vinyl and Tile Floors	<b>for ordinary offices</b> - twice a day (one in the morning, one in the afternoon) and as the need arises; <b>for frontline offices</b> - four times a day and as the need arises	
Mopping of Vinyl and Tile Floors	<b>for ordinary offices</b> - at least twice a day (one in the morning, one in the afternoon) and as the need arises;	

	<b>for frontline offices</b> - four times a day and as the need arises	
Spray buffing of Vinyl and Tile floors;	two times a week and as the need arises	
Sweeping of wood parquet;	at least twice a day (one in the morning, one in the afternoon) and as the need arises	
Waxing of wood parquet;	two times a week and as the need arises	
Polishing of wood parquet;	two times a week and as the need arises	
Sweeping of carpets;	at least twice a day (one in the morning, one in the afternoon) and as the need arises	
Vacuum Cleaning of carpets;	two times a week and as the need arises	
Stain Spotting of carpets;	two times a week and as the need arises	
Shampooing of carpets;	once a week and as the need arises	
Sweeping of marble tiles;	at least twice a day (one in the morning, one in the afternoon) and as the need arises	
Dry mopping marble hallways;	at least twice a day (one in the morning, one in the afternoon) and as the need arises	
Scrubbing and polishing of marble tiles;	once a week and as the need arises	
<b>WALLS, CEILINGS, BASEBOARDS AND PARTITIONS</b>		
Cleaning of hallway walls;	once a month and as the need arises	

Cleaning of baseboards and partitions;	once a month and as the need arises	
Cleaning of ceilings;	once a month and as the need arises	
<b>DRIVEWAYS, YARDS, PARKING AREA, DUMPSITE AND SURROUNDINGS</b>		
Sweeping of driveways, yards, parking area, dumpsite and surroundings;	at least twice a day (one in the morning, one in the afternoon) and as the need arises	
Washing of driveways, yards, parking area, dumpsite and surroundings;	at least once a day and as the need arises	
<b>TRASH AND OTHER WASTES</b>		
Collection of trash and other trash materials. Must be R.A. No. 9003 (Ecological Solid Waste Management Act) compliant;	once a day and as the need arises	
Disposal of trash and other trash materials to the garbage dump. Must be R.A. No. 9003 (Ecological Solid Waste Management Act) compliant;	once a day and as the need arises	
Cleaning of waste baskets, ash trays, and other receptacles.	once a week and as the need arises	
<b>GLASS PANELS</b>		
Cleaning of interior glass panels and its appurtenant steel or aluminum frames through scrubbing and wiping by application of cleaning solutions to remove dust, soot and grime;	Once every two weeks (except for front glass doors, glass partitions, and front glass windows which is every other day)	
Cleaning of exterior glass panels and its appurtenant steel or aluminum frames through scrubbing and wiping by application of cleaning solutions to remove dust, soot and grime;	Once every two weeks (except for front glass doors, glass partitions, and front glass windows which is every other day)	
<b>FURNITURE, FIXTURES AND EQUIPMENT</b>		
Cleaning, dusting and damp wiping of office furniture, fixtures and equipment and application of appropriate furniture polish to	once a day and as the need arises	

maintain luster and shine at all times;		
Movement of furniture, equipment, supplies, and materials as may be necessary, and only upon instruction of the PROCURING ENTITY and/or any of its personnel;	as the need arises	
<b>STAIRWAYS, FIRE EXITS AND ENTRANCES</b>		
Keeping stairways, fire exits, and entrances clean and free of obstructions;	at all times	
<b>COMFORT ROOMS</b>		
Sweeping and mopping of CR floor tiles;	at least twice a day (one in the morning, one in the afternoon) and every hour inspection for private CRs; four times a day and every hour inspection for public CRs	
Scrubbing of CR wall tiles;	once a week and as the need arises	
Cleaning, washing, sanitizing and disinfecting comfort room urinals, lavatories and toilet bowls;	at least twice a day (one in the morning, one in the afternoon) and every hour inspection for private CRs; four times a day and every hour inspection for public CRs	
Checking and reloading of toilet paper, if required;	in the morning with every hour inspection	
Checking and reloading of liquid hand soap;	in the morning with every hour inspection	
Checking and reloading of other toilet supplies;	in the morning with every hour inspection	
<b>KITCHEN, PANTRY AND CABINETS</b>		
Cleaning of kitchen countertops;	at least twice a day (one in the morning, one in the afternoon) and as the need arises	
Cleaning of pantry and cabinets;	once a week and as the need arises	
<b>GROUND AND COURTYARD MAINTENANCE</b>		
Trimming of grass and shrubs;	once a week and as the need arises	
Watering of flowering plants, shrubs and grass;	at least twice a day (one in the morning, one in the afternoon) and as the need arises	

Bringing out to sun potted plants;	once a week and as the need arises	
Sweeping of grounds and courtyards and parking areas of dust, litter, dry leaves, fallen tree branches, and other debris;	at least twice a day (one in the morning, one in the afternoon) and as the need arises	
Cleaning and washing of parking areas of accumulated dust and oil stain;	at least twice a day (one in the morning, one in the afternoon) and as the need arise	
Cleaning the courtyard fountains, changing the water, scrubbing and cleaning the floor tiles and other parts of the fountain.	once a week and as the need arises	
<b>REPORTING</b>		
Informs the supervisor of any building defects such as busted bulbs, leaking faucets / cracked wall plaster, unsafe conditions and/or any unusual activity within the building and its surroundings;	as the need arises	
Keep watch and take action to prevent or mitigate damage to the building and its facilities during emergency situations such as typhoons, floods, earthquakes, power failures and fire incidents;	as the need arises	
<b>OTHERS</b>		
Performs task/s given by the MET Theater Director, the Building Administrator or members of the MET-PMT.	as the need arises	
<b>B1. ELECTRICIAN</b>		
Check for electrical problems of the building	once a week and as the need arises	
Report to the supervisor major repairs or maintenance requirements of the building electrical facilities for proper disposition;	as the need arises	
Perform repairs and maintenance requirements on the building electrical facilities;	as the need arises	



Submit accomplishment report to the supervisor;	monthly	
Keep watch and take action to prevent or mitigate damage to the building and its facilities during emergency situations such as typhoons, floods, earthquakes, power failures and fire incidents;	as the need arises	
Performs task/s given by the MET Theater Director, the Building Administrator or members of the MET-PMT.	as the need arises	
<b>B.2 CARPENTER</b>		
Perform carpentry and finishing requirements on the building and personnel facilities;	as the need arises	
Report to the supervisor major repairs or maintenance requirements of the building painting requirements for proper disposition;	as the need arises	
Submit accomplishment report to the supervisor;	monthly	
Keep watch and take action to prevent or mitigate damage to the building and its facilities during emergency situations such as typhoons, floods, earthquakes, power failures and fire incidents;	as the need arises	
Performs task/s given by the MET Theater Director, the Building Administrator or members of the MET-PMT.	as the need arises	
<b>B3. SUPERVISOR/ ASSISTANT SUPERVISOR</b>		
Supervise the work of janitors and skilled workers;	daily	
Monitor the performance of janitors and skilled workers;	daily	
Report to the Building Administrator major repairs or maintenance requirements of the building facilities for proper disposition;	as the need arises	

Submit monthly accomplishment report to the Building Administrator copy furnished, MET Theater Director;	monthly	
Performs task/s given by the MET Theater Director, the Building Administrator or members of the MET-PMT.	as the need arises	

<b>METROPOLITAN THEATER SPECIFICATIONS</b>		<b>STATEMENT OF COMPLIANCE</b>
<b>GENERAL TOOLS AND EQUIPMENT FOR JANITORIAL PERSONNEL</b>		
<b>QUANTITY</b>	<b>KIND</b>	
8 units	1. Push Cart for Cleaning materials	
	2. Floor Polisher (16" or 18") with accessories	
3 units	A. High Speed	
4units	4 Low Speed	
10 units	3. Mop Squeezer with Bucket	
2 units	4. Wet/Dry Vacuum Cleaner	
3units	5. Garbage Cart	
2units	6. High Pressure Portable Washer	
10units	7. Caution Sign w/ accessories	
2units	8. Garden hose 5/8: x 50 ft. w/ Reel	
2units	9. Garden hose 5/8: x 50 ft. w/o Reel	
7pcs	10. Heavy Duty Extension Cord for Floor Polisher Royal Cord # 12 x 10 meters	
1 unit	11. Manual Lawn Mower	
	12. Aluminum Ladder, Heavy duty	
2 units	a. (5 ft.)	
2units	b. (8 ft.)	
13 units	13. Handheld Radio with Headset and accessories (include spare batteries)	
<b>GENERAL TOOLS AKND EQUIPMENT FOR GARDENER</b>		

2 pcs	1. Bolo (Hard Steel)	
2 pcs	2. Manual Hedge Trimmer	
2 units	3. Steel Straight Head Rake	
3 units	4. Trowel	
2 units	5. Pruner (Light Duty)	
2 units	6. Shovel Round Point	
2 units	7. Straight Bar (Bareta)	
2 units	8. Pick Mattock	
2 units	9. Hoe	
2 units	10. Rubber Boots (Bota) Knee High Size 10	
2 units	11. Grass Cutter (Manual)	
2 units	12. Garden Hose 5/8" x 5ft. w/ Nozzle Pistol Lever Activated, Adjustable Multi-Pattern and with garden sprinkler, 300" and its accessories.	
2 units	13. Raincoat	
2 units	14. Hat (outdoor use)	
<b>CARPENTRY TOOLS AND EQUIPMENT</b>		
2 pcs	1. Claw Hammer, 11" wooden handle	
2 pcs	2. Cross-cut Saw, 26"	
2 sets	3. Wooden Chisel, ¼", ½", 1" and 1 ½" blades width	
6 pcs	4. Saw File, #4, triangular; regular taper (or extra slim, whichever is needed)	
2 pcs	5. Crowbar (wrecking bar), 24", high grade forge steel	
	6. Pliers	
2pcs	a. Long Nose, 8"	
2pcs	b. Mechanical, 8"	
	7. Screw Driver	

2pcs	a. Flat, 8"	
2pcs	b. Philips (cross) 8"	
2pcs	8. Wood Rasp, 12"	
1set	9. Router Bits, #1-#12	
2pcs	10. Carborundum Stone, 8", sharpening	
2pcs	11. Spirit level, 18", aluminum body; box type, w/ horizontal, vertical and 45° bubble tube, magnet attached	
2pcs	12. Plumb bob, 150g	
2pcs	13. Pull-push rule, 5m/16ft steel	
2pcs	14. Eye Protection Goggles, with adjustable strap	
<b>ELECTRICIAN TOOLS AND EQUIPMENT</b>		
2pcs	1. Electrical Pliers (size 10)	
2pcs	2. Flat Screw Driver	
2pcs	3. Philip Screw Driver	
2pcs	4. Long Nose Plier (size 8)	
2pcs	5. Digital Multi-tester	
1set	6. Soldering Gun/ Iron 60w	
2rolls per month or as the need arises	7. Soldering Lead (5-10 meters)	
2tubes per month or as the need arises	8. Soldering Paste	

<b>METROPOLITAN THEATER SPECIFICATIONS</b>					<b>STATEMENT OF COMPLIANCE</b>
<b>Item Description</b>	<b>Quantity (a)</b>	<b>Unit</b>	<b>Frequency (No. of Month) (b)</b>	<b>Total Quantities per Annum (a) x (b)</b>	
<b>To supply and deliver the following</b>					

<b>Janitorial Supplies and Materials</b>					
<b>Monthly</b>					
Stripper Wax, 1 gallon	5	Gallon	12	60	
All Purpose Cleaner (1 liter)	5	Bottle	12	60	
Toilet Bowl Cleanser (3.7 liters)	5	Bottle	12	60	
Vinyl Wax/Complete Wax, 1 Gallon	2	Gallon	12	24	
Scrubbing Pad 16", green, 1 inch thick	10	Pcs	12	120	
Fine Steel wool 16" Pad for Floor Polisher (grade #0000)	30	Pcs	12	360	
Glass Cleaner, 4 liters/gallon	5	Gallons	12	60	
Rags (Flanella-type)	10	Yards	12	120	
Microfiber Towel (3 pcs per pack)	10	Packs	12	120	
Liquid Hand Soap, 1 Gallon	10	Gallons	12	120	
Dishwashing Liquid w/ pump (1 liter)	20	Bottle	12	240	
Trash Bag (XXL Black) 100 pcs/pack	3	Packs	12	36	
Trash Bag (Large Black) 100 pcs/pack	3	Packs	12	36	
Trash Bag (Medium Black) 100 pcs/pack	2	Packs	12	24	
Trash Bag (XXL Yellow) 100 pcs/pack	2	Packs	12	24	
Detergent Washing Powder Soap (852 gms)	20	Packs	12	240	
Scouring pad w/ sponge (3s)	10	Packs	12	120	
Carpet Shampoo	3	Gallon	12	36	
Carpet Stain Remover	1	Gallon	12	12	
Deodorant Cake, 50 grams	50	Pcs	12	600	
Metal Polish (150ml)	10	Pcs	12	120	
Paste Wax (Red Liquid Wax), 1 Gallon	10	Gallon	12	120	
<b>QUARTERLY</b>					
Marble Liquid Wax (crystalizer), 1 Gallon	10	Gallons	4	40	
Mop Head	60	Pcs	4	240	
Polishing Pad 16", white, 1 inch thick	30	Pcs	4	120	

Stripping Pad 16", black, 1 inch thick	30	Pcs	4	120	
Air Freshener (spray type) at least 320 ml.	50	Cans	4	200	
Nylon Broom Stick	36	Pcs	4	144	
Soft Broom (Walis Tambo)	50	Pcs	4	200	
Stick broom (walis tingting)	100	Pcs	4	400	
Rubber Hand Gloves, heavy duty	30	Pcs	4	120	
Cotton Gloves with Orange Rubber	20	Pcs	4	80	
Toilet Bowl Brush with Handle	10	Pcs	4	40	
Disinfectant (spray) at least 510 gms	50	Cans	4	200	
Furniture Shine/Polish, spray type at least 352 ml	40	Cans	4	160	
<b>SEMI-ANNUAL</b>					
Wood Hand Brush w/ handle	20	Pcs	2	40	
Push Brush 12" with Handle	20	Pcs	2	40	
Sanitary Tong (aluminum)	30	Pcs	2	60	
Dust Mop (cotton) with Wooden Handle & Metal Frame (5"x36")	20	Sets	2	40	
Trigger spray bottle (cap. 500 ml)	20	Pcs	2	40	
Ceiling broom	10	Pcs	2	20	
Mop handle	36	Pcs	2	72	
<b>ANNUAL</b>					
Dust Pan	80	Pcs	1	80	
Plunger/Toilet Rubber Pump, heavy duty	50	Pcs	1	50	
Plastic Pail	20	Pcs	1	20	
Squeegee with metal handle	36	Pcs	1	36	
Putty Knife (Spatula)	20	Pcs	1	20	
Dust Mop Head, cotton	36	pcs	1	36	

<b>OTHER REQUIREMENTS</b>	<b>STATEMENT OF COMPLIANCE</b>
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1. All tools, equipment, and hardware supplies must be produced by reputable manufacturers as certified by DTI (Bureau of Product Standards) (if applicable). If exclusive distributor, must be certified as such.	
2. All liquid, powder, or bar cleaning supplies and materials or solvents must be biodegradable or will not adversely affect bacteria culture in building septic vaults.	
3. All liquid, powder, or bar cleaning items must be produced by reputable manufacturers as certified by DTI (Bureau of Product Standards). If exclusive distributor, must be certified by such.	
4. To make available for inspection by the Procuring Entity, the subject supplies and materials during post-qualification	
5. All tools, equipment, and hardware supplies must be produced by reputable manufacturers as certified by DTI (Bureau of Product Standards). If exclusive distributor, must be certified as such.	
6. To comply with the <b>Terms of Reference under Appendix "A" and "B"</b> .	
7. Compliance with all the terms and conditions incorporated in the Contract particularly in the General and Special Conditions of Contract.	

**TERMS OF REFERENCE**

Project: **PROCUREMENT OF JANITORIAL, MAINTENANCE, AND OTHER SERVICES REQUIREMENT (21 PERSONNEL INCLUDING SUPPLIES AND MATERIALS) FOR THE METROPOLITAN THEATER FOR THE FISCAL YEAR 2022**

Location: Metropolitan Theater Compound

**I.RATIONALE**

As part of the regular maintenance and operations of the Metropolitan Theater, a National Cultural Treasure and a National Historical Landmark, the NCCA seeks to apply a sum for the procurement of Janitorial, Maintenance, and other services requirement (21 personnel including supplies and materials) for the Metropolitan Theater for the Fiscal Year 2022.

**II.FUNDING SOURCE**

The funding source of this project is under the allocation for the administration of the Metropolitan Theater, as allocated by the NCCA Board of Commissioners under Board Resolution no. 2022-.

**III. SCOPE OF WORK**

- A. The Contractor shall provide the Procuring Entity with a complement of twenty-one (21) personnel who are healthy, professionally trained and carefully selected, and possessing adequate police and NBI clearances, medical and health certificates and applicable TESDA certificates for skilled personnel comprising of the following:
  - a. Regular Janitors (16 personnel)
    - i. MET, East Wing

ii.	MET, West Wing	5
iii.	MET, Main Theater Block	6
b.	Supervisor	1
c.	Assistant Supervisor	1
d.	Gardener	1
e.	Skilled Personnel (2 personnel)	
.	Electrician	1
i.	Carpenter	1

The number above-stated personnel may be increased or decreased at the discretion of the Procuring Entity upon Forty-Eight (48) hours advanced notice to the Contractor.

The Procuring Entity reserves its right to screen or reject any personnel fielded by the Contractor in the former's premises.

- B. The Contractor shall comply with the scope and frequency of work by type of activity as listed in Appendix "C".
- C. The Contractor shall supply all the tools and equipment and janitorial supplies and materials (Reference: Appendixes "D" and "E")
- D. The tools, equipment, and materials including Janitorial Supplies and materials to be used in the performance of maintenance works, janitorial, maintenance, and other related functions shall be for the account of the Contractor.

#### IV. PROJECT DURATION:

The term of the contract shall be for a period of ONE (1) YEAR to commence from the date of signing thereof, unless sooner by the Procuring Entity before the expiry date for non-compliance by the Contractor of the terms and conditions, covenant and stipulations stated herein.

Likewise, the Procuring Entity shall have the discretion to terminate this contract on account of any contractual obligations by the Contractor.

#### V. CONTRACT PRICE/SERVICE FEE:

The Procuring Entity shall pay the contractor a service fee for the Contractor's twenty-two (21) personnel in accordance with the accepted financial bid and cost breakdown of the service fee per personnel and Janitorial Supplies and Materials, for a total Contract Price of for **Nine Million and Seven Hundred Thousand Pesos Only (PhP 9,700,000.00)** for a one (1) year contract;

The Contract Price shall include the prices charged by the Contractor for all the incidental services, tools, equipment, supplies and materials, which shall not exceed the prevailing rates charged to other parties by the Contractor for similar services.

However, the Procuring Entity at its own account may require the Contractors personnel to work in excess of the number of hours stipulated above, and/or to work on any special legal holiday, and/or to work on the rest day of any or all of the Contractor's personnel for such additional services in an amount proportionate to the above stated monthly fees plus 25% for work performed in excess of eight (8) hours on any regular work days, and/or plus 30% work for work performed on any rest day/Sundays or special legal holiday and 100% legal holidays and for night shift differential, as the case may be in accordance with the Philippine Labor Standards; In such cases, the additional service fees shall be billed separately;

Higher than minimum wage shall be given by the Contractor to the supervisors and skilled personnel considering the required competencies and technical skill and the level of technical education and professional accreditation;



The Contractor shall comply with DOLE Department Order No. 180A guidelines and as clarified by GPPB PM No. 03-2012 date 30 November 2021;

No deduction from the salary shall be affected for insurance premiums, bond for breakage, payment for damages to tools and equipment due to ordinary wear and tear or unforeseen events (unless there is negligence), penalty for tardiness or absences (in addition to proportionate deductions thereof), or payment for any training whether in-house or TESDA accredited;

The special tools, cleaning equipment, supplies and materials to be used in the maintenance works, janitorial and other related functions shall be for the account of the Contractor in accordance with the list in Appendix "D" and "E", provided that the janitorial supplies and materials for a given period i.e. annual, semi-annual, quarterly, shall be delivered five (5) days in advance. The Procuring Entity, through its Venue Operations Group (VOG), shall take charge in the issuance and distribution of the supplies and materials to the concerned janitors. Cleaning equipment shall all be in good condition and functioning properly; The Procuring Entity shall provide a suitable area for the Contractor's personnel to store the said equipment and materials.

## **VI. WORK SCHEDULE AND ACTIVITIES**

The janitors and skilled personnel shall report 4-days a week from Monday to Thursday. The janitors shall report from 6:00 am to 7:00 pm or 7:00 am to 8:00 pm (inclusive of one (1) hour lunchbreak) depending on the request of the Theater Director or the Building Administrator.

Additional service may be authorized by the Procuring Entity. Equivalent amount may be billed and subsequently paid by the Procuring Entity.

## **VII. QUALIFICATION**

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

## **VIII. APPROVED BUDGET COST (ABC)**

The ABC or approved budget cost of the project is **NINE MILLION AND SEVEN HUNDRED THOUSAND PESOS Only (PhP 9,700,000.00)**.

Potential bidders are required to conduct ocular inspection prior to bidding.

## **IX. PAYMENT TERMS**

The terms of payment shall be as follows: MONTHLY, provided that the Service Provider shall have completed all the required documents every monthly billing period.

The Procuring Entity shall pay the Contractor the following monthly service fees based on a four-day work week for actual number of personnel fielded for the month and actual supplies delivered.

Salaries shall be paid twice a month directly by the Contractor to the personnel.

The Contractor shall furnish the Procuring Entity its proof of payment to the personnel assigned at the Metropolitan Theater premises in accordance with labor laws;

The Contractor shall likewise submit a monthly report on proof of payment/remittance of Retirement Benefit, SSS, Philhealth, State Insurance, Pag-ibig, otherwise known as the amount due to the Government in favor of the Contractor's personnel assigned at the Procuring Entity premises in accordance with the Cost Breakdown of Service Fee, as well as the withholding taxes of its personnel submitted to BIR.

Increase of the janitorial, maintenance and other related services requirement, salaries or wages of the said personnel shall be billed separately.

## **Appendix "A"**

### **MAINTENANCE AND JANITORIAL SERVICES**

#### **INTRODUCTION**

The PROCURING ENTITY aims to continuously upgrade the maintenance, orderliness and cleanliness of its facilities, areas, and premises in an effort to provide a better property asset management and healthier workplace. The PROCURING ENTITY therefore requires the service of a janitorial and maintenance contractor/firm that can effectively perform the various tasks of maintaining the building and its surroundings.

#### **1. WORK DESCRIPTION AND SPECIFICATION**

The scope of work includes the furnishing of all necessary labor, equipment, tools, chemicals, materials, supplies, supervision and other items necessary to perform the janitorial and maintenance services and to undertake (as) thorough and general cleaning operation of the building and its surrounding areas. Hereunder are the details of all types of surfaces and furniture to be cleaned and maintained in a manner exceeding quality control standards. All cleaning tasks shall be accomplished to meet the requirement of the specification contained herein. All supplies and materials, tools and equipment shall be furnished by the CONTRACTOR and all its costs shall be for the account of the CONTRACTOR.

##### **1.1. QUALITY ASSURANCE**

The CONTRACTOR shall establish complete quality control programs to assure that the requirements of the contract are provided as specified. A quality control program shall be submitted to the Venue Operations Group (VOG) and updated as changes occur. The program will include but not limited to the following:

- 1.1.1 An inspection system, covering all the services to be performed under the contract. It must specify areas to be inspected on either a scheduled or non-scheduled basis and such personnel who will perform the inspection;
- 1.1.2 A method for identifying deficiencies in the quality of services rendered before the level of performance becomes unacceptable;
- 1.1.3 A file of all inspections conducted by the Contractor and the corrective action taken. This documentation shall be made available to the PROCURING ENTITY upon the request of the latter;
- 1.1.4 The VOG shall monitor the Contractor's performance under the contract.

## **1.2 LOST AND FOUND PROPERTY**

It is the responsibility of the CONTRACTOR to ensure that all articles of possible personal or monetary value found, are turned over to the PROCURING ENTITY.

## **1.3 SPOT CLEAN**

The contractor's employees must remove smudges, fingerprints, marks, streaks, etc. from washable surface of walls, partitions, doors and fixtures. Germicidal detergents shall be used in rest rooms, locker rooms, break areas, and drinking fountains. Brass and stainless-steel hardware, aluminum bars, and other metals in doors and cigarette burns shall be polished with a polishing compound. After spot and other evidence of removed soil and dirt must be removed and possess the gleam of its original finish.

## **1.4 CLEANING OF GROUND AND COURTYARD**

Parking areas, grounds, courtyards, roadways and sidewalks shall be free of trash and refuse, paper, empty bottles, cans, leaves, branches and other foreign matter shall be removed.

## **1.5 REPORTS ON DAMAGES FOUND**

When certain installations of PROCURING ENTITY's facilities are found to be contaminated, a report thereof shall be made promptly. Pending action and report by PROCURING ENTITY, the Contractor shall take measures to minimize contamination of the general area and prevent aggravation of damage.

## **2. FLOORS**

All floors accessible to floor machines/polishers shall receive floor maintenance. After receiving floor maintenance, the entire area shall have uniform, glossy appearance and be free of scuff marks, heels marks, and other stains or discolorations. All floor maintenance solutions shall be removed from baseboard/tiles, furniture, trash receptacle, etc. Chairs, plant boxes, tables, desks, waste bins and easily movable items shall be moved to maintain floor underneath. All moved items shall be returned to their proper positions when all operations have been completed. It is to be noted that polishing includes the techniques of dry buffing, washing, mopping, polishing, as required to achieve the aforementioned results.

- 2.1. All accessible areas shall be mopped and shall have uniform appearance, with no streaks, swirl mark, detergent residue, or any evidence of soil, stains, film debris or stagnant water. There shall be no splash marks or mop streaks on furniture walls, baseboards, or mop stands in the area. Carpeted floors must not be mopped.

To minimize the damage of mopping or wet floors maintenance, the following shall be adhered to:

- 2.1.1 The Contractor shall not use a mopping solution stronger than is necessary to remove dirt.
- 2.1.2 The Contractor shall use an amount of water solution that is necessary to the job governed by the capacity for immediate vacuum pick-up and drying.
- 2.1.3 Water shall be left on the floor only long enough to loosen the dirt. Change water frequently when mopping by mop and pail. A non-corrosive, non-odorous detergent shall be mixed with water.

- 2.1.4 Mop, rinse and dry small areas of the floor one at a one time. There shall be no splashing of baseboards, furniture and other equipment.
- 2.1.5 Floors shall be coated with applicable seal, water emulsion wax, resin or plastic water base product will be used. Marble tiles and vinyl floors shall be coated with emulsion wax, resin or plastic coating. Wood floors should be properly prepared prior to waxing. Coating shall be made of emulsion wax. Resin or plastic coating shall be used only on sealed floors.
- 2.1.6 Areas difficult to reach shall be cleaned by hand and other methods.
- 2.1.7 Provide an item to ensure safety when floors are wet, e.g. wet floor warning stands.

### **3. FLOORING SWEEPING**

The floor shall be swept, to include entire floor surface, including corners and abutments, free of litter, dust grime and foreign debris. Moving of movable items is required for sweeping underneath. No dirt shall be left on corners, under furniture or behind doors. Sweeping shall be done in a fashion that will minimize the spread of dust into the air.

### **4. WALK-OFF MAT CLEANING**

Carpet-type entrance mats shall be vacuumed to remove soil and grit and to restore resiliency of the carpet. Rubber or polyester entrance mats shall be swept, vacuumed, or hosed – down outside to remove soil, dirt, and stains. Soil and moisture underneath entrance mats shall be removed and mats returned to their normal location.

### **5. CARPET AND RUGS**

The Contractor shall vacuum all rugs and carpets at the required frequency, after being vacuumed, the carpeted floor shall be free of all visible litter, dirt and crumbs.

Any wet spot of stain shall be removed as soon as noticed, by using the proper solution. Solutions shall be strong enough to remove stains but shall in no manner, damage the texture of the carpet or discolor the same. All carpets and rugs shall be shampooed every three (3) months or as necessary in order to maintain the quality, texture and color of the materials. Shampooing shall be performed during off - peak days or hours to avoid disturbances and the contractor's continuity or work.

### **6. CEILING**

Ceilings, often overlooked, require more attention and cleaning than other reachable fixtures in any structure. It is therefore, imperative that specific cleaning processes and schedules be utilized to ensure the ceiling are maintained to complement the aesthetics and allow for a healthy working atmosphere.

#### **6.1. HIGH DUSTING**

After high dusting all dust, lint litter and dry soil shall be removed from all top surfaces. Venetian blinds and louvers, where installed, are included in high dusting. High dusting applies to the elimination to smudges, cobwebs and grimes or dirt form ceiling corners and joints. It also involves the cleaning of both sides of the translucent light diffusers and the maintenance of gypsum board, mineral acoustic tiles and their aluminum suspensions. Further, vents and

sprinkles valves should be wiped and cleansed to avoid clogging caused by moisture, dust and grimes. Light fixtures and directional signage suspended from the ceiling and upper portion of walls have to be dusted thoroughly and as often as required to keep them clear from dirt, lint bugs and dead insects and shall be to the standard showing original color, brightness and finish.

## **7. WALLS**

The maintenance of wall is such that appropriate proper solution and dusting methods must be applied to different types of surfaces. Any directional signs, name plates, frames, switches and paraphernalia attached to walls are considered part of walling surfaces and shall, therefore, require appropriate cleaning measures. The Contractor must include all air vents, edges, sills and walls intersections in the work program for wall maintenance. Air vents particularly require rigid dusting to avoid clogging and eliminate the spread of polluted air. All walls and ledges must be free of stains, dust smudges and fingerprints upon completion of the cleaning process.

## **8. LOW DUSTING**

Low dusting is performed after high dusting is achieved. After low dusting, all dust, lint, litter and dry soil shall be removed from the horizontal surfaces, desks, counters, chairs, filing cabinets, and from horizontal ledges, sill, hand rails, partitions, etc.

## **9. WINDOWS AND DOORS**

Windows shall be considered an inherent aspect of wall structures. All windows whether they are of glass or louvers (glass, wood, or steel) shall be adequately dusted and wiped to conform to standards of quality set herein and by the CLIENT. When required, polishing compounds shall be applied after cleansing solutions, which shall in no way decolorize or stain the surfaces. All traces of dirt, dust, stains and smudges shall be eliminated as result of proper cleaning.

Doors shall be maintained in a manner wherein they are free of smudges, hand prints, and dust at all times. Door knobs, hinges, and locks shall be wiped and polished to achieve a gleaming effect. Any squeaks in hinges shall be properly oiled to avoid rust and deterioration. The bottoms of doors shall be given special attention as these are the parts quite often neglected.

## **10. GLASS PANELS**

It is imperative that the upkeep of the glass panels be a major concern of the Contractor. The interior and exterior of all glass doors and windows shall be maintained in a manner whereby the general public are able to view the surrounding clearly through a spotless and very clear glass. Glass cleaning shall include all windows and doors. After glass cleaning, there shall be no traces of film, dirt, smudges, water and other foreign matter.

## **11. TOILET**

The Contractor shall clean and sanitize toilets and comfort rooms by using special deodorants, air freshener, fumigation and sanitizing chemicals for the toilet bowls, urinals and wash basins. Toilet and shower room wall shall be scrubbed down thoroughly and associated metal surfaces and mirrors, polished properly. Vitrified glazed and unglazed, colored or white tile and mosaic tiles shall be mopped with a solution of water detergent germicides to insure a spotless finish. After cleaning, the entire comfort room and installation shall be wiped and kept dry to avoid aggravation of dirt and slipping.

### **11.1. BOWLS and URINALS**

The Contractor shall completely clean and disinfect all surfaces of toilet bowls, urinals, lavatories, showers, dispensers, and other such surfaces using germicidal detergent. He shall disinfect all surfaces of toilet partitions, stall, stall doors, and wall areas.

### **11.2. TOILET CEILINGS**

The ceilings shall be extensively cleaned to avoid the accumulations of dirt, cobwebs, moisture stains, and other unhygienic substances. Ceilings shall not be used as hanger for clothes, uniforms, etc.

## **12. EQUIPMENT AND FURNITURE**

The Contractor shall be responsible for the proper and efficient maintenance of the CLIENT's property with regard to equipment and furniture. Care and caution shall be exercised in the performance of cleaning, dusting and polishing functions. It is to be noted that scratching, discoloration, and damage of any nature shall be avoided. Solutions and cleaning agents shall be appropriate for the type of surface that there shall be applied on.

## **13. CLEANING OF WHITE APPLIANCES**

The interior surface shall be washed with soap and warm water and then rinsed with a warm solution of baking soda and water. Exterior surfaces shall be washed also with soap and water and then rinse with clean water. Excessive use of soap and water or rinsing solution shall be avoided, as these may seep into insulations and cause permanent deterioration. Sharp instrument shall not be used to remove frost or ice.

## **14. REMOVAL OF TRASH/BINS**

All waste bins and other trash containers within an area shall be emptied, cleaned and returned to their initial location. Boxes, cans and paper, placed near a trash receptacle shall be removed. Any obviously soiled or torn plastic trash receptacle and/or liner in such receptacles shall be replaced. Ashes and debris shall be removed from cigarette butt receptacles and placed in non-flammable containers. The Contractor shall pick up any trash that may fall onto the facility or grounds during the removal of such collected trash. The trash and refuse shall be deposited at the nearest outside trash collection point of designated area within the Client premises.

## **15. WHITEBOARDS**

Unless marked "Do Not Erase", blackboards or whiteboards shall be cleaned by removing all writing, dust, streaks, marks and smudges from the board and chalk or pencil tray.

## **16. COUNTERS**

Counters to be cleaned shall include public assistance counters, information counters, security check counters, and other types of counters within the Office building.

## **17. OTHERS**

These items shall include dishwashing, the cleaning of shelves, filing cabinets and storage cabinets, desks, chairs and counters and other office furniture (i.e. sofas, coffee tables, side and back tables, plant boxes) belonging to the PROCURING ENTITY; typewriters, calculators, telephones, intercom and information boards; exposed book and library material (compilation), magazines, periodicals and other literature; décor, artwork (paintings, pictures and frames), plaques, laminated certificates and trophies; fire extinguishers and alarms.

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**Appendix “B”**

**1. MANPOWER AND OTHER RELATED SERVICES**

The Contractor shall at all times, provide supervisory and working personnel, sufficient number, to properly accomplish all works. The Contractor shall designate a competent representative of maintenance manager who shall be available at the premises at all times to oversee work being carried out to receive instructions from the PROCURING ENTITY.

The CONTRACTOR’s Supervisor shall be responsible for the overall management and coordination of work to be performed as per contract provisions and shall act as the central point of contract with the PROCURING ENTITY’s facilities. The Supervisor of the CONTRACTOR shall have full authority to act for and in behalf of the contractor while on the PROCURING ENTITY’s facilities. Further, the CONTRACTOR’s Supervisor shall meet with the designated PROCURING ENTITY personnel to discuss immediate problem areas in order that quick responses after notification shall be attained.

**1.1. EMPLOYEE’S IDENTIFICATION**

All Contractor personnel shall be recognizable while on the PROCURING ENTITY’s facilities. These will be accomplished by the use of uniforms (Polo and Black Slacks) provided by the Contractor. Designs and colors of which will be approved by the PROCURING ENTITY. Identification tabs, bearing the name of employee, his position and the company name, shall be issued by the CONTRACTOR and shall be displayed on the uniforms and badges shall be borne by the Contractor. All personnel with emphasis on toilet attendance shall be in clean and fresh duty uniforms at all times.

**1.2. OPERATING SCHEDULES**

Monthly schedules shall be submitted to the PROCURING ENTITY. These shall depict the type of work assignments to be done, indicated time frames and frequency. The schedule shall show by area, the day and shift when tasks shall be accomplished for this purpose. Task and frequency charts shall be submitted. Daily inspection of work shall have to be made by the PROCURING ENTITY Maintenance supervisor/s.

The latter shall have the authority to point out to the Contractor incomplete or defective work for necessary corrective measures. For purposes of evaluation, the Contractor shall state in his proposal the number of personnel (Supervisors, Glass cleaners, Janitors, Attendants, etc.) per shift per day, their task assignments and frequency.

### **1.3. CONTRACTOR SUPPLIES AND EQUIPMENT**

The Contractor shall furnish all materials, supplies, equipment and tools necessary to properly perform the tasks specified in the contract. All equipment shall have bumpers and guards to prevent marking scratching of fixtures, furniture, or building surfaces. All electrical equipment used by or utilized not more than three (3) years shall meet all safety requirements. It shall be the responsibility of the Contractor to prevent the operations of electrical equipment, or combinations or equipment, which require power exceeding the capacity of existing building circuits.

For purposes of evaluation, the proposal shall state the exact number and type of equipment and the specifications and quantity of supplies that the Contractor intends to provide the PROCURING ENTITY.

All electricity and water used in connection with the performance of the contract, shall be made available by the PROCURING ENTITY, at no cost, to the contractor.

#### **1.3.1. Minimum Supplies and Equipment (or equivalent for breakdown, please see Appendixes "D" (Tools and Equipment) and "E" (Janitorial Supplies and Materials))**

### **1.4. CONSERVATION OF UTILITIES**

The Contractor shall be directly responsible for instructing employees in utilities conservation practices. The Contractor shall be responsible for operation under conditions which preclude the waste of utilities/energy which shall include but shall not necessarily be limited to:

- 1.4.1 The Contractor shall use an amount of water solution that is necessary to do the job governed by the capacity for immediate vacuum pick - up and drying.
- 1.4.2 Mechanical equipment controls for heating, ventilation and air conditioning systems will not be adjusted by the workers.
- 1.4.3 The PROCURING ENTITY telephones shall not be used for personal reasons, for any long distance or overseas calls.

### **1.5. SECURITY AND SAFETY**

The Contractors shall adhere to all security measures stipulated by the PROCURING ENTITY's security units and shall, under no circumstances, violate standard rules and regulations on the PROCURING ENTITY's security.

- 1.5.1 The Contractor and all his employees shall comply with all security requirements, imposed by the PROCURING ENTITY at all times in the premises.
- 1.5.2 The Contractor shall turn off all lights, close all windows, and lock all exterior doors when work has been completed.
- 1.5.3 The Contractor will be responsible for instructing his employees in safety measures, considered appropriate under the Contract. The Contractor should permit placing or



use of mops, brooms, or any equipment in passenger or public lanes or other locations in such a manner as to create safety hazards.

- 1.5.4 The Contractor shall provide, placed and thereafter remove appropriate warning signs for wet or slippery floor areas caused by cleaning or waxing operations.

**1.6. STORAGE AND REST FACILITIES**

The PROCURING ENTITY shall furnish, without cost to the Contractor areas, minimal office space, utilities from existing resources, excluding in – building telephone service. These utilities are to be availed of only in connection with the performance of the contract.

- 1.6.1 The Contractor shall maintain such minimal space to the standards as similar areas occupied by the PROCURING ENTITY.
- 1.6.2 The Contractor shall not make any alterations to the space, except with the written permission of the PROCURING ENTITY.
- 1.6.3 The Contractor shall vacate the area and restore the premises to the condition in which received, at his expenses, fair wear and tear expected, by the time stated contract completion.

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**Appendix “C”  
FREQUENCY OF WORK**

<b>METROPOLITAN THEATER SPECIFICATIONS</b>	
<b>A. METROPOLITAN THEATER HOUSEKEEPING</b>	
<b>i. JANITORIAL ACTIVITIES</b>	
<b>ACTIVITY</b>	<b>FREQUENCY</b>
<b>FLOORS</b>	
1. Sweeping of Vinyl and Tile Floors	<b>for ordinary offices</b> - twice a day (one in the morning, one in the afternoon) and as the need arises; <b>for frontline offices</b> - four times a day and as the need arises
2. Mopping of Vinyl and Tile Floors	<b>for ordinary offices</b> - at least twice a day (one in the morning, one in the afternoon) and as the need arises; <b>for frontline offices</b> - four times a day and as the need arises
3. Spray buffing of Vinyl and Tile floors;	two times a week and as the need arises
4. Sweeping of wood parquet;	at least twice a day (one in the morning, one in the afternoon) and as the need arises
5. Waxing of wood parquet;	two times a week and as the need arises
6. Polishing of wood parquet;	two times a week and as the need arises

7. Sweeping of carpets;	at least twice a day (one in the morning, one in the afternoon) and as the need arises
8. Vacuum Cleaning of carpets;	two times a week and as the need arises
9. Stain Spotting of carpets;	two times a week and as the need arises
10. Shampooing of carpets;	once a week and as the need arises
11. Sweeping of marble tiles;	at least twice a day (one in the morning, one in the afternoon) and as the need arises
12. Dry mopping marble hallways;	at least twice a day (one in the morning, one in the afternoon) and as the need arises
13. Scrubbing and polishing of marble tiles;	once a week and as the need arises
<b>WALLS, CEILINGS, BASEBOARDS AND PARTITIONS</b>	
14. Cleaning of hallway walls;	once a month and as the need arises
15. Cleaning of baseboards and partitions;	once a month and as the need arises
16. Cleaning of ceilings;	once a month and as the need arises
<b>DRIVEWAYS, YARDS, PARKING AREA, DUMPSITE AND SURROUNDINGS</b>	
17. Sweeping of driveways, yards, parking area, dumpsite and surroundings;	at least twice a day (one in the morning, one in the afternoon) and as the need arises
18. Washing of driveways, yards, parking area, dumpsite and surroundings;	at least once a day and as the need arises
<b>TRASH AND OTHER WASTES</b>	
19. Collection of trash and other trash materials. Must be R.A. No. 9003 (Ecological Solid Waste Management Act) compliant;	once a day and as the need arises
20. Disposal of trash and other trash materials to the garbage dump. Must be R.A. No. 9003 (Ecological Solid Waste Management Act) compliant;	once a day and as the need arises
21. Cleaning of waste baskets, ash trays, and other receptacles.	once a week and as the need arises
<b>GLASS PANELS</b>	
22. Cleaning of interior glass panels and its appurtenant steel or aluminum frames through scrubbing and wiping by application of cleaning solutions to remove dust, soot and grime;	Once every two weeks (except for front glass doors, glass partitions, and front glass windows which is every other day)
23. Cleaning of exterior glass panels and its appurtenant steel or aluminum frames through scrubbing and wiping by application of cleaning solutions to remove dust, soot and grime;	Once every two weeks (except for front glass doors, glass partitions, and front glass windows which is every other day)

<b>FURNITURES, FIXTURES AND EQUIPMENT</b>	
24. Cleaning, dusting and damp wiping of office furniture, fixtures and equipment and application of appropriate furniture polish to maintain luster and shine at all times;	once a day and as the need arises
25. Movement of furniture, equipment, supplies, and materials as may be necessary, and only upon instruction of the PROCURING ENTITY and/or any of its personnel;	as the need arises
<b>STAIRWAYS, FIRE EXITS AND ENTRANCES</b>	
26. Keeping stairways, fire exits, and entrances clean and free of obstructions;	at all times
<b>COMFORT ROOMS</b>	
27. Sweeping and mopping of CR floor tiles;	at least twice a day (one in the morning, one in the afternoon) and every hour inspection for private CRs; four times a day and every hour inspection for public CRs
28. Scrubbing of CR wall tiles;	once a week and as the need arises
29. Cleaning, washing, sanitizing and disinfecting comfort room urinals, lavatories and toilet bowls;	at least twice a day (one in the morning, one in the afternoon) and every hour inspection for private CRs; four times a day and every hour inspection for public CRs
30. Checking and reloading of toilet paper, if required;	in the morning with every hour inspection
31. Checking and reloading of liquid hand soap;	in the morning with every hour inspection
32. Checking and reloading of other toilet supplies;	in the morning with every hour inspection
<b>KITCHEN, PANTRY AND CABINETS</b>	
33. Cleaning of kitchen countertops;	at least twice a day (one in the morning, one in the afternoon) and as the need arises
34. Cleaning of pantry and cabinets;	once a week and as the need arises
<b>GROUND AND COURTYARD MAINTENANCE</b>	
35. Trimming of grass and shrubs;	once a week and as the need arises
36. Watering of flowering plants, shrubs and grass;	at least twice a day (one in the morning, one in the afternoon) and as the need arises
37. Bringing out to sun potted plants;	once a week and as the need arises

38. Sweeping of grounds and courtyards and parking areas of dust, litter, dry leaves, fallen tree branches, and other debris;	at least twice a day (one in the morning, one in the afternoon) and as the need arises
39. Cleaning and washing of parking areas of accumulated dust and oil stain;	at least twice a day (one in the morning, one in the afternoon) and as the need arise
40. Cleaning the courtyard fountains, changing the water, scrubbing and cleaning the floor tiles and other parts of the fountain.	once a week and as the need arises
<b>REPORTING</b>	
41. Informs the supervisor of any building defects such as busted bulbs, leaking faucets / cracked wall plaster, unsafe conditions and/or any unusual activity within the building and its surroundings;	as the need arises
42. Keep watch and take action to prevent or mitigate damage to the building and its facilities during emergency situations such as typhoons, floods, earthquakes, power failures and fire incidents;	as the need arises
<b>OTHERS</b>	
43. Performs task/s given by the MET Theater Director, the Building Administrator or members of the MET-PMT.	as the need arises
<b>B. OTHER SERVICES</b>	
<b>B1. ELECTRICIAN</b>	
1. Check for electrical problems of the building	once a week and as the need arises
2. Report to the supervisor major repairs or maintenance requirements of the building electrical facilities for proper disposition;	as the need arises
3. Perform repairs and maintenance requirements on the building electrical facilities;	as the need arises
4. Submit accomplishment report to the supervisor;	monthly
5. Keep watch and take action to prevent or mitigate damage to the building and its facilities during emergency situations such as typhoons, floods, earthquakes, power failures and fire incidents;	as the need arises
6. Performs task/s given by the MET Theater Director, the Building Administrator or members of the MET-PMT.	as the need arises

<b>B2. CARPENTER</b>	
1. Perform carpentry and finishing requirements on the building and personnel facilities;	as the need arises
2. Report to the supervisor major repairs or maintenance requirements of the building painting requirements for proper disposition;	as the need arises
3. Submit accomplishment report to the supervisor;	monthly
4. Keep watch and take action to prevent or mitigate damage to the building and its facilities during emergency situations such as typhoons, floods, earthquakes, power failures and fire incidents;	as the need arises
5. Performs task/s given by the MET Theater Director, the Building Administrator or members of the MET-PMT.	as the need arises
<b>B3. SUPERVISOR/ASSISTANT SUPERVISOR</b>	
1. Supervise the work of janitors and skilled workers;	daily
2. Monitor the performance of janitors and skilled workers;	daily
3. Report to the Building Administrator major repairs or maintenance requirements of the building facilities for proper disposition;	as the need arises
4. Submit monthly accomplishment report to the Building Administrator copy furnished, MET Theater Director;	monthly
5. Performs task/s given by the MET Theater Director, the Building Administrator or members of the MET-PMT.	as the need arises

**APPENDIX "D"  
TOOLS AND EQUIPMENT**

<b>METROPOLITAN THEATER SPECIFICATIONS</b>	
<b>GENERAL TOOLS AND EQUIPMENT FOR JANITORIAL PERSONNEL</b>	
<b>QUANTITY</b>	<b>KIND</b>

8 units	1. Push Cart for cleaning materials
	2. Floor Polisher (16" or 18") with accessories
2 units	a. High Speed
3 units	b. Low Speed
10 units	3. Mop Squeezer with Bucket
2 units	4. Wet/Dry Vacuum Cleaner
5 units	5. Garbage Cart
2 units	6. High Pressure Portable Washer
10 units	7. Caution Sign w/ accessories
2 units	8. Garden hose 5/8: x 50 ft. w/ Reel
2 units	9. Garden hose 5/8: x 50 ft. w/o Reel
7 pcs	10. Heavy Duty Extension Cord for Floor Polisher Royal Cord # 12 x 10 meters
1 unit	11. Manual Lawn Mower
	12. Aluminum Ladder, Heavy duty
2 units	a. (5 ft.)
3 units	b. (8 ft.)
13 units	13. Handheld Radio with Headset and accessories (include spare batteries)
<b>GENERAL TOOLS AND EQUIPMENT FOR GARDENER</b>	
2 pcs	1. Bolo (Hard Steel)
2 pcs	2. Manual Hedge Trimmer
2 units	3. Steel Straight Head Rake
3 units	4. Trowel
2 units	5. Pruner (Light Duty)
2 units	6. Shovel Round Point
2 units	7. Straight Bar (Bareta)

2 units	8. Pick Mattock
2 units	9. Hoe
2 units	10. Rubber Boots (Bota) Knee High Size 10
2 units	11. Grass Cutter (Manual)
2 units	12. Garden Hose 5/8" x 5ft. w/ Nozzle Pistol Lever Activated, Adjustable Multi-Pattern and with garden sprinkler, 300" and its accessories.
2 units	13. Raincoat
2 units	14. Hat (outdoor use)
<b>CARPENTRY TOOLS AND EQUIPMENT</b>	
2 pcs	1. Claw Hammer, 11" wooden handle
2 pcs	2. Cross-cut Saw, 26"
2 sets	3. Wooden Chisel, ¼", ½", 1" and 1 ½" blades width
6 pcs	4. Saw File, #4, triangular; regular taper (or extra slim, whichever is needed)
2 pcs	5. Crowbar (wrecking bar), 24", high grade forge steel
	6. Pliers
2 pcs	a. Long Nose, 8"
3 pcs	b. Mechanical, 8"
	7. Screw Driver
4 pcs	a. Flat, 8"
2 pcs	b. Philips (cross) 8"
2 pcs	8. Wood Rasp, 12"
1 set	9. Router Bits, #1-#12
2 pcs	10. Carborundum Stone, 8", sharpening
2 pcs	11. Spirit Level, 18", aluminum body; box type, w/ horizontal, vertical and 45° bubble tube, magnet attached
2 pcs	12. Plumb Bob, 150 g
2 pcs	13. Pull-push Rule, 5m/16 ft Steel

2 pcs	14. Eye Protection Goggles, with adjustable strap
<b>ELECTRICIAN TOOLS AND EQUIPMENT</b>	
2	1. Electrical Pliers (Size 10)
2	2. Flat Screw Driver
2	3. Philip Screw Driver
2	4. Long Nose Plier (Size 8)
2	5. Digital Multi-Tester
1	6. Soldering Gun/ Iron 60w
2 per month or as the need arises	7. Soldering Lead (5-10 meters)
2 per month or as the need arises	8. Soldering Paste

**APPENDIX "E"**  
**JANITORIAL SUPPLIES AND MATERIALS**

<b>METROPOLITAN THEATER SPECIFICATIONS</b>				
Item Description	Quantity (a)	Unit	Frequency (No. of Month) (b)	Total Quantities per Annum (a) x (b)
<b>To supply and deliver the following Janitorial Supplies And Materials</b>				
<b>Monthly</b>				
Stripper Wax, 1 gallon	5	Gallons	12	60
All Purpose Cleaner (1 liter)	5	Bottle	12	60
Toilet Bowl Cleanser (3.7 liters)	5	Bottle	12	60
Vinyl Wax/Complete Wax, 1 Gallon	2	Gallons	12	24
Scrubbing Pad 16", green, 1 inch thick	10	Pcs	12	120
Fine Steel wool 16" Pad for Floor Polisher (grade #0000)	30	Pcs	12	360
Glass Cleaner, 4 liters/gallon	5	Gallons	12	60
Rags (Flanella-type)	10	Yards	12	120
Microfiber Towel (3 pcs per pack)	10	Packs	12	120
Liquid Hand Soap, 1 Gallon	10	Gallons	12	120
Dishwashing Liquid w/ pump (1 liter)	20	Bottle	12	240
Trash Bag (XXL Black) 100 pcs/pack	3	Packs	12	36
Trash Bag (Large Black) 100 pcs/pack	3	Packs	12	36



Trash Bag (Medium Black) 100 pcs/pack	2	Packs	12	24
Trash Bag (XXL Yellow) 100 pcs/pack	2	Packs	12	24
Detergent Washing Powder Soap (852 gms)	20	Packs	12	240
Scouring pad w/ sponge (3s)	10	Packs	12	120
Carpet Shampoo	3	Gallons	12	36
Carpet Stain Remover	1	Gallon	12	12
Deodorant Cake, 50 grams	50	Pcs	12	600
Metal Polish (150ml)	10	Pcs	12	120
Paste Wax (Red Liquid Wax), 1 Gallon	10	Gallons	12	120
<b>Quarterly</b>				
Marble Liquid Wax (crystalizer), 1 Gallon	10	Gallons	4	40
Mop Head	60	Pcs	4	240
Polishing Pad 16", white, 1 inch thick	30	Pcs	4	120
Stripping Pad 16", black, 1 inch thick	30	Pcs	4	120
Air Freshener (spray type) at least 320 ml.	50	Cans	4	200
Nylon Broom Stick	36	Pcs	4	144
Soft Broom (Walis Tambo)	50	Pcs	4	200
Stick broom(Walis tingting)	100	Pcs	4	400
Rubber Hand Gloves, heavy duty	30	Pcs	4	120
Cotton Gloves with Orange Rubber	20	Pcs	4	80
Toilet Bowl Brush with Handle	10	Pcs	4	40
Disinfectant (spray) at least 510 gms	50	Cans	4	200
Furniture Shine/Polish, spray type at least 352 ml	40	Cans	4	160
<b>Semi annual</b>				
Wood Hand Brush w/ handle	20	Pcs	2	40
Push Brush 12" with Handle	20	Pcs	2	40
Sanitary Tong (aluminum)	30	Pcs	2	60
Dust Mop (cotton) with Wooden Handle & Metal Frame (5"x36")	20	Sets	2	40
Trigger spray bottle (cap. 500 ml)	20	Pcs	2	40
Ceiling broom	10	Pcs	2	20
Mop handle	36	Pcs	2	72
<b>Annual</b>				
Dust Pan	80	Pcs	1	80
Plunger/Toilet Rubber Pump, heavy duty	50	Pcs	1	50

Plastic Pail	20	Pcs	1	20
Squeegee with metal handle	36	Pcs	1	36
Putty Knife (Spatula)	20	Pcs	1	20
Dust Mop Head, cotton	36	pcs	1	36

Prepared by:

Noted by:

**ABRAHAM Y. BARBADILLO, JR. (SGD)**  
MET-PMT, Building Administrator

**AARON JAMES R. VELOSO (SGD)**  
Project Manager and PMT Head

Recommending Approval:

Approved by:

**BERNAN JOSEPH R. CORPUZ (SGD)**  
OIC, Deputy Executive Director

**MARICHU G. TELLANO (SGD)**  
OIC, Executive Director

**ACKNOWLEDGMENT AND COMPLIANCE  
WITH THE BID DOCUMENTS FOR THE SUPPLY AND DELIVERY ONE (1) YEAR JANITORIAL,  
MAINTENANCE AND OTHER SERVICES REQUIREMENT  
(21 PERSONNEL INCLUDING SUPPLIES AND MATERIALS) FOR THE METROPOLITAN THEATER FOR THE  
YEAR 2022**

***Conforme:***

Name of Company (in print):

Name and Signature of Company Authorized Representative:

Date:

Signed by:

Authorized Representative

Authorized Representative

***Section VIII. Checklist of Technical and  
Financial Document***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**Or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**And**
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**And**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (e) 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**
- (f) 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**
- (g) 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**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) 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

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding

calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

- (k) 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***

- (l) 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.
- (m) *[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.
- (n) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**II. FINANCIAL COMPONENT ENVELOPE**

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

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

(m) *[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.

