

	<ul style="list-style-type: none"> • Submit an undertaking on the ownership of the required equipment. • Submit an undertaking on the adequacy of supplies for one (1) month. <p>3. Housekeeping Plan</p> <p>The bidder/s shall submit its proposed janitorial plan for PHILGUARANTEE.</p> <p>4. Other Factors</p> <p>A. Recruitment & Selection Criteria</p> <p>The bidder shall submit its company policy on recruitment/selection of janitors/supervisors.</p> <p>B. Recruitment & Selection Criteria</p> <p>Bidder shall submit the following:</p> <p>B.1 Certificate under oath that the Bidder complies with existing labor laws and standards.</p> <p>B.2 Original copy of duly signed and accomplished Cost Distribution Form in lieu of the Price Schedule (see Annex "B").</p>	
V	POST QUALIFICATION	
	<p>The bidder with the Lowest Calculated Bid shall submit the following documents as part of the post qualification:</p> <p>A. Latest income tax and business tax returns filed</p>	

	<p>and paid thru the BIR Electronic Filing and Payment System.</p> <p>B. Proof of remittance of contributions for the past three (3) months (January to March 2023) to the SSS, Pag-Ibig Fund, ECC and Philhealth.</p> <p>C. Document/s to prove that the Bidder complies with the minimum wage mandated by law; and</p> <p>D. Document/s showing that the Bidder has not been adjudged by a court of competent jurisdiction to have violated any labor law or social legislation.</p> <p>Non-compliance with any one of the above shall be ground to declare the bidder as “post-disqualified”.</p>	
VI	PAYMENT TERMS	
	<p>Payment is within 30 working days upon receipt of Sales Invoice/Statement of Account together with the following documents:</p> <ul style="list-style-type: none"> • Statement of Account or Invoice; • Time Sheet for verification purposes, using the standard daily time card for recording duly signed by the authorized signatories thereto; • Time Card (payroll Cut-Off Report of Time Arrival and Departure); 	

M. Julian

	<ul style="list-style-type: none"> • Certified copy of the payroll of the janitors assigned to PHILGUARANTEE during the immediately preceding payment period, which should bear the signatures of the individual workers acknowledging receipt by them of the amount/s indicated therein; • Certified copy of the individual pay slips of each janitor assigned to PHILGUARANTEE for the immediately preceding payment period; and • Proof of remittance of contributions to the SSS, Pag-Ibig Fund, Philhealth and the ECC. <p>PHILGUARANTEE is not obligated and liable to pay the winning bidder its monthly billing, if the latter fails to submit any of the above documents.</p>	
VII	SIGNING OF CONTRACT	
	<p>a. Within ten (10) calendar days from receipt of the Notice of Award, the winning bidder shall post the required performance security.</p> <p>b. The winning bidder shall enter into contract with the Procuring Entity within the same ten (10) calendar day period provided that all the documentary requirements are complied with and subject to contract review by the Office of the Government Corporate Counsel (OGCC) pursuant</p>	

	<p>to OGCC Memorandum Circular No. 2023-1.</p> <p>c. The following documents shall form part of the contract:</p> <ul style="list-style-type: none"> a) Technical Specifications (Terms of Reference); b) Performance Security; and c) Notice of Award of Contract. 	
VIII	NOTICE TO PROCEED	
	<p>1. PHILGUARANTEE shall issue the Notice to Proceed together with a copy or copies of the approved contract to the successful bidder within seven (7) calendar days from the date of approval of the contract.</p> <p>2. The contract effectivity date shall be provided in the Notice to Proceed by PHILGUARANTEE, which date shall not be later than seven (7) calendar days from the issuance of the Notice to Proceed.</p>	
IX	TERMINATION OF CONTRACT	
	<p>PHILGUARANTEE reserves the right to unilaterally suspend and/or terminate the contract of janitorial services for any misrepresentation or breach of obligations/responsibilities committed by the winning bidder and/or its janitors.</p>	

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X	RENEWAL OF CONTRACT																							
	In case of renewal of contract, the Service Provider must obtain a rating of at least 80% (Satisfactory) using the following Performance Criteria:																							
	<table><tr><th colspan="2">Performance Criteria</th><th>Weight</th></tr><tr><td>1</td><td>Conformity to Technical Requirements</td><td>25</td></tr><tr><td>2</td><td>Timeliness in the Delivery of Services</td><td>25</td></tr><tr><td>3</td><td>Behavior of Personnel (Courteous, Professional and Knowledgeable)</td><td>20</td></tr><tr><td>4</td><td>Response to Complaints</td><td>20</td></tr><tr><td>5</td><td>Compliance with set office policies for such services</td><td>10</td></tr><tr><td colspan="2">Performance Rating</td><td></td></tr></table>		Performance Criteria		Weight	1	Conformity to Technical Requirements	25	2	Timeliness in the Delivery of Services	25	3	Behavior of Personnel (Courteous, Professional and Knowledgeable)	20	4	Response to Complaints	20	5	Compliance with set office policies for such services	10	Performance Rating			
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Performance Rating																								

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Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Technical Documents

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

Financial Documents

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

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (i) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (j) Original of duly signed and accomplished Price Schedule(s).

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

- ☐ (k) [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.
- ☐ (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Bid Form for the Procurement of Goods
[shall be submitted with the Bid]

BID FORM

Date : _____
 Project Identification No. : _____

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

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

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

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

Name and address of agent	Amount	Purpose of Commission or gratuity
---------------------------	--------	-----------------------------------

_____	_____	_____
_____	_____	_____

(if none, state "None")]

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

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

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

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

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

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____