



SOCIAL SECURITY SYSTEM

PHILIPPINE BIDDING DOCUMENTS

Sixth Edition

Procurement of GOODS

**THREE-YEAR CONTRACT FOR
JANITORIAL SERVICES:
(LOT 1 - VISAYAS CENTRAL 1 & 2 DIVISIONS)
(RE-ADVERTISEMENT)**

ITB-SSS-GOODS-2023-047

Government of the Republic of the Philippines

JULY 2023


MARIO V. CORRO
TWG Chairperson

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

SSS – Social Security System

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

UN – United Nations.

Section I. Invitation to Bid

A handwritten signature or mark, possibly a stylized 'A' or a similar character, located in the bottom right corner of the page.



REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City
Tel. Nos. (632)8709-7198*(632)8920-6446
E-mail: member_relations@sss.gov.ph*Website <http://www.sss.gov.ph>

Invitation to Bid
ITB-SSS-Goods-2023-047

**THREE-YEAR CONTRACT FOR JANITORIAL SERVICES:
(LOT 1 - VISAYAS CENTRAL 1 & 2 DIVISIONS)
(RE-ADVERTISEMETN)**

Approved Budget for the Contract (ABC) & Source of Fund	Delivery/ Completion Period	Price of Bid Documents (non- refundable)	Schedule of Activities Date/Time	
			Pre-bid Conference	Deadline of submission and receipt of bids
₱44,064,540.00/for three years ₱ 14,688,180.00/year Approved 2023 Corporate Operating Budget with code PAP 2023-0266 to 2023-0267 of the Annual Procurement Plan (APP)	Three (3) Years upon turn-over and from receipt of Notice to Proceed and Signed Contract	₱ 11,500.00	July 27, 2023 (Thursday) 10:00 a.m.	August 10, 2023 (Thursday) 2:00p.m.

1. The **SOCIAL SECURITY SYSTEM** now invites Bids for the above item. Delivery of the Goods is required within the period specified above. **Bidders should have completed within five (5) years prior to 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 - Instruction to Bidders.
2. Bids received in excess of the ABC shall be automatically rejected at bid opening.
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 (RIRR) of Republic Act 9184 (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

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

4. Interested bidders may obtain further information from the SSS and inspect the Bidding Documents at the address in the last item of the ITB from Monday to Friday, 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested bidders starting **19 July 2023 up to the scheduled submission & receipt of bids** from the address stated in the last item of the ITB and upon payment of the applicable fee for the Bidding Documents in the amount specified above.

The mode of payment will be on a cash basis payable at the SSS Cash Department, Ground Floor, SSS Main Bldg., upon accomplishment of SSS Form R-6. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the SSS, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The SSS will hold a Pre-Bid Conference on the date and time specified above at the Bidding Room, 2nd Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City which shall be open to prospective bidders, but attendance shall not be mandatory. To ensure completeness and compliance of bids, bidders are advised to send their authorized technical and/or administrative representatives who will prepare the bid documents.

The Pre-Bid Conference will be conducted through online conference using Microsoft Teams. Kindly e-mail us on or before 26 July 2023, through e-mail address bac@sss.gov.ph, the following:

- a. Name of the representative and e-mail address; and
- b. Technical and administrative queries.

7. Bids must be duly received by the BAC Secretariat at the Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City on the deadline specified above. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 14.

Bid opening shall be on the date and time specified above at the Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address above. Late bids shall not be accepted.

8. References to the dates and times shall be based on Philippine Standard time. Should any of the above dates fall on a holiday, the deadline shall be extended to the same time of the immediately succeeding business day in Quezon City.
9. The SSS reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. The SSS assumes no obligation to compensate or indemnify parties for any expense or loss that they may incur as a result of their participation in the procurement process, nor does SSS guarantee that an award will be made as a result of this invitation. Furthermore, the SSS reserves the right to waive any defects or formality in the responses to the eligibility requirements and to this invitation and reserves the right to accept the proposal most advantageous to the agency.
11. For further information, please refer to:

Bids & Awards Committee

The Secretariat

2nd Flr., SSS Main Bldg., East Ave., Diliman, Q.C.

Tel # (632) 8922-1070; 8709-7198 local 5492/6382

Email – bac@sss.gov.ph

12. Bidding Documents may be downloaded from PROCUREMENT tab at www.sss.gov.ph starting **19 July 2023**.


**THE CHAIRPERSON
BIDS & AWARDS COMMITTEE**

Section II. Instructions to Bidders



1. Scope of Bid

The Procuring Entity, *Social Security System* wishes to receive Bids for the THREE-YEAR CONTRACT FOR JANITORIAL SERVICES: (LOT 1 - VISAYAS CENTRAL 1 & 2 DIVISIONS) (RE-ADVERTISEMENT), with identification number *ITB-SSS-Goods-2023-047*.

The Procurement Project (referred to herein as “Project”) is composed of *ONE (1) lot*, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for *CY2023* in the amount of Forty-Four Million Sixty-Four Thousand Five Hundred Forty Pesos (₱44,064,540.00).
- 2.2. The source of funding is: Approved 2023 Corporate Operating Budget– MOOE of the Annual Procurement Plan, with Code PAP:

Divisions	ABC	Code PAP Number
Visayas Central 1 and 2 Divisions	₱ 14,688,180.00/year	2023-0266 & 0267

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. 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.
 - b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

7.1. The Procuring Entity has prescribed that Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **Bidding Room, 2nd Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City** and/or through online conference using **Microsoft Teams** as indicated in paragraph 6 of the **IB**.

9. Documents comprising the Bid: Eligibility and Technical Components

- 9.1 The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 9.2 The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *the last five (5) years* prior to the deadline for the submission and receipt of bids.

- 9.3 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.

10. Documents comprising the Bid: Financial Component

- 10.1 The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2 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.
- 10.3 Any bid exceeding the ABC indicated in paragraph 1 of the IB shall not be accepted.
- 10.4 For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

11. 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.

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 the **BDS**.

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 the **BDS**.

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 Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration 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 **One Hundred Twenty (120) Calendar Days from the Date of the Bid Opening.** Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 7 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 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 14 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

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	<p>For this purpose, contracts similar to the Project shall be:</p> <p><i>a.</i> Contract for Janitorial Services.</p> <p><i>b.</i> Completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>							
7.1	Not Applicable							
12	<p>The price of the Goods shall be quoted DDP.</p> <p>Delivery sites please refer to “Annex 7”.</p>							
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table> <tr> <th>Form of Bid Security</th><th>Amount of Bid Security (Not less than the Percentage of the ABC)</th></tr> <tr> <td>Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank.</td><td rowspan="2">Two percent (2%) or ₱ 293,763.60</td></tr> <tr> <td>Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td></tr> <tr> <td>Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td><td>Five percent (5%) or ₱ 734,409.00</td></tr> </table> <p>* Bank issued securities must be issued by a universal/commercial bank.</p> <p>* Surety Bonds must be accompanied by a certification from Insurance Commission that issuer is authorized to issue such security.</p> <p>* Bid Securing Declaration must be notarized by a duly commissioned Notary Public.</p>	Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)	Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank.	Two percent (2%) or ₱ 293,763.60	Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) or ₱ 734,409.00
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Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank.	Two percent (2%) or ₱ 293,763.60							
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Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) or ₱ 734,409.00							
19.3	<p>The ABC is ₱ 14,688,180.00/year</p> <p>Any bid of financial component exceeding the ABC as indicated above shall not be accepted.</p>							



20.1	Not Applicable.
20.2	<p>The Lowest Calculated Bidder shall submit the following:</p> <ol style="list-style-type: none"> 1. Registration certificate from Securities and Exchange Commission (SEC) for corporation including Articles of Incorporation and General Information Sheet (GIS), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document 2. 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; 3. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR) 4. Latest Audited Financial Statements 5. Latest income tax return corresponding to the Audited Financial Statements submitted, filed electronically (EFPS); 6. Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for the last six (6) months prior to the submission & opening of bids filed electronically (EFPS);
21.1	Not Applicable.



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

- 1.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 1.2. 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 the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

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

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

5. Warranty

- 5.1 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.

- 5.2 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	<div data-bbox="345 393 708 431">1. SCOPE OF SERVICE</div> <div data-bbox="406 470 1500 2158"> <div data-bbox="406 470 925 505">1.1. The winning bidder shall provide:</div> <div data-bbox="493 508 1500 1203"> <div data-bbox="493 508 1500 580">a. Well-trained janitors on proper housekeeping, cleaning, and use of janitorial equipment.</div> <div data-bbox="493 618 1500 762">b. Janitors who passed the basic medical exams, such as Chest X-ray, Complete Blood Chemistry, Urinalysis, Drug test, Physical Examination and Visual Acuity, to include COVID Antigen test for non-vaccinated and/or record of vaccination/booster for vaccinated janitors.</div> <div data-bbox="493 799 1500 909">c. Janitors of good moral character with no derogatory records and who are able, capable, physically, and mentally fit to do the janitorial works and with a minimum experience of three (3) years.</div> <div data-bbox="493 946 1500 1056">d. Conduct of annual medical and physical examination every anniversary date of the effectivity of contract or assumption of janitorial personnel, whichever is applicable.</div> <div data-bbox="493 1093 1500 1203">e. Conduct of orientation of office policies, procedures, and protocols as well as contractual duties and responsibilities due to SSS every anniversary date of the effectivity of contract.</div> </div> <div data-bbox="406 1241 1344 1275">1.2. The winning Bidder shall perform the following janitorial activities:</div> <div data-bbox="493 1278 1500 1497"> <div data-bbox="493 1278 761 1313">a. Cleaning Services</div> <div data-bbox="493 1315 1500 1388">b. Regular/Routine and Extensive Disinfections, (<i>fogging or misting procedure is not included</i>)</div> <div data-bbox="493 1390 920 1425">c. Garbage Hauling and Disposal</div> <div data-bbox="493 1427 766 1462">d. Basic Pest Control</div> <div data-bbox="493 1465 964 1497">e. Landscape and Plant Maintenance</div> </div> <div data-bbox="406 1535 1500 1679">1.3. It shall supply labor including supervision, supplies and materials, tools, equipment and other incidentals in whatever form necessary to perform the activities enumerated in the Scope of Services and Methodology (Annex 1) in the most effective, efficient and economical manner.</div> <div data-bbox="406 1716 1500 1861">1.4. It shall continue to accomplish the Services with the consent of the SSS after the expiration of the contract and that said extension shall be understood as running from month to month until terminated by the SSS by means of written notice.</div> <div data-bbox="406 1898 1500 2008">1.5. Assignment of janitorial service personnel shall be in accordance with the Manpower Complement and Deployment (Annexes 2 & 7) and duly approved work permit issued by SSS.</div> <div data-bbox="406 2045 1500 2158">1.6. Janitorial services shall render eight (8)-hour work per day, six (6) days a week in accordance with the scope of services and methodology as well as the approved manpower complement and deployment plan.</div> </div>



1.7. ALLOWABLE PRICE ADJUSTMENTS. All bid prices for a duration of three (3) years shall be fixed and shall not be adjusted during contract implementation, except for the following: (1) increase in minimum daily wage pursuant to law or new wage order issued after date of bidding; (2) increase in taxes; and (3) if during the term of the contract the procuring entity sees the need for an increase or decrease in the number of janitorial attendants, the resulting cost of said increase or decrease, provided that the ABC for the relevant year is not exceeded. (item 5.2, Appendix 23, 2016 Revised IRR of RA 9184)

2. OBLIGATIONS OF THE WINNING BIDDER

2.1 The Winning Bidder shall provide the Janitorial Services including supervision in accordance with the scope of services and methodology, supplies and materials, tools and equipment, approved janitorial plans, and manpower complement and deployment schedules.

2.2 The Winning Bidder shall maintain a satisfactory level of performance throughout the term of the contract.

2.3 The Winning Bidder shall provide Project Manager/ Supervisor/s who shall act and make decisions in behalf and for the account of the Winning Bidder on matters arising from questions or complaints by the offices/units or by the service personnel themselves, at no cost to SSS. If required by the SSS, the Winning Bidder shall provide an appropriate number of staff personnel who shall act as Team Leader/s, Billing Assistant, and/or Stockman assigned for the inventory, at no cost to SSS.

The Winning Bidder shall be responsible in supervising and monitoring its employees to ensure that they efficiently perform their duties and responsibilities as herein indicated.

2.4 The Winning Bidder shall make available at all times relievers and/or replacement to ensure continuous renditions of the SERVICES.

Reliever must be at least 10% of the total number of janitorial personnel per Lot / Division.

For an office with a manpower complement of one (1) janitorial personnel, provision of male janitorial personnel is highly preferred.

In the event of resignation, absence with or without authorized leave of the janitor, the Winning Bidder undertakes to deploy a substitute/replacement immediately, without need of demand from the SSS. In case of failure of the Winning Bidder to comply with this term, the SSS has the right to deduct the corresponding payment from the monthly billing.

2.5 The Winning Bidder shall, at his own account, shoulder three (3) sets of uniforms, name tags and the pre-deployment expenses such as but not limited to medical exam/test and training, and shall not be passed on to, or deducted from the salary of the service personnel to be assigned to SSS.

The Winning Bidder shall also be responsible in providing its janitorial personnel a complete set of Personal Protective Equipment (PPE) during the conduct of extensive disinfection, upon request by the end-user branch/office.

	<p>2.6 The Winning Bidder shall require all its service personnel to wear their IDs and uniforms at all times while inside the SSS premises. Service personnel without ID and not in uniform shall be barred from entering the work site. Any absences, tardiness, and under time incurred shall be deducted against their respective salaries/compensation.</p> <p>2.7 The Winning Bidder shall, within twenty-four (24) hours upon receipt of the written request by SSS, increase or decrease the number of the assigned service personnel. Request for additional service personnel aside from the regulars on duty and/or service beyond the regular hours shall be recommended by the Security Department, subject to approval by the Administration Group. Provided, that the resulting cost of said increase or decrease will not exceed the ABC for the relevant year.</p> <p>2.8 The Winning Bidder shall furnish to SSS the names, work shifts, time schedule, training certificates and other personnel records of the service personnel assigned and shall give a written notice of any change in such personnel.</p> <p>2.9 The Winning Bidder shall require its service personnel to render a minimum of eight-hour service daily. Only when required by the SSS shall service personnel be allowed to work during holidays. In case of exigencies, the service personnel may be required to extend their services beyond their regular office hours subject to an agreement on the additional charges.</p> <p>2.10 The Winning Bidder shall submit voluntarily its service personnel for frisking and inspecting their bags by the guard on duty when entering or going out of the working area at all times.</p> <p>2.11 The Winning Bidder shall comply with all the rights and benefits of its service personnel under the Labor Code and Department Order No. 18-A, Series of 2011 on: safe and healthful working conditions; labor standards such as, service incentive leave, rest days, overtime pay, 13th month pay and separation pay; retirement benefit; contributions and remittance of SSS, Philhealth, Pag-IBIG Fund, and other welfare benefits; the right to self-organization, collective bargaining and peaceful concerted action; and the right to security of tenure must be provided.</p> <p>2.12 The Winning Bidder shall report all its employees to SSS and shall pay all the SS and EC contributions, as well as salary/educational/calamity and other loan amortization due and payable including interest and penalties, if any. Likewise, directly remit monthly the employer's share and employees' contribution to Philhealth and Pag-IBIG. Failure to comply during contract award or implementation shall be a ground for cancellation/ termination of the contract.</p> <p>2.13 The Winning Bidder shall faithfully comply with all other relevant laws, rules and regulations pertaining to the employment of labor, existing or which hereafter may be enacted.</p> <p>2.14 The Winning Bidder shall strictly comply with all its obligations under the provisions of the above-enumerated laws, other related pertinent statutes, whether national, provincial, municipal; and existing SSS internal rules and regulations presently in force and effect, such as, but not limited to the following prohibited activities:</p>
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	<ol style="list-style-type: none">1. Bringing of firearms and deadly weapons;2. Bringing of any member of the family, friends, relatives or any person not connected with the project;3. Cooking/reheating or water heating;4. Staying/sleeping/taking a bath in the work site or roaming around the SSS premises during or after his duty5. Bringing out from SSS premises any supplies, materials, tools or equipment without the Division/Branch Head written approval and clearance.6. Bringing in their personal belongings not necessary in the performance of their job. Personal bags or food containers shall be placed in the SSS designated area. <p>2.15 The Winning Bidder shall inform its service personnel that SSS shall not extend any and all forms of financial assistance to the said personnel over and above those expressly stipulated in the contract.</p> <p>2.16 The Winning Bidder shall not sub-contract the performance of its obligation or any part thereof without the prior written conformity of the SOCIAL SECURITY SYSTEM.</p> <p>2.17 The Winning Bidder shall compensate the injured service personnel or the legal heirs/beneficiaries of the deceased service personnel, when injury or death occurred while in the performance of their assigned duties and responsibilities.</p> <p>2.18 The Winning Bidder shall indemnify and save the SSS harmless from all claims, demands, costs, expenses, debts, fines, penalties and liabilities of whatsoever kind arising wholly or in part out of the SERVICES herein contemplated or from acts of the winning bidder, its guests, service personnel/employees, including but not limited to public liability and property damage claims, and other claims of any nature whatsoever arising out of injury to or death of persons or damage to property of the SSS occurring in the course of the performance by the bidder of the SERVICES.</p> <p>2.19 The Winning Bidder shall immediately restore/repair/ replace/pay any loss/es or damage/s caused to SSS-owned properties/premises pending investigation by bidder and validated by SSS.</p> <p>2.20 The Winning Bidder shall make all payments of salaries/ compensation to service personnel through individual Automated Telling Machine (ATM) services and failure to do so shall be a non-compliance of contractual obligations for which penalty as stipulated may be enforced.</p> <p>2.21 The cost of replacement, repair and maintenance of all tools, devices and equipment required shall be for the account of the bidder.</p> <p>2.22 The Winning Bidder shall perform such duties as required of janitorial services provider under government rules and regulations, and those which may, from time to time, or on special occasions, be requested by SSS to be performed.</p>
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	<p>2.23 The Winning Bidder shall submit monthly reports to be checked and validated by the concerned Office/Branch:</p> <p>i. to be included in the monthly billing:</p> <p>For branches/offices:</p> <ul style="list-style-type: none">- entries in the Daily Time Record (DTR) / generated Time Sheet shall certified by the Head of Office and submission by the Service Provider of three (3) sets certified true copy by the Administrative Section of concerned branch/office.- Statement of Account (SOA) or Service Invoice, Delivery Receipt with costing (unit price based on TOR) issued by the Winning Bidder, signed payroll or bank debit advice certified by Winning Bidder's depository bank/deposit slip, duly notarized Sworn Statement issued for the applicable billing month. <p>The deadline for submission of a complete monthly billing folder shall be one (1) month after the applicable month of billing.</p> <p>ii. Monthly Delivery Inspection Report to be prepared by the branch administrative personnel and designated administrative personnel for each office/branch, subject to the approval of designated Head of the office/branch. The designated inspector/s of respective end-users shall ensure that delivered supplies and materials comply with the prescribed standard specifications.</p> <p>BOS Divisions shall be responsible in monitoring its respective branches'/offices' compliance on monthly supplies delivery inspection reportorial requirements.</p> <p>iii. If applicable, Monthly Inspection Report on Standard Tools and Equipment shall be prepared by the branch administrative personnel for each branch/office, subject to the approval of designated Head of the office/branch. The designated inspector/s of respective end-user/s shall ensure that delivered tools and equipment comply with the prescribed standard specifications and/or in good working condition.</p> <p>BOS Divisions shall be responsible in monitoring its respective offices'/branches compliance on the monthly standard tools and equipment inspection reportorial requirements.</p> <p>iv. Monthly Inventory Report on Supplies and Materials, indicating delivery and percentage consumption, to be prepared by the branch administrative personnel for each branch/office. If required, the Winning Bidder shall also conduct a joint monthly inventory with branch administrative personnel.</p> <p>Monthly request for supplies and materials for consumption/utilization shall be made by the Winning Bidder, thru its authorized representative, using the Requisition and Issuance Slip (Form 15) to be submitted to respective branch/office administrative personnel.</p> <p>BOS Divisions shall be responsible in monitoring its respective branches'/offices' compliance on monthly inventory of supplies and materials including tools and equipment reportorial requirements.</p>
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	<p>v. Other necessary incidents/matters that should be known by SSS such as incident reports and other pertinent reports that are deemed necessary.</p> <p>2.24 In case of closure of any office, services of the personnel deployed and delivery of supplies and materials in the affected office shall be immediately terminated at no cost to the SSS, except for the services which were already rendered prior to its closure. Affected service personnel shall be given priority in case they are needed in other offices.</p> <p>In the event of downsizing/downgrading, from being a Branch Office to Service Office, the retention of assigned janitorial personnel and provision for supplies and materials shall be subject to compliance with the standard manpower complement and proper adjustment in supplies and materials based on actual requirements, respectively. Correspondingly, the approved budget for the affected office shall be deducted from the awarded contract of the Winning Bidder.</p> <p>Payment of monthly billings shall be based on the actual services rendered by assigned janitorial personnel.</p> <p>3. WARRANTIES OF THE WINNING BIDDER</p> <p>3.1 Fulfill and comply with all its obligations under the contract.</p> <p>3.2 All its licenses, certificate of registrations, permits and clearances from national and local government agencies/units (Securities and Exchange Commission (SEC), Department of Labor and Employment (DOLE), and Mayor's Office) to operate as service provider shall remain valid and subsisting.</p> <p>3.3 Continue to possess while the contract subsists substantial capital and investment, such as, but not limited to skilled, qualified, and well-trained service personnel, independent office, tools, equipment, supplies, materials and other paraphernalia which it has and will directly and actually use in the conduct of its operations, and shall undertake its business on its own account and responsibility.</p> <p>Maintain its good standing as an independent business enterprise and as a qualified and competent service provider, financially capable of rendering to the public all the services herein contracted, and shall, obtain all necessary licenses, permits, authorizations and registrations, and comply with all laws, ordinances, and regulations required of all similar agencies. As proof of its financial capacity, it shall submit its audited financial statements and income tax returns to SSS when the latter so requests.</p> <p>3.4 Upon written request of SSS, submit within five (5) calendar days such sworn statements, papers, documents or information pertaining to its compliance of its warranties and guarantees. Execute a sworn statement that at no point has it given anything to any official and employee of SSS in the course of obtaining approval of the Janitorial Services or the contract.</p> <p>3.5 The service personnel assigned in SSS are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of the SSS;</p> <p>3.6 If SSS has any reason to believe that the Winning Bidder has failed to comply with any of the foregoing warranties and guarantees, or if it believes that the Winning Bidder has failed to comply with any law, rule or regulation</p>
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	<p>governing or regulating its employment relationship with its assigned personnel, SSS may then notify the Winning Bidder accordingly, and should the latter refuse or fail to present satisfactory proof to the contrary within five (5) calendar days from its receipt of such notice from SSS, SSS shall have the right to immediately terminate the contract, without prejudice to any other remedies available to SSS under the law and the contract. Provided, that any misrepresentation or violation by the Winning Bidder of any of the above warranties and guarantees, or any of the terms and conditions of the contract, shall constitute sufficient basis to terminate the contract without need of prior notice.</p> <p>3.7 The Winning Bidder shall be liable solely for any damage, loss, liability, obligation and claim, monetary or otherwise that may result from any violation of its warranties and guarantees, and the terms and conditions of the contract. The Winning Bidder shall hold SSS free and harmless from any liability. In case SSS shall be charged and be held liable, the Winning Bidder shall defend SSS before any agency, office, tribunal or court, and shall assume such liability principally and directly for the benefit of SSS. If for any reason, SSS is made to pay such damages, losses, liabilities, obligations and claims, the Winning Bidder shall reimburse SSS for any and all payments that it may make, as well as, all expenses and costs, including but not limited to litigation expenses and legal fees that may be incurred by SSS in connection therewith. SSS may, at its sole option, deduct all such payments from any amount that may be due to the Winning Bidder hereunder until they shall have been paid in full.</p> <p>3.8 The Winning Bidder shall maintain a satisfactory level of performance throughout the term of the contract. Every semestral period, the SOCIAL SECURITY SYSTEM Branch/Office/Unit/Site Administrative Personnel shall conduct an assessment or evaluation of the performance of the Winning Bidder subject to the approval of its respective Heads using the Semestral Performance Evaluation Form, attached as Form 14.</p> <p>BOS Divisions shall be responsible in monitoring and consolidation of its respective branches'/offices' compliance on aforesaid duty. Each Division shall submit a consolidated semestral performance ratings from branches/offices under its respective jurisdictions to EFMD-JMCAT on or before the 15th day of the month following the applicable semester.</p> <p>3.9 The Winning Bidder must have been compliant on its duties and responsibilities throughout the term of its previous contract. Proof of satisfactory performance shall be submitted during post-qualification procedure.</p>
2.2	<p>The terms of payment shall be as follows: Monthly basis which shall be credited to the LANDBANK or DBP or any choice of bank account subject to applicable bank charges of the winning bidder.</p> <p>The SSS shall pay the Service Contractor based on actual services rendered and number of personnel deployed.</p> <p>The payment shall be subject to retention of Withholding Tax and other applicable taxes in accordance with existing Laws and BIR Rules and Regulations, to be remitted directly to the BIR by the SSS.</p> <p>Payment using Letter of Credit is not allowed.</p>

4	<p>To ensure compliance to standard specifications and functionality, the inspection of the Standard Tools and Equipment and Supplies and Materials shall be regularly conducted using the Monthly Inspection Report Forms (Form 12 & 13), based on the following:</p> <ol style="list-style-type: none"> 1. Annual quantity required for supplies and materials - in accordance with Annex 3 subject to adjustment based on stock availability but not to exceed the monthly contract cost. 2. Monthly Schedule of Delivery of Janitorial Supplies and Materials – in accordance with Annex 4 subject to proper adjustments based on stock availability but not to exceed the monthly contract cost for supplies and materials. 3. Delivery of Standard Janitorial Tools and Equipment - in accordance with requirements under Annex 5. 4. Compliance to Standard Specifications – authorized inspectors from respective end-user/s must ensure that delivered supplies and materials (monthly basis) and tools and equipment comply with the standard specifications as prescribed in Annex 6. <p>Said inspections will be conducted by designated inspectors of the branch/office administrative section, subject to the approval of respective Heads of Branch/Office.</p> <p>Monthly delivery of supplies and materials shall be directly made to respective end-user branches/offices on or before the 5th working day of the applicable month. The Winning Bidder shall be required to completely deliver the aforementioned, preferably on a one-time basis, in accordance with above-given schedules (Annex 4 and Section VI. Schedule of Requirements).</p> <p>For tools and equipment, the delivery shall be made at least one (1) week prior to the start of the contract. The Winning Bidder is required to completely deliver the aforesaid requirement on a one-time basis, in accordance with above-given schedules (Section VI. Schedule of Requirements).</p> <p>For the duration of the contract, monthly delivery of supplies and materials shall be subject to adjustment (increase/reduction/suspension) based on stock availability and actual need but not to exceed the monthly contract cost. E.g., if additional requirement for a certain item/s has been determined, an appropriate increase in supply shall be required from the Winning Bidder by respective Divisions. Conversely, in the event of an excessive inventory of a certain item/s, the following month's delivery shall be reduced or suspended by respective Divisions. Notice on adjustment thereof shall be issued to the Winning Bidder at least two (2) weeks prior the applicable month of delivery. Provided, that the requirement for two-week supply of consumables is being maintained.</p> <p>Payment on monthly billings for supplies and materials shall be based on the actual delivery made by the Winning Bidder, in accordance with prescribed monthly/quarterly/semi-annual requirement and/or proper adjustments issued by aforementioned end-users, whichever is applicable. On the other hand, in cases of overpayment, the Winning Bidder shall be required to return the overpaid amount thru R-6 or deduction on its next monthly billing, within thirty (30) calendar days, upon receipt of an official notice from end-user branch/office/unit/site. BOS Divisions shall be responsible in monitoring its respective branches'/offices' compliance on aforesaid duty.</p> <p>Subject to the provision of a proper storage from respective end-users, advance delivery of supplies and materials may be allowed, provided payment thereof shall not exceed the prescribed monthly contract cost.</p>
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6	<p data-bbox="337 191 665 2250">Liability of the Supplier</p> <p data-bbox="354 269 1495 667">1. CONFIDENTIALITY. Neither party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information, acquired from an information holder in connection with the performance of this Contract, unless: (i) the information is known to the disclosing party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing party, (ii) the information is disclosed to the disclosing party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.</p> <p data-bbox="399 705 1495 775">The obligation of confidentiality by both parties, as provided herein, shall survive the termination of the Agreement.</p> <p data-bbox="354 812 1495 1024">2. MERGER AND CONSOLIDATION. In case of merger, consolidation or change of ownership of the SUPPLIER with other company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under the Agreement.</p> <p data-bbox="354 1061 1495 1206">3. FORCE MAJEURE. SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that SUPPLIER's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure.</p> <p data-bbox="399 1243 1495 1530">For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which SUPPLIER could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by SUPPLIER. Such events may include, but not limited to, acts of SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p data-bbox="399 1567 1495 1746">If a force majeure situation arises, SUPPLIER shall promptly notify SSS in writing of such condition and the cause thereof. Unless otherwise directed by SSS in writing, SUPPLIER shall continue to perform its obligations under this Agreement as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure.</p> <p data-bbox="354 1784 1495 1928">4. NON-ASSIGNMENT. SUPPLIER shall not assign its rights or obligations under this Agreement, in whole or in part, except with SSS's prior written consent. SUPPLIER shall not subcontract in whole or in part the PROJECT and deliverables subject of this Agreement without the written consent of SSS.</p> <p data-bbox="354 1966 1495 2215">5. WAIVER. Failure by either party to insist upon the other strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of the Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.</p>
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	<p>6. CUMULATIVE REMEDIES. Any and all remedies granted to the parties under the applicable laws and the Contract shall be deemed cumulative and may therefore, at the sole option and discretion, be availed of by the aggrieved party simultaneously, successively, or independently.</p> <p>7. NO EMPLOYER-EMPLOYEE RELATIONSHIP. It is expressly and manifestly understood and agreed upon that the employees of SUPPLIER assigned to perform the PROJECT are not employees of SSS. Neither is there an employer-employee relationship between SSS and SUPPLIER.</p> <p>The Agreement does not create an employer-employee relationship between SSS and the SUPPLIER including its personnel; that the services rendered by the personnel assigned by SUPPLIER to SSS in the performance of its obligation under the contract do not represent government service and will not be credited as such; that its personnel assigned to SSS are not entitled to benefits enjoyed by SSS’ officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The SUPPLIER hereby acknowledges that no authority has been given by SSS to hire any person as an employee of the latter. Any instruction given by SSS or any of its personnel to SUPPLIER’s employees are to be construed merely as a measure taken by the former to ensure and enhance the quality of project performed hereunder. The SUPPLIER shall, at all times, exercise supervision and control over its employees in the performance of its obligations under the contract.</p> <p>8. PARTNERSHIP. Nothing in the contract shall constitute a partnership between the parties. No party or its agents or employees shall be deemed to be the agent, employee or representative of any other party.</p> <p>9. COMPLIANCE WITH SS LAW. SUPPLIER shall report all its employees to SSS for coverage and their contributions, as well as, all amortizations for salary/education/calamity and other SSS loans shall be updated. Should SUPPLIER fail to comply with its obligations under the provisions of the SS Law and Employees’ Compensation Act, SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer’s liability for damages, including interests and penalties from SUPPLIER’s receivables under this Agreement.</p> <p>Further, prescription does not run against SSS for its failure to demand SS contributions or payments from SUPPLIER. Moreover, SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to SSS.</p> <p>10. COMPLIANCE WITH LABOR LAWS. SUPPLIER, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.</p>
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	<p>It is agreed further, that in lieu of the issuance of monthly certification and authentication of government remittance by the SSS and prior to the release of any payment by SSS to SUPPLIER, its President or its duly authorized representative, shall submit a notarized sworn statement, issued by a duly commissioned Notary Public, that all monies due to all its employees, regular and reliever janitorial personnel, assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by SUPPLIER and that he/she assumed full responsibility thereof.</p> <p>11. COMPLIANCE WITH TAX LAWS. SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to SSS within the duration of the Contract, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made thereon. Failure by SUPPLIER to comply with the foregoing shall entitle SSS to suspend payment of the Contract Price.</p> <p>As required under Executive Order (EO) 398, s. 2005, SUPPLIER shall submit income and business tax returns duly stamped and received by the BIR, before entering and during the duration of this Agreement. SUPPLIER, through its responsible officer, shall also certify under oath that it is free and clear of all tax liabilities to the government. SUPPLIER shall pay taxes in full and on time and that failure to do so will entitle SSS to suspend or terminate this Agreement.</p> <p>12. LIQUIDATED DAMAGES. If SUPPLIER fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.</p> <p>13. HOLD FREE and HARMLESS. SUPPLIER agrees to defend, indemnify, and hold SSS free and harmless from any and all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition, SUPPLIER agrees to indemnify SSS for any damage as a result of said implementation.</p> <p>SUPPLIER hereby assumes full responsibility for any injury, including death, loss or damage which may be caused to SSS' employees or property or third person due to SUPPLIER's employees' fault or negligence, and further binds itself to hold SSS free and harmless from any of such injury or damage. SSS shall not be responsible for any injury, loss or damage which SUPPLIER or any of its employees may sustain in the performance of SUPPLIER's obligations under this Agreement.</p> <p>14. SETTLEMENT OF DISPUTES. If any dispute or difference of any kind whatsoever shall arise between SSS and SUPPLIER in connection with or arising out of this Agreement, the Parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.</p> <p>If after thirty (30) days, the Parties have failed to resolve their dispute or difference by such mutual consultation, then either SSS or SUPPLIER may give notice to the other Party of its intention to commence arbitration, in accordance with RA No. 876, otherwise known as the "Arbitration Law" and RA No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004," in order to settle their disputes.</p>
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	<p>No arbitration in respect of this matter may be commenced unless such notice is given.</p> <p>Notwithstanding any reference to arbitration herein, the Parties shall continue to perform their respective obligations under this Agreement unless they otherwise agree.</p> <p>15. VENUE OF ACTIONS. In the event court action is necessary in order to promote Arbitration, such action shall be filed only before the proper courts of Quezon City, to the exclusion of all other venues.</p> <p>16. GOVERNING LAW. The Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.</p> <p>17. AMENDMENTS. This Agreement may be amended only in writing and executed by the parties or their duly authorized representatives.</p> <p>18. SEPARABILITY. If any one or more of the provisions contained in the contract or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid illegal or unenforceable term of provision.</p> <p>19. BINDING EFFECT. The Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.</p> <p>20. TERMINATION FOR CONVENIENCE. The Procuring Entity may terminate the Contract, in whole or in part, at any time for its convenience. The Head of the Procuring Entity may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies. (Item III. B, Annex I, 2016 Revised IRR of RA 9184)</p>
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Section VI. Schedule of Requirements

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

Item No.	Description	Qty.	Total	Delivered, Weeks/Months
1	MANPOWER COMPLEMENT AND DEPLOYMENT Please refer to Annexes 2 and 7			Within thirty (30) calendar days from receipt of Notice to Proceed and Signed Contract
2	JANITORIAL SERVICES: a. Cleaning Service b. Regular/Routine and Extensive Disinfections <i>(fogging or misting procedure is not included)</i> c. Hauling and Disposal of garbage d. Basic Pest Control e. Landscape and Plant Maintenance			Within thirty (30) calendar days from receipt of Notice to Proceed and Signed Contract. Please refer to the specified frequency on Annex 1 (Scope of Services & Methodology)
3	SUPPLIES AND MATERIALS (one year requirement) Please refer to Annexes 3 and 4			<p>Monthly delivery of supplies and materials shall be made on or before the 5th working day of the applicable month directly to respective end-user branches/offices. The Winning Bidder shall be required to completely deliver the aforementioned, preferably on a one-time basis, in accordance with above-given schedules (Annex 4).</p> <p>For the duration of the contract, monthly delivery of supplies and materials shall be subject to adjustment (increase/ reduction/ suspension) based on stock availability and actual need but not to exceed the monthly contract cost. E.g., if additional requirement for a certain item/s has been determined, an appropriate increase in supply shall be required from the Winning Bidder by respective Divisions. Conversely, in the event of an excessive inventory of a certain item/s, the following month’s delivery shall be reduced or suspended by respective Divisions.</p>

Item No.	Description	Qty.	Total	Delivered, Weeks/Months
				Notice on adjustment thereof shall be issued to the Winning Bidder at least two (2) weeks prior the applicable month of delivery. Provided, that the requirement for two-week supply of consumables is being maintained.
4	TOOLS AND EQUIPMENT Please refer to Annex 5			Delivery shall be made at least one (1) week prior to the start of the contract directly to respective end-user branches/offices. The Winning Bidder is required to completely deliver the aforesaid requirement on a one-time basis, in accordance with above-given schedules.



Section VII. Technical Specifications



Technical Specification

<p><i>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 offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</i></p>		
Specification / Requirement	Statement of Compliance	Annex
Criteria 1. Effective Service		
1.a. The BIDDER must signify conformity to the scope of services and methodologies as prescribed by the SSS. (Please refer to Annex 1)		
1.b. The BIDDER must signify conformity to the manpower complement and deployment as prescribed by the SSS. (Please refer to Annexes 2 & 7)		
1.c. The BIDDER must signify conformity to the prescribed monthly schedule in the delivery of supplies and materials, subject to item 4, par. 5 of the Special Conditions of the Contract. (Please refer to Annexes 4 & 6)		
1.d. The BIDDER must signify conformity that cleaning solutions and fertilizers/pesticides that will be used for janitorial services have been registered with and approved by the Food and Drug Administration (FDA) and Fertilizer and Pesticide Authority (FPA), respectively. (Please refer to Annexes 9 & 10)		
1.e. The BIDDER must certify that household products that will be used for janitorial services have passed the quality assurance of FDA/FPA. The BIDDER must also commit to use said products as required in the corresponding awarded lot/project. (Please refer to Annex 11)		
1.f. The BIDDER must signify conformity to the delivery of supplies and material including tools and equipment as prescribed by the SSS. (Please refer to Annexes 5 & 6)		
Criteria 2. Track Records		
<p>2.a. The BIDDER must be a licensed company engaging in the supply of janitorial manpower services. The following documents must be submitted as proof for validation:</p> <p>a.1. Copy of DOLE Registration</p> <p>a.2. Sworn Affidavit that the company is currently engaged in the supply of janitorial manpower services duly notarized by a commissioned Notary Public.</p>		



Specification / Requirement	Statement of Compliance	Annex
2.b. The BIDDER must have maintained a satisfactory level of performance from its clients as follows: one (1) with single largest completed contract and two (2) on-going contracts within the last five (5) years from the date of submission and receipt of bids, based on the performance standards indicated in Annex 8 .		
2.c. The BIDDER must have maintained a satisfactory level of performance from all of its clients duly declared in the submitted Statement of all On-Going and Completed Government and/or Private Contracts.		



Section VIII. Checklist of Technical and Financial Documents

A handwritten signature or mark, possibly a stylized 'M' or 'W', located in the bottom right corner of the page.

CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Certificate of Platinum Registration and Membership (Platinum Membership) (all pages);

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 five (5) years period prior to the submission and opening of Bids; **and**
- ☐ (d) Original copy of Bid Security (Cash, Letter of Credit, Surety Bond). 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 Schedule of Requirements (Section VI) and Technical Specifications (Section VII), 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.

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

For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos:

- ☐ (g) Copy of Treaty, International or Executive Agreement; **or**
- ☐ (h) 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.
- ☐ (i) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Class “B” Documents

- ☐ (j) 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.

Financial Documents

- ☐ (k) 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**
- ☐ (l) 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.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (m) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (n) Original of duly signed and accomplished Price Schedule(s)/Bid Breakdown.

IMPORTANT REMINDERS

- A) Each and every page of the **Bid Forms/Price Schedule(s)/Bid Breakdown**, under Section VIII: Checklist of Technical and Financial Documents hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- B) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.
- C) Bid documents shall be compiled in a folder/binder with the Annexes properly labeled with tabs/separators.
- D) Bidders shall submit their bids through their duly authorized representative enclosed in separate sealed envelopes, which shall be submitted simultaneously:
- a) The first three individually sealed envelopes shall contain the folder/binder of the Eligibility Requirements and Technical Component of the bid; prepared in three copies labeled as follows:
- Envelop (1): ORIGINAL – Eligibility Requirements and Technical Component
Envelop (2): COPY1 – Eligibility Requirements and Technical Component
Envelop (3): COPY2 – Eligibility Requirements and Technical Component
- b) The next three individually sealed envelopes shall contain the folder/binder of the Financial Component of the bid; prepared in three copies labeled as follows:
- Envelop (4): ORIGINAL – Financial Component
Envelop (5): COPY1 – Financial Component
Envelop (6): COPY2 – Financial Component
- c) Bidders shall enclose, seal and mark the following:
- Envelop (7): Envelope (1) and Envelope (4) enclosed in one sealed envelope marked "ORIGINAL-BID"

Envelop (8): Envelope (2) and Envelope (5) enclosed in one sealed envelope marked “COPY1–BID”

Envelop (9): Envelope (3) and Envelope (6) enclosed in one sealed envelope marked “COPY2–BID”

- d) Envelopes (7) to (9) shall then be enclosed in a single sealed, signed final/outer envelope/package/box
- e) All envelopes (Envelopes (1) to (9) and the final/outer envelope/package/box) shall indicate the following:
 - addressed to the Procuring Entity’s BAC
 - name and address of the Bidder in capital letters
 - name of the contract/project to be bid in capital letters
 - bear the specific identification/reference code of this bidding process
 - bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids

THE CHAIRPERSON
BIDS AND AWARDS COMMITTEE
2ND FLOOR, SSS MAIN BUILDING
EAST AVENUE, DILIMAN, QUEZON CITY

NAME OF BIDDER : _____
ADDRESS : _____

NAME OF PROJECT: _____
ITB REFERENCE NUMBER: _____

DO NOT OPEN BEFORE
(the date and time for the opening of bids)

- E) Bids submitted after the deadline shall only be marked for recording purpose, shall not be included in the opening of bids, and shall be returned to the bidder unopened.
- F) Bidders shall submit a copy of the Authority to Notarize issued by the Regional Trial Court to the Notarial Public.

FORMS



Bid Form for the Procurement of Goods

BID FORM

THREE-YEAR CONTRACT FOR JANITORIAL SERVICES:
(LOT 1 - VISAYAS CENTRAL DIVISIONS)
(RE-ADVERTISEMENT)

Date: _____
Project Identification No.: _____

To: SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City

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] THREE-YEAR CONTRACT FOR JANITORIAL SERVICES: (LOT 1 - VISAYAS CENTRAL 1 & 2 DIVISIONS) (RE-ADVERTISEMENT) 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/Bid Breakdown 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/Bid Breakdown,

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 Amount and Purpose of
of agent Currency 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/Bid Breakdown, 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: _____



INSTRUCTIONS: Input data in cells highlighted with yellow

BID BREAKDOWN					
LOT I: VISAYAS CENTRAL 1 AND 2 DIVISIONS					
Cost of 1 Year Janitorial Services					
Item	Particulars	Annex	No. of Janitorial Personnel	Monthly Cost (in PhP)	Annual Rate (in PhP)
I.	Amount Due to Employee	2.1.1	46	549,730.47	6,596,765.67
II.	Amount Due to Government Agencies	2.1.1	46	63,365.14	760,381.72
III.	Supplies and Materials				
IV.	Administrative Overhead and Profit Margin = (I+II+III) x				
V.	Total Service Costs (I + II + III + IV)				
VI.	VAT = V x _____ %				
VII.	Monthly Contract Cost (V. + VI.)				

- NOTES: 1. The standard administrative fee shall be in accordance with DOLE DO No. 174 Series of 2017 or the Rules Implementing Articles 106 to 109 of the Labor Code, as Amended.
2. For Vatable Companies, the VAT percentage is equal to 12% and for Cooperatives, the VAT percentage is 0%.
3. The Total Service Cost must not exceed the amount of ABC per year.
4. Decimal points must be up to two (2) decimal places only.
5. Supplies and Materials should not exceed the amount allotted per Branch (Please refer to Annexes 4.1.1 to 4.1.16)

Prepared and Concurred by:

Type Name of Company here.

Type Address of Company here.

Type Contact No. of Company here.

Service Provider (Name of Company)

Address of Company

Contact No. of Company

Type Name of Representative here with esignature

Type Position of Representative here

Type Contact No. of Representative here

Type Date Prepared here

Representative (Name & Sig. above)

Position

Contact No. of Representative

Date Prepared



PRICE SCHEDULE/S-BID BREAKDOWN

INSTRUCTIONS: Input data in cells highlighted with yellow

Lot I: Visayas Central 1 and 2 Divisions

	Branch		Total	Bogo	Cebu	Cebu NRA	Danao	Lapu-lapu	Mandaue	Tagbilaran	Talisay	Toledo	Camotes SO	Tacloban	Ormoc	Maasin	Catbalogan	Calbayog	Borongan SO
	Manpower Complement (Existing)		46	2	19	2	1	3	3	2	2	1	1	3	2	2	1	1	1
	Applicable Daily Rate (ADR)			397.00	435.00	435.00	435.00	435.00	435.00	397.00	435.00	397.00	387.00	375.00	375.00	375.00	375.00	375.00	375.00
	ECOLA Rates			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Number of Working Days			313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00	313.00
	Wage Order No.			ROVII-23 (B)	ROVII-23 (A)	ROVII-23 (A)	ROVII-23 (A)	ROVII-23 (A)	ROVII-23 (A)	ROVII-23 (B)	ROVII-23 (A)	ROVII-23 (B)	ROVII-22 (C)	RB VIII-22	RB VIII-22	RB VIII-22	RB VIII-22	RB VIII-22	RB VIII-22
	Effectivity of WO			06-14-2022	06-14-2022	06-14-2022	06-14-2022	06-14-2022	06-14-2022	06-14-2022	06-14-2022	06-14-2022	01-05-2020	01-02-2023	01-02-2023	01-02-2023	01-02-2023	01-02-2023	01-02-2023
I.	Amount Due to Employee																		
	Equivalent Monthly Rate (EMR=ADR x No. of WD / 12)			10,355.08	11,346.25	11,346.25	11,346.25	11,346.25	11,346.25	10,355.08	11,346.25	10,355.08	10,094.25	9,781.25	9,781.25	9,781.25	9,781.25	9,781.25	9,781.25
	13th Month Pay (EMR / 12)			862.92	945.52	945.52	945.52	945.52	945.52	862.92	945.52	862.92	841.19	815.10	815.10	815.10	815.10	815.10	815.10
	5-Day Service Incentive Leave (ADR + COLA x 5 / 12)			165.42	181.25	181.25	181.25	181.25	181.25	165.42	181.25	165.42	161.25	156.25	156.25	156.25	156.25	156.25	156.25
	ECOLA (ECOLA Rate * No. of WD / 12)			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Amount Due to Employee		184,600.71	11,383.42	12,473.02	12,473.02	12,473.02	12,473.02	12,473.02	11,383.42	12,473.02	11,383.42	11,096.69	10,752.60	10,752.60	10,752.60	10,752.60	10,752.60	10,752.60
	Total Amount Due to Employees		549,730.47	22,766.85	236,987.40	24,946.04	12,473.02	37,419.06	37,419.06	22,766.85	24,946.04	11,383.42	11,096.69	32,257.81	21,505.21	21,505.21	10,752.60	10,752.60	10,752.60
II.	Amount Due to Government Agencies																		
	(ER Share in Contribution - Based on I Net of 13th Mo. Pay)			10,520.50	11,527.50	11,527.50	11,527.50	11,527.50	11,527.50	10,520.50	11,527.50	10,520.50	10,255.50	9,937.50	9,937.50	9,937.50	9,937.50	9,937.50	9,937.50
	SSS			997.50	1,092.50	1,092.50	1,092.50	1,092.50	1,092.50	997.50	1,092.50	997.50	997.50	950.00	950.00	950.00	950.00	950.00	950.00
	EC			10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
	Philhealth			207.10	226.93	226.93	226.93	226.93	226.93	207.10	226.93	207.10	201.89	200.00	200.00	200.00	200.00	200.00	200.00
	HDMF			100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
	Amount Due to Government Agencies per Employee		21,389.74	1,314.60	1,429.43	1,429.43	1,429.43	1,429.43	1,429.43	1,314.60	1,429.43	1,314.60	1,309.39	1,260.00	1,260.00	1,260.00	1,260.00	1,260.00	1,260.00
	Total Amount Due to Government Agencies		63,365.14	2,629.20	27,159.08	2,858.85	1,429.43	4,288.28	4,288.28	2,629.20	2,858.85	1,314.60	1,309.39	3,780.00	2,520.00	2,520.00	1,260.00	1,260.00	1,260.00
III.	Supplies and Materials (based on existing contract)																		
IV.	Administrative Overhead and Profit Margin = (I+II+III) x %																		
V.	Total Service Costs (I+ II + III + IV)																		
VI.	VAT (12% of V)																		
VII.	Total Monthly Contract Cost (V+VI)																		
VIII.	Total Estimated Annual Cost																		
	Rate/Dav			-00.00	-00.00	-00.00	-00.00	-00.00	-00.00	-00.00	-00.00	-00.00	-00.00	-00.00	-00.00	-00.00	-00.00	-00.00	-00.00
NOTES:	1. The percentage of Administrative Overhead and Profit Margin includes the Pre-deployment Expenses of the Sum of Direct Labor, Due to Government Agencies and Supplies and Materials Cost. The standard administrative fee shall be in accordance with DOLE DO No. 174 Series of 2017 or the Rules Implementing Articles 106 to 109 of the Labor Code, as Amended.																		
	2. For Vatable Companies, the VAT percentage is equal to 12% and for Cooperatives, the VAT percentage is 0%.																		
	3. The Total Service Cost must not exceed the amount of ABC per year.																		
	4. Decimal points must be up to two (2) decimal places only.																		
	5. Supplies and Materials should not exceed the amount allotted per Branch (Please refer to Annex 4.1.1 to 4.1.16).																		
Prepared by:																			

Formula in the Computation of NFCC

NAME OF COMPANY

NFCC = 15 (Current Assets – Current Liabilities) – Value of All Outstanding Works under On-going Contracts including Awarded Contracts yet to be started)

YEAR	CURRENT ASSETS	CURRENT LIABILITIES
TOTAL		

Value of Outstanding Works under On-going Contracts:

CONTRACT DESCRIPTION	TOTAL CONTRACT AMOUNT AT AWARD	PERCENTAGE OF PLANNED AND ACTUAL ACCOMPLISHMENT	ESTIMATEI COMPLETIO TIME
TOTAL			

Use additional sheet/s, if necessary

FORMULA:

15 (_____) – _____ = _____
Current Assets minus Current Liabilities minus Total Outstanding Works NFCC

P _____
NFCC

Prepared and Submitted by:

Signature over Printed Name



(Name of Bank)

COMMITTED LINE OF CREDIT CERTIFICATE

Date:

Social Security System (SSS)
SSS Main Building, East Avenue
Diliman, Quezon City

CONTRACT PROJECT :
COMPANY/FIRM :
ADDRESS :
BANK/FINANCING :
INSTITUTION :
ADDRESS :
AMOUNT :

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award and such line of credit shall be maintained until issuance of Certificate of Acceptance by the Social Security System.

This Certification is being issued in favor of said (Supplier/Distributor/Manufacturer/Contractor) in connection with the bidding requirement of (Name of Procuring Entity) for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

The committed line of credit cannot be terminated or cancelled without the prior written approval of Social Security System.

Name and Signature of Authorized Financing Institution Office

Office Designation

Concurred by:

Name & Signature of (Supplier/Distributor/Manufacturer/Contractor) Authorized Representative

Official Designation

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____ at _____ Philippines, Affiant exhibited to me his/her competent Evidence of Identity (as defines by the 2004 Rules on Notarial Practice _____ issued on _____ at _____, Philippines.

NOTARY PUBLIC

Doc No. :
Page No. :
Book No. :
Series of :

(Note: The amount committed should be machine validated in the Certificate itself)



STATEMENT OF ON-GOING GOVERNMENT AND PRIVATE CONTRACTS

NAME OF CONTRACT	DATE OF CONTRACT	CONTRACT DURATION	OWNER’S NAME ADDRESS, CONTACT NUMBERS AND EMAIL ADDRESS	KIND OF GOODS	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT	REMARKS (Indicate “With NDA” or “Without NDA”)

NOTE: INCLUDING PROJECTS WITH NON-DISCLOSURE AGREEMENT (NDA)



STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE
PROJECT TO BE BID EQUIVALENT TO AT LEAST 50% OF THE ABC WITH
ATTACHED CERTIFICATE OF FINAL COMPLETION

NAME OF CONTRACT	CONTRACT TERM	AMOUNT OF CONTRACT	CONTACT PERSON, CONTACT NO., ADDRESS, AND EMAIL ADDRESS



Bid Securing Declaration Form

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

BID SECURING DECLARATION

Project Identification No.: [Insert number]

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

I/We, the undersigned, declare that:

- 1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
- 2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
- 3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory’s legal capacity] Affiant

[Jurat]

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

GPPB Resolution No. 16-2020, dated 16 September 2020



Contract Agreement Form for the Procurement of Goods (Revised)

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

CONTRACT AGREEMENT

THREE-YEAR CONTRACT FOR JANITORIAL SERVICES:

(LOT 1 - VISAYAS CENTRAL DIVISIONS)

(RE-ADVERTISEMENT)

ITB-SSS-Goods-2023-____

THIS AGREEMENT made between:

SOCIAL SECURITY SYSTEM, a government-owned and controlled corporation created pursuant to Republic Act No. 11199, with principal office address at SSS Building, East Avenue, Diliman, Quezon City, represented herein by its Approving Authority and (Position of Approving Authority), (Name of Approving Authority) and (Position of Signatory), (Name of signatory), duly authorized pursuant to Administrative Order _____, _____ (pertaining to Approving Authority) (Annex “A”) and Office Order _____, _____ (Annex “B”) (pertaining to signatories), hereinafter referred to as the “SSS”;

- a n d -

(NAME OF SUPPLIER), of legal age, Filipino, single/married, with principal address at _____, hereinafter referred to as the “Supplier”.

If corporation

(NAME OF SUPPLIER), a corporation duly created and existing pursuant to the laws of the Republic of the Philippines, with principal office address at _____, represented herein by its (Position of Signatory), (Name of Signatory), duly authorized pursuant to _____, _____, hereinafter referred to as the “Supplier”.

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:



1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
 - a. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - b. Supplier's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - c. Performance Security;
 - d. Notice of Award of Contract; and the Bidder's conforme thereto; and
 - e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. SSS agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the date and place indicated in their respective acknowledgments.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Position of Signatory]

[Insert Position of Signatory]

for:

for:

SSS

[Insert Name of Supplier]

(In case of double acknowledgment which is usually used by the SSS)

SIGNED IN THE PRESENCE OF:

(Name of Certifying officer as to availability of funds)
(Position of Certifying Officer)
(Department/Office of Certifying Officer)

FUNDS AVAILABLE:
APP No.: _____

FIRST ACKNOWLEDGMENT

Republic of the Philippines)
_____) S.S.

BEFORE ME, a Notary Public for and in _____, Philippines, on this _____ day of _____ personally appeared:

Name	Competent Evidence of Identity	Date/Place of Issue

known to me to be the same person who executed the foregoing Agreement, consisting of _____ (____) pages, including this page and excluding annexes, and he/she/they acknowledged to me that the same is his/her/their free and voluntary act and deed as well as the free and voluntary act and deed of the principal he/she /they represent/s in this instance.

WITNESS MY HAND AND SEAL on the date and place first above written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20____.



SIGNED IN THE PRESENCE OF:

SECOND ACKNOWLEDGMENT

Republic of the Philippines)
_____) S.S.

BEFORE ME, a Notary Public for and in _____, Philippines, on this _____ day of _____ personally appeared:

Name	Competent Evidence of Identity	Date/Place of Issue

known to me to be the same person who executed the foregoing Agreement, consisting of _____ () pages, including this page and excluding annexes, and he/she/they acknowledged to me that the same is his/her/their free and voluntary act and deed (if corporation to include succeeding phrase) as well as the free and voluntary act and deed of the principal he/she/they represent/s in this instance.

WITNESS MY HAND AND SEAL on the date and place first above written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20__.



Omnibus Sworn Statement (Revised)

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

AFFIDAVIT

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

1. *Select one, delete the other:*

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

2. *Select one, delete the other:*

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

3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the rest:*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;



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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a) Carefully examining all of the Bidding Documents;
 - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s.1930, as amended, or the Revised Penal Code.**

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

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

[Jurat]

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

GPPB Resolution No. 16-2020, dated 16 September 2020

SECRETARY'S CERTIFICATE

I, <NAME OF CORPORATE SECRETARY>, of legal age, <Civil Status>, Filipino citizen and with business at <Company Address>, after being duly sworn, hereby depose and state that:

- 1. I am the Corporate Secretary of <COMPANY NAME>, a Corporation duly organized and existing under and by virtue of the laws of the Philippines, with principal office at <Office Address>.
- 2. As the Corporate Secretary, I have custody and access to the records of the Corporation.
- 3. I am familiar with the facts herein certified and duly authorized to certify the same.
- 4. I hereby certify that during a regular meeting of the Board of Directors of the Corporation held on <Date of Meeting>, at which meeting a quorum was present, the following Resolution/s was/were unanimously passed, approved and adopted:

a) **RESOLVED** that <COMPANY NAME>, authorized and empowered the following to participate in the bidding for the <PROJECT NAME> of the **SOCIAL SECURITY SYSTEM**:

NAME	POSITION/DESIGNATION	SIGNATURE
1.		
2.		

b) **RESOLVED FURTHER** that, if awarded the Contract, the following **is/are** granted full power and authority to enter into contract with the **SOCIAL SECURITY SYSTEM**:

NAME	POSITION/DESIGNATION	SIGNATURE
1.		
2.		

c) **RESOLVED FURTHERMORE** that, the designated representative/s of the Corporation has/have the full power to perform any and all acts necessary and/or to represent the Corporation as fully and effectively as the Corporation might do if personally present, and hereby satisfying and confirming all the said representative/s shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ____ at <CITY>.

NAME & SIGNATURE of Corporate Secretary

SUBSCRIBE AND SWORN to before me this __ day of _____ at <CITY>, affiant having exhibited to me his/her <Government Issued ID and details [issued by, date and place issued if applicable]>.

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



FORM 10

INSTRUCTIONS: Input data in cells highlighted with yellow

STANDARD ONE-YEAR JANITORIAL SUPPLIES & MATERIALS

Lot I - Visayas Central 1 & 2 Divisions

	Particulars	UoM	Total Quantity	BRAND NAME (Subject to approval and acceptance)	UNIT COST (UC)	TOTAL COST (TQ x UC)
Cleaning Soludions (Refer to Annex B.1 Benchmark for Cleaning Solutions)						
1	Cleaner - all purpose	gallons	1,206		-	-
2	Stripper	gallons	6		-	-
3	Sealer	gallons	6		-	-
4	Wax - self shine	gallons	6		-	-
5	Spray – restore wax	gallons	6		-	-
6	Toilet bow l cleaner	gallons	301		-	-
7	Glass cleaner	gallons	88		-	-
8	Carpet Shampoo	gallons	1		-	-
Other Cleaning Solutions						
1	Liquid Bleach	gallons	88		-	-
2	Muriatic acid	gallons	108		-	-
Other Janitorial Supplies						
1	Disinfectant spray w/ air freshener	can	174		-	-
2	Bow l brush	pieces	145		-	-
3	Broom, ceiling	pieces	78		-	-
4	Broom, soft	pieces	154		-	-
5	Broom, stick	pieces	92		-	-
6	Deodorant cake	pieces	2,064		-	-
7	Liquid hand soap	gallons	726		-	-
8	Tissue	roll	1,884		-	-
9	Hand soap dispenser	pieces	96		-	-
10	Disinfectant liquid	gallons	197		-	-
11	Foot disinfecting mat	pieces	20		-	-
12	Drain cleaner (liquid declogger)	gallons	56		-	-
13	Dust pans	pieces	86		-	-
14	Duster w ith extension handle	pieces	37		-	-
15	Feather duster	pieces	45		-	-
16	Furniture polish	can	78		-	-
17	Gloves, rubberized	pieces	884		-	-
18	Hand pad	pieces	1,768		-	-
19	Mop handle	pieces	82		-	-
20	Mop head - cotton (w hite)	pieces	164		-	-
21	Mop head - cotton (red)	pieces	164		-	-
22	Pad, 16" polishing (w hite)	pieces	34		-	-
23	Pad, 16" spraybuffing (red)	piece	34		-	-
24	Pad, 16" stripping (black)	piece	34		-	-
25	Pad, 16" scrubbing (green)	piece	34		-	-
26	Rags, cotton	bundle	226		-	-
27	hand brush	piece	464		-	-
28	Trash bags, XXL	piece	14,640		-	-
29	Trash bags, Medium	piece	22,536		-	-
30	Trash bin, small plastic	piece	125		-	-
31	Trigger sprayer, plastic	piece	92		-	-
32	Toilet Bow l Rubber Pump Big	piece	86		-	-
Basic Pest Control						
1	Insect Aerosol Spray	cans	396		-	-
2	Rat Bait	boxes	288		-	-
Landscape maintenance Supplies						
1	Complete fertilizer (14+14+14)	kg.	9		-	-
Prepared by:						
Service Provider (Name of Company)				Representative (Name & Sig. above)		

Type Name of Company here.

Type Name of Representative here with esignature

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(To be accomplished by SSS Authorized Representative)

MONTHLY INSPECTION REPORT ON DELIVERED SUPPLIES AND MATERIALS

	Particulars	Quantity (in accordance with Annex 4. Schedule of Monthly Delivery)	Quality (in accordance with Annex 6.1 Standard Specifications	Actual quantity delivered (must be in accord with Annex 4 or based on proper adjustments made by the end- user - provided not exceeded the monthly reqt.	Remarks
Cleaning Solutions					
1	Cleaner - all purpose				
2	Stripper				
3	Sealer				
4	Wax - self shine				
5	Spray – restore wax				
6	Toilet bowl cleaner				
7	Glass cleaner				
8	Carpet Shampoo				
Other Cleaning Solutions					
1	Liquid Bleach				
2	Muriatic acid				
Other Janitorial Supplies					
1	Disinfectant spray w/ air freshener				
2	Bowl brush				
3	Broom, ceiling				
4	Broom, soft				
5	Broom, stick				
6	Deodorant cake				
7	Liquid hand soap				
8	Tissue				
9	Hand soap dispenser				
10	Disinfectant liquid				
11	Foot disinfecting mat				
12	Drain cleaner (liquid declogger)				
13	Dust pans				
14	Duster with extension handle				
15	Feather duster				
16	Furniture polish				
17	Gloves, rubberized				
18	Hand pad				
19	Mop handle				
20	Mop head - cotton (white)				

	Particulars	Quantity (in accordance with Annex 4. Schedule of Monthly Delivery)	Quality (in accordance with Annex 6.1 Standard Specifications	Actual quantity delivered (must be in accord with Annex 4 or based on proper adjustments made by the end- user - provided not exceeded the monthly reqt.	Remarks
Other Janitorial Supplies					
21	Mop head - cotton (red)				
22	Pad, 16" polishing (white)				
23	Pad, 16" spraybuffing (red)				
24	Pad, 16" stripping (black)				
25	Pad, 16" scrubbing (green)				
26	Rags, cotton				
27	hand brush				
28	Trash bags, XXL				
29	Trash bags, Medium				
30	Trash bin, small plastic				
31	Trigger sprayer, plastic				
32	Toilet Bowl Rubber Pump Big				
Basic Pest Control					
1	Insect Aerosol Spray				
2	Rat Bait				
Landscape Maintenance Supplies					
1	Complete fertilizer (14+14+14)				

Inspected by:

Date:

Signature Over Printed Name

Administrative Head/OIC

Approved by:

Date:

Branch Head



FORM 12

(To be accomplished by SSS Authorized Representative)

MONTHLY INSPECTION REPORT ON TOOLS AND EQUIPMENT

The contractor shall provide and make available the following items at no added cost to SSS but required in the performance of all its services.

	Item	Quantity (in accordance with One-Year Standard Tools and Equipment)	Quality/Working Condition of the Tools and Equipment	Remarks
1	aluminum ladder	1 unit per branch/office/site		
2	bucket with wringer	1 unit per branch/office/site		
3	garbage cart	1 unit per branch/office/site		
4	caution signs "wet floor" A type	2 units per branch/office/site		
5	extension wire	1 set per branch/office/site		
6	floor polisher	1 unit per branch/office/site (if needed)		
7	plastic drum	1 set per branch/office/site		
8	plastic pail	1 unit per branch/office/site		
9	garden hose & accessories	1 set per Division (if needed)		
10	pressurized washer	1 unit per branch/office/site		
11	spatula	1 piece per branch/office/site		
12	squeegee, glass wiper	1 piece per branch/office/site		
13	squeegee bucket	1 piece per branch/office/site		
14	suction cup	1 piece per branch/office/site		
15	tong/litter picker	1 piece per branch/office/site		
16	utility belt bag	1 piece per janitor		
17	utility cart	1 piece per branch/office/site		
18	Color-coded trash cans with pedal (set of 3 - biodegradable, non-biodegradable, recyclable)	1 set per branch/office		
19	flashlight with batteries	1 set per janitor		
20	vacuum cleaner, wet & dry type	1 unit per branch/office/site		
21	chain saw	1 unit per Division (if needed)		
22	grass cutter	1 unit per Division (if needed)		
23	sprayer machine	1 unit per Division (if needed)		

Inspected by: _____

Date: _____

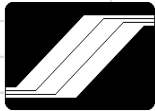
Signature Over Printed Name

Administrative Head/OIC

Approved by: _____

Date: _____

Branch Head



Republic of the Philippines
SOCIAL SECURITY SYSTEM

SEMESTRAL PERFORMANCE EVALUATION OF THE SERVICE PROVIDER

JANITORIAL SERVICE PROVIDER

				RATING SCALE		
				Score	Numerical	Adjectival
				100.00	5	Outstanding (O)
Applicable Semester/Year : _____				90-99.99	4	Very Satisfactory (VS)
Office/Branch: _____				75-89.99	3	Satisfactory (S)
				60-74.99	2	Unsatisfactory (US)
				59.99-below	1	Poor (P)
CRITERIA				POINTS		REMARKS
I. CONTRACT ADMINISTRATION AND MANAGEMENT						
A. COMPLETION OF WORKDAYS						
- Availability of Relievers				5 points		
- Availability of Project Manager/Supervisor				5 points		
- Compliance to required number of working days				5 points		
B. SUPPLIES & MATERIALS						
- Timeliness of Delivery				5 points		
- Quality of supplies delivered				5 points		
- Quantity of supplies delivered				5 points		
- Availability of service equipment ,tools and supplies				5 points		
C. TIMELY SUBMISSION OF ACCURATE BILLINGS				5 points		
D. COMPLIANCE TO OTHER TERMS AND CONDITIONS OF THE CONTRACT				5 points		
II. SERVICE QUALITY						
A. CLEANING SERVICES				5 points		
B. DISINFECTION SERVICES				5 points		
C. HAULING SERVICES				5 points		
D. LANDSCAPE MAINTENANCE				5 points		
E. BASIC PEST CONTROL				5 points		
III. TIME MANAGEMENT						
A. DELIVERY OF SERVICES				5 points		
B. ATTENDANCE OF SERVICE PERSONNEL				5 points		
IV. CONTRACT ADMINISTRATION AND MANAGEMENT						
A. COURTESY, DISCIPLINE, EFFICIENCY, HONESTY AND COOPERATION				5 points		
B. COMPLETE UNIFORM, ID , AND GOOD GROOMING				5 points		
C. PHYSICALLY AND MENTALLY FIT				5 points		
V. PROVISION OF REGULAR PROGRESS REPORT						
- Monthly Inventory Report on Janitorial Supplies & Materials				2.5 points		
- Monthly Inventory Report on Standard Tools & Equipment				2.5 points		
OVERALL RATING				100 points		
OBSERVATIONS:				RECOMMENDATIONS:		
Rated By : _____				Approved By : _____		
SIGNATURE OVER PRINTED NAME				SIGNATURE OVER PRINTED NAME		
CEO I/OIC. Administrative Section				Branch Head		

BRANCH / OFFICE							
ADMINISTRATIVE SECTION							
REQUISITION AND ISSUANCE SLIP							
RIS No: _____							
Date of Requisition: _____							
Name of Service Provider: _____							
PARTICULARS	UNIT	Monthly Requirement	Available Stock as of _____	Quantity		Ending Balance	Remarks
				Requested	Adjusted Requirement (if applicable)		
Cleaning Solutions							
Cleaner - all purpose	gallons						
Stripper	gallons						
Sealer	gallons						
Wax - self-shine	gallons						
Spray – (buffing)	gallons						
Toilet bowl cleaner	gallons						
Glass cleaner	gallons						
Carpet Shampoo	gallons						
Other Cleaning Solutions							
Liquid Bleach	gallons						
Muriatic acid - industrial	gallons						
Other Janitorial Supplies							
Disinfectant spray w/ Air freshener	can						
Bowl brush	pieces						
Broom, ceiling	pieces						
Broom, soft	pieces						
Broom, stick	pieces						
Deodorant cake	pieces						
Liquid hand soap	piece						
Tissue	roll						
Hand soap dispenser	piece						
Disinfectant liquid	gallons						
Foot disinfecting mat	piece						
Drain cleaner (liquid declogger)	gallons						
Dust pans	pieces						
Duster with extension handle	pieces						
Feather duster	pieces						
Furniture polish	can						
Gloves, rubberized	pairs						
Hand pad	pieces						
Mop handle	pieces						
Mop head - cotton (red)	pieces						
Mop head - cotton (white)	pieces						
Pad, polishing (white)	pieces						
Pad, spraybuffing (red)	pieces						
Pad, stripping (black)	pieces						
Pad, scrubbing (green)	pieces						
Rags	pieces						
hand brush	pieces						
Trash bags XL	pieces						
Trash bags, Medium	pieces						
Trash bin	piece						
Trigger sprayer	pieces						
Toilet Bowl Rubber Pump Big	pieces						
Basic Pest Control							
Insect Aerosol Spray	cans						
Rat Bait	boxes						
Landscape Maintenance Supplies							
Complete fertilizer (14+14+14)	kg.						
Requested by:			Validated by:				
Authorized Personnel			Administrative Section				



ANNEXES

A handwritten signature in black ink, consisting of a stylized 'M' followed by a long, sweeping upward stroke.

Scope of Service/Subject Areas/Items		Standard	Methodology	Frequency	Statement of Compliance
A. Cleaning Service					
1.	Floors, stairways, ceiling & other horizontal surfaces	Clean and glossy floors and other horizontal surfaces.	<p><i>Plain Cement</i></p> <ol style="list-style-type: none"> 1. Sweep the floor with soft broom and throw dirt/waste paper into wastebasket. 2. Follow up cleaning by damp mopping. 3. General cleaning. <p><i>Granolithic Marble Finish</i></p> <p><u>Floor Preparation:</u></p> <ol style="list-style-type: none"> 1. Strip the floor thoroughly with a floor stripper. 2. Apply 1 full coat of floor sealer using a 4" paintbrush. Allow floor to dry 3-4 hours. 3. Roughen the surface with sandpaper or a spray red buffing pad. Clean the dust and dirt. 4. Apply a second coat of floor sealer. Let the floor dry thoroughly 3-4 hours. 5. Apply the final coat of sealer and allow to dry completely. Floor finish or wax may be then applied. <p><u>Floor Protection</u></p> <ol style="list-style-type: none"> 1. Apply liquid or paste wax in full, uniform coat, using a clean mop or cloth. Allow the floor to dry for at least 1 hour. 2. Buff the floor using a low speed polisher with polishing pad (white) until the desired gloss is achieved. <p><u>Floor Maintenance</u></p> <ol style="list-style-type: none"> 1. Dusts mop the floor regularly. 2. Buff the floor regularly to maintain shine. 3. Re-coat as needed with the previously applied floor wax finish when buffing does not provide good results. 	<p>Daily</p> <p>Daily</p> <p>Weekly</p> <p>Weekly</p> <p>Weekly</p> <p>Weekly</p> <p>Daily</p> <p>Weekly</p> <p>Weekly</p>	

Scope of Service/Subject Areas/Items		Standard	Methodology	Frequency	Statement of Compliance
			<p>4. Buff the floor when completely dry.</p> <p><i>Vinyl Tiles</i></p> <p><u>Floor Preparation</u></p> <ol style="list-style-type: none"> 1. Sweep the floor with a broom, dust mop or treated cloth to remove loose dirt, dust and litter. 2. Mix 1 part stripping solution with 4 parts of water. 3. Spread the stripping solution over the floor with a mop but avoid splashing it. Let the solution work its way in 5-10 minutes. 4. Scrub the floor using a floor machine, if any, with a scrub brush or stripping pad to remove wax and dirt build up. 5. Mop the dirty solution or use wet/dry vacuum cleaner. 6. Rinse using clean water mop and bucket. Spread water liberally, covering the entire floor. 7. Remove the rinse water with a mop or wet/dry vacuum cleaner. 8. Let the floor dry thoroughly (dry to the touch). <p><u>Floor Protection:</u></p> <ol style="list-style-type: none"> 1. Apply a full, uniform coat of sealer with a clean mop. 2. Allow the sealer to dry for at least 30 minutes. 3. Apply a second coat of sealer for better protection and durability but only after first coat is completely dry. 4. Let the floor dry thoroughly (dry to the touch). 5. Apply a full, uniform coat of floor finish with a clean mop. 6. Allow the floor to dry at least 30minutes. 7. Apply a second coat of floor finish after first coat is completely dry. 8. Let the floor thoroughly (dry to the touch). <p><u>Floor Maintenance:</u></p> <ol style="list-style-type: none"> 1. Sweep the floor with a broom, dust mop or treated cloth to remove loose dirt, dust and 	<p>Weekly</p> <p>Weekly</p> <p>Weekly and/or as often as needed</p>	

Scope of Service/Subject Areas/Items		Standard	Methodology	Frequency	Statement of Compliance
			<p>litter.</p> <ol style="list-style-type: none"> Mix 1-part All-Purpose Cleaning Solution with 40 parts water. Spread the solution over the floor. Use a wet (but not dripping) mop. Let the solution work its way in 2 minutes. Spray regularly with solution then buff immediately using red pads to restore the shine. Sweep the floor with a broom or collect dust with a vacuum cleaner. Damp mop the floor regularly with all-purpose cleaning solution. <p><u>Periodic</u></p> <ol style="list-style-type: none"> Mix 1 part all-purpose cleaning solution with 30 parts water. Spread the solution over the floor. Leave for 2 minutes. Scrub the floor with a low speed machine using a green scrubbing pad. Mop the dirty solution or use wet/dry vacuum cleaner. Rinse the floor thoroughly and let dry. Apply a full coat of floor finish and let dry. <p><i>Pebble Washout Finish</i></p> <p><u>Floor Preparation</u></p> <ol style="list-style-type: none"> Strip the floor thoroughly with a quality chemical stripper. Remove gums with spatula or steel brush. Pressure wash floor to remove stubborn dirt and gums. Clean up dust and dirt thoroughly. Apply floor sealer using a 4" paintbrush. Allow the floor to dry 3-4 hours. Apply a second sealer. Let the floor dry thoroughly 3-4 hours. Apply a final coat of sealer and allow to dry completely. <p><u>Floor Maintenance</u></p> <ol style="list-style-type: none"> Dust mop the floor regularly. Scrub floor every 4 months. 	<p>Daily and/or as often as needed</p> <p>Weekly</p> <p>Weekly</p> <p>Weekly</p> <p>Weekly</p> <p>Weekly</p> <p>Quarterly and/or As Needed</p> <p>Quarterly and/or as Needed</p>	

Scope of Service/Subject Areas/Items		Standard	Methodology	Frequency	Statement of Compliance
			<p>3. Re-coat as needed with the previously applied floor wax finish.</p> <p>4. Buff the floor when completely dry.</p> <p><i>HDF Laminates/Raised Floor Finish</i></p> <p><u>Floor Preparation</u></p> <p>1. Sweep the floor with a broom, dust mop or treated cloth to remove loose dirt, dust and litter.</p> <p>2. Damp mop with a cleaning solution, not allowing drips to seep through the joints.</p> <p>3. Dry buff surface using a low speed polisher (175 rpm) with white polishing pad until the desired gloss is achieved.</p> <p>Empty and clean the trash cans every end of the day.</p> <p>Vacuum clean dusty areas.</p> <p>Remove gums/stubborn dirt on the floors with spatula or with cleaning solution.</p> <p>Place doormats on entrance areas. Clean and mop wet/muddy areas.</p> <p>Clean light diffusers to keep brighter illumination.</p> <p>Remove cobwebs from ceiling and report to Branch Administrative Section any damage or water marks.</p> <p>Scrub and clean stairways of dusts, dirt, stains and foreign matter.</p> <p>Apply furniture polish on wooden stair railings.</p> <p>Keep the fire escape stairways clean, clear and free from any obstruction thereon.</p>	<p>Quarterly</p> <p>Daily</p> <p>Monthly and/or as needed</p> <p>Monthly and/or as needed</p> <p>Daily</p> <p>Weekly</p> <p>Weekly</p> <p>Daily</p> <p>Monthly and/or as needed</p> <p>Monthly and/or as needed</p> <p>Daily</p> <p>Quarterly</p> <p>At All Times</p>	
		Others:			
		Fire escape stairways should always be free from obstructions.			
2.	Walls, Doors,	Clean walls,	Clean/wipe off smudges on walls,	Daily	

Scope of Service/Subject Areas/Items		Standard	Methodology	Frequency	Statement of Compliance
	Partitions and Other Surfaces	slats, doors, air vent outlets, glass partitions and all other surfaces within the building premises – free from dust, dirt and stains.	doors, partitions, etc. with right industrial cleaning solution. Wipe all doorknobs with disinfectant. Wax and polish all varnished wooden doors, walls, partitions, others. Report any damaged surfaces to the Branch Administrative Section of branch/office/unit/site for appropriate action.	Daily Weekly Immediately	
3.	Windows, grills and Frames, Glass Panes	Clean and clear window glass panes, grills and frames.	Wash and squeegee all glass panes inside and outside for a clean and clear view. Clean and polish all frames of windows to minimize rust and dust accumulation.	Weekly Weekly	
4.	Comfort Rooms	Toilet fixtures, mirrors, etc. should be free from stains, dirt, germs and foul smell. Clean and sanitize.	Empty, wash and disinfect trash receptacles. Check and clean vents and ledges. Dust mop or sweep out corners and floors. Apply cleaning solution to urinals and bowls. Clean interior and exterior of bowls and urinals. Clean mirrors. Clean lavatory/sinks, countertops and faucets. Clean wall partitions. Clean grout using a tile & grout rejuvenator. Spray and give time to remove discoloration. Wipe and rinse well. Once grout and tiles are clean, use a grout sealer. Apply according to product instructions. Declog lavatories, sinks and floor drains. Empty, wash and disinfect trash receptacles. Tie up old liner. Insert new liner. Report defective toilet fixtures/others to the Branch Administrative Section of branch/office/unit/site for appropriate action.	Hourly Hourly Hourly Daily Hourly Hourly Weekly and/or as needed Monthly and/or as needed Daily and/or as needed Daily Immediately	
5.	Office Furniture, Equipment and Fixtures. • Tables	Clean and sanitize at all times – free from dust, stains and pests	Remove dust, stains, and marks on top of tables, cabinets, chairs and office equipment. Keep all furniture glossy and clean.	Daily Weekly	

Scope of Service/Subject Areas/Items		Standard	Methodology	Frequency	Statement of Compliance
	<ul style="list-style-type: none"> Chairs Cabinets Office Equipment Fixtures 		<p>Empty and disinfect wastebaskets at all times.</p> <p>Shampoo and vacuum-clean all fabric upholstery.</p> <p>Disinfect all chairs, tables and cabinets.</p> <p>Report any damaged/defective furniture to the Branch Administrative Section of branch/office/unit/site for appropriate action.</p>	<p>Daily</p> <p>Monthly or As Needed</p> <p>Weekly</p> <p>Immediately</p>	
6.	Records and Stock Rooms	Clean and free from dust and insects/ pest/ rodents.	<p>Vacuum-clean and disinfect records.</p> <p>Sweep, scrub and mop all floors of stockroom.</p> <p>Report presence of insects/pests/ rodents to the Branch Administrative Section/Senior Analyst/Technician for office/unit/site.</p>	<p>Weekly</p> <p>Daily</p> <p>Monthly</p>	
7.	Sunscreen Roller Blinds	Clean and free from dust, stains and foul odor.	<p>Wipe off dust and dirt from surfaces of Sunscreen Roller blinds.</p> <p>Report damaged blinds to the Branch Administrative Section of branch/office/unit/site for appropriate action.</p> <p>Remove, wash, and rinse Sunscreen Roller blinds and reinstall it to original position.</p>	<p>Daily</p> <p>Immediately</p> <p>Monthly</p>	
8.	Building Surroundings (SSS Owned-Properties)	Clean and litter-free parking areas, driveways & sidewalks	<p>Sweep all dried leaves and litters in all surroundings/area and throw it to garbage bins.</p> <p>Wash and brush sidewalks.</p> <p>Pressure wash concrete surfaces with grease, oil and other sticky substances.</p> <p>De-clog all catch basins/drainage manholes.</p> <p>Clean and remove leaves and debris from roof and gutters.</p>	<p>Daily</p> <p>Weekly</p> <p>Weekly</p> <p>Weekly and/or as needed</p> <p>Weekly and/or as needed</p>	
9.	Garbage Collection	Well-kept garbage storage areas	<p>Provide adequate trash receptacles to various work areas with plastic bag.</p> <p>Segregate trash/garbage in color-coded trash bags at the garbage area behind the building.</p> <p>Coordinate with LGU for the collection and hauling of garbage and trash. The collection shall be done at least thrice a week from 6:00 A.M. onwards.</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>	

Scope of Service/Subject Areas/Items		Standard	Methodology	Frequency	Statement of Compliance
		Trash receptacles and garbage bins should be free from foul smell, bacteria and breeding area for insects.	<p>Use big black plastic bag to contain trash.</p> <p>Spray disinfectants to garbage depository.</p> <p>Collect, sort and place trash/garbage according to type in its respective depositories.</p> <p>Examine trash receptacles for any accidentally thrown important items and report it to concerned employee, if any.</p> <p>Wash and disinfects trashcans.</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>	
10.	Lifting/Hauling / Transport Services	Provide lifting, moving and hauling works to requesting offices / departments.	Make available a pool of janitors who will attend to urgent requests for hauling/transfer/transport of supplies, furniture or equipment, records, etc. within, to and from the Division's Branch Offices.	Daily	
11.	Other Janitorial Services		Make available janitors and materials to attend to urgent requests for additional cleaning works.	Daily	
B.	Elevator Operation (SSS Owned-Properties)	Ensure continuous, efficient and safe transport of passengers, records, supplies, etc. to any floor.	<p>Deploy trained, qualified and courteous operators.</p> <p>Clean elevator cages of dust and dirt.</p> <p>Conduct general cleaning, scrubbing, polishing and disinfecting of interiors.</p> <p>Provide each elevator operator with working flashlight when operating the elevator.</p> <p>Apply air freshener to maintain clean smell.</p> <p>Report any malfunctioning elevator to concerned Hub Branches</p>	<p>Daily</p> <p>Daily</p> <p>Weekly</p> <p>Anytime</p> <p>Daily</p> <p>Immediately</p>	
C.	Landscape/ Indoor Plants Maintenance (SSS Owned-Properties)	Ensure healthy growth of plants, trees and grass and well-groomed/ cultivated gardens.	<p>Cultivate and weed garden soil.</p> <p>Water plants.</p> <p>Apply fertilizers.</p> <p>Spray insecticides to plants and trees.</p> <p>Trim tree branches to clear obstructions/hazards.</p> <p>Trim grass, bush, and shrubs for healthy growth.</p>	<p>Daily</p> <p>Daily</p> <p>Quarterly</p> <p>As needed</p> <p>As needed</p> <p>As needed</p>	
D.	Basic Pest Control	Building and surroundings are free from cockroaches, ants, mosquitoes, rodents and other	<p>Spray insecticide whenever flying and crawling insects proliferate and thrive.</p> <p>Apply pesticide whenever rodents and crawling pests proliferate and thrive.</p>	<p>Weekly and/or as needed</p> <p>Semi-Monthly and/or as needed</p>	

Scope of Service/Subject Areas/Items		Standard	Methodology	Frequency	Statement of Compliance
		insects/pests	Submit report of pest control applications.	Monthly	

NOTE:

The Bidder must state "Comply" under the column Bidder's Proposal to indicate his conformity opposite each methodology. If he deems that additional methodologies can further enhance the desired objectives, he must state in additional sheets such activities he deems necessary under the respective scope and areas of services.

Prepared and Concurred by:

Printed Name and Signature : _____

Position : _____

Agency : _____

Address : _____

Contact No. & Email Address : _____

Date Prepared : _____



MANPOWER COMPLEMENT AND DEPLOYMENT
VISAYAS CENTRAL 1 & 2 DIVISIONS

Office	Area in sq. m.	Floors	Manpower Complement
<i>Visayas Central 1 Division</i>			
Bogo	366.50	2	2
Cebu	9,328.00	3 & 2	19
Cebu NRA	400.00	1	2
Danao	269.16	1	1
Lapu-lapu	750.24	2	3
Mandaue	741.26	1	3
Talisay	360.00	1	2
Tagbilaran	636.50	1	2
Toledo	271.00	1	1
Camotes SO	42.00	1	1
<i>Visayas Central 2 Division</i>			
Tacloban	1,719.11	3	3
Ormoc	913.63	1	2
Maasin	695.33	3	2
Catbalogan	305.10	1	1
Calbayog	481.55	2	1
Borongan (SO)	97.62	1	1

* Male janitor for an office with a manpower complement of one (1) janitorial personnel is highly preferred.

Prepared and Concurred by:

Printed Name
and Signature : _____

Position : _____

Company : _____

Address : _____

Contact No. & Email : _____

Date Prepared : _____



STANDARD ONE-YEAR JANITORIAL SUPPLIES & MATERIALS			
Lot I - Visayas Central 1 & 2 Divisions			
	Particulars	UoM	Total Quantity
Cleaning Soludions (Refer to Annex B.1 Benchmark for Cleaning Solutions)			
1	Cleaner - all purpose	gallons	1,206
2	Stripper	gallons	6
3	Sealer	gallons	6
4	Wax - self shine	gallons	6
5	Spray – restore wax	gallons	6
6	Toilet bowl cleaner	gallons	301
7	Glass cleaner	gallons	88
8	Carpet Shampoo	gallons	1
Other Cleaning Solutions			
1	Liquid Bleach	gallons	88
2	Muriatic acid	gallons	108
Other Janitorial Supplies			
1	Disinfectant spray w/ air freshener	can	174
2	Bowl brush	pieces	145
3	Broom, ceiling	pieces	78
4	Broom, soft	pieces	154
5	Broom, stick	pieces	92
6	Deodorant cake	pieces	2,064
7	Liquid hand soap	gallons	726
8	Tissue	roll	1,884
9	Hand soap dispenser	pieces	96
10	Disinfectant liquid	gallons	197
11	Foot disinfecting mat	pieces	20
12	Drain cleaner (liquid declogger)	gallons	56
13	Dust pans	pieces	86
14	Duster with extension handle	pieces	37
15	Feather duster	pieces	45
16	Furniture polish	can	78
17	Gloves, rubberized	pieces	884
18	Hand pad	pieces	1,768
19	Mop handle	pieces	82
20	Mop head - cotton (w hite)	pieces	164
21	Mop head - cotton (red)	pieces	164
22	Pad, 16" polishing (w hite)	pieces	34
23	Pad, 16" spraybuffing (red)	piece	34
24	Pad, 16" stripping (black)	piece	34
25	Pad, 16" scrubbing (green)	piece	34
26	Rags, cotton	bundle	226
27	hand brush	piece	464
28	Trash bags, XXL	piece	14,640
29	Trash bags, Medium	piece	22,536
30	Trash bin, small plastic	piece	125
31	Trigger sprayer, plastic	piece	92
32	Toilet Bowl Rubber Pump Big	piece	86
Basic Pest Control			
1	Insect Aerosol Spray	cans	396
2	Rat Bait	boxes	288
Landscape maintenance Supplies			
1	Complete fertilizer (14+14+14)	kg.	9
<p>The Winning Bidder shall strictly comply with the following:</p> <p>1. The Aerosol Spray and Rat Bait under Basic Pest Control should be registered with the Food and Drug Administration (FDA), supported by Certificate of Product Registration (CPR) from FDA. The Complete Fertiliser (14-14-14) under Landscape Maintenance Supplies should be registered with the Fertilizer and Pesticide Authority (FPA), supported by CPR from FPA.</p> <p>2. Pursuant to FDA Administrative Order No. 2015-0038 dated September 8, 2015, household/urban hazardous substances, including among others, Polishes and Waxes, Bleaches, Cleaners, Disinfectant sprays, Detergents, Dishwashing, and Room freshener/air fresheners and deodorizer, are no longer required to be registered with the FDA.</p> <p>However, the Winning Bidder shall ensure that the Supplies and Materials to be delivered to the SSS are potent, effective, safe and shall strictly comply with FDA-set standards as well as pertinent laws or regulations on said household/urban hazardous substances. Moreover, consistent with AO No. 2015-0038, the products should be safe to use and shall not cause any death, serious illness, or serious injury to the consumers/users, or are found to be immediately injurious, unsafe, dangerous or grossly deceptive. Neither shall the products for delivery be adulterated, counterfeited nor misbranded.</p> <p>The SSS reserves the right to refuse the acceptance of the delivered Supplies and Materials, if upon inspection, there is a showing that the said Supplies and Materials do not comply with the above-mentioned standards.</p>			

Annex 3.1

INSTRUCTIONS: Input data in cells highlighted with yellow

STANDARD ONE-YEAR JANITORIAL SUPPLIES & MATERIALS

Lot I - Visayas Central 1 Division

	Particulars	UoM	Total Quantity	BOGO	CEBU	CEBU NRA	DANA O	LAPU-LAPU	MANDAUE	TAGBILARAN	TALISAY	TOLEDO	CAMOTES SO
Cleaning Solutions (Refer to Annex B.1 Benchmark for Cleaning Solutions)													
1	Cleaner - all purpose	gallons	834	48	420	48	36	96	72	36	36	36	6
2	Stripper	gallons	6	0	6	0	0	0	0	0	0	0	0
3	Sealer	gallons	6	0	6	0	0	0	0	0	0	0	0
4	Wax - self shine	gallons	6	0	6	0	0	0	0	0	0	0	0
5	Spray - restore wax	gallons	6	0	6	0	0	0	0	0	0	0	0
6	Toilet bowl cleaner	gallons	225	15	120	9	9	23	9	19	12	9	0
7	Glass cleaner	gallons	88	6	36	2	6	12	6	6	6	6	2
8	Carpet Shampoo	gallons	1	0	1	0	0	0	0	0	0	0	0
Other Cleaning Solutions													
1	Liquid Bleach	gallons	72	6	36	1	3	6	3	7	3	6	1
2	Muriatic acid	gallons	75	6	36	1	3	6	3	7	6	6	1
Other Janitorial Supplies													
1	Disinfectant spray w/ air freshener	can	126	12	24	12	12	12	12	12	12	12	6
2	Bowl brush	pieces	118	8	76	2	4	6	4	10	4	4	0
3	Broom, ceiling	pieces	62	4	12	4	4	12	8	8	4	4	2
4	Broom, soft	pieces	122	4	72	4	4	12	8	8	4	4	2
5	Broom, stick	pieces	76	0	72	0	0	0	0	0	4	0	0
6	Deodorant cake	pieces	1,416	96	912	24	48	72	48	120	48	48	0
7	Liquid hand soap	gallons	414	30	186	24	30	42	18	42	18	18	6
8	Tissue	roll	1,560	120	600	120	120	120	120	120	120	120	0
9	Hand soap dispenser	pieces	70	6	31	4	5	7	3	7	3	3	1
10	Disinfectant liquid	gallons	83	6	35	6	3	12	3	7	3	6	2
11	Foot disinfecting mat	pieces	13	2	2	1	1	2	1	1	1	1	1
12	Drain cleaner (liquid declogger)	gallons	32	2	12	2	2	4	3	3	2	2	0
13	Dust pans	pieces	62	4	12	4	4	12	8	8	4	4	2
14	Duster with extension handle	pieces	21	1	8	1	1	3	2	2	1	1	1
15	Feather duster	pieces	29	2	12	2	1	3	2	3	2	1	1
16	Furniture polish	can	30	2	12	4	2	2	2	2	2	2	0
17	Gloves, rubberized	pieces	864	48	456	48	24	72	72	48	48	24	24
18	Hand pad	pieces	1,728	96	912	96	48	144	144	96	96	48	48
19	Mop handle	pieces	72	4	38	4	2	6	6	4	4	2	2
20	Mop head - cotton (white)	pieces	144	8	76	8	4	12	12	8	8	4	4
21	Mop head - cotton (red)	pieces	144	8	76	8	4	12	12	8	8	4	4
22	Pad, 16" polishing (white)	pieces	2	0	2	0	0	0	0	0	0	0	0
23	Pad, 16" spraybuffing (red)	piece	2	0	2	0	0	0	0	0	0	0	0
24	Pad, 16" stripping (black)	piece	2	0	2	0	0	0	0	0	0	0	0
25	Pad, 16" scrubbing (green)	piece	2	0	2	0	0	0	0	0	0	0	0
26	Rags, cotton	bundle	106	6	55	6	3	9	9	6	6	3	3
27	hand brush	piece	432	24	228	24	12	36	36	24	24	12	12
28	Trash bags, XXL	piece	9,960	720	3,120	720	720	1,080	900	900	720	720	360
29	Trash bags, Medium	piece	21,240	1,440	13,680	360	720	1,080	720	1,800	720	720	0
30	Trash bin, small plastic	piece	59	4	38	1	2	3	2	5	2	2	0
31	Trigger sprayer, plastic	piece	72	4	38	4	2	6	6	4	4	2	2
32	Toilet Bowl Rubber Pump Big	piece	59	4	38	1	2	3	2	5	2	2	0
Basic Pest Control													
1	Insect Aerosol Spray	cans	300	24	48	24	24	48	36	36	24	24	12
2	Rat Bait	boxes	192	12	36	12	12	36	24	24	12	12	12
Landscape maintenance Supplies													
1	Complete fertilizer (14+14+14)	kg.	0	0	0	0	0	0	0	0	0	0	0

Prepared by:

Type Name of Company here

Type Name of Representative here with signature

Representative (Name & Sig. above)

Service Provider (Name of Company)

Annex 3.2

INSTRUCTIONS: Input data in cells highlighted with yellow

STANDARD ONE-YEAR JANITORIAL SUPPLIES & MATERIALS Lot I - Visayas Central 2 Division

	Particulars	UoM	Total Quantity	TACLOBAN	ORMOC	MAASIN	CATBALOGAN	CALBAYOG	BORONGAN (SO)
Cleaning Soludions (Refer to Annex B.1 Benchmark for Cleaning Solutions)									
1	Cleaner - all purpose	gallons	372	147	74	64	32	44	11
2	Stripper	gallons	0	0	0	0	0	0	0
3	Sealer	gallons	0	0	0	0	0	0	0
4	Wax - self shine	gallons	0	0	0	0	0	0	0
5	Spray – restore wax	gallons	0	0	0	0	0	0	0
6	Toilet bowl cleaner	gallons	76	34	15	12	5	7	3
7	Glass cleaner	gallons	0	0	0	0	0	0	0
8	Carpet Shampoo	gallons	0	0	0	0	0	0	0
Other Cleaning Solutions									
1	Liquid Bleach	gallons	16	6	3	3	1	2	1
2	Muriatic acid	gallons	33	10	4	12	2	4	1
Other Janitorial Supplies									
1	Disinfectant spray w/ air freshener	can	48	12	12	6	6	6	6
2	Bowl brush	pieces	27	12	5	5	2	2	1
3	Broom, ceiling	pieces	16	4	4	2	2	2	2
4	Broom, soft	pieces	32	8	8	4	4	4	4
5	Broom, stick	pieces	16	4	4	2	2	2	2
6	Deodorant cake	pieces	648	288	120	120	48	48	24
7	Liquid hand soap	gallons	312	120	60	60	24	36	12
8	Tissue	roll	324	144	60	60	24	24	12
9	Hand soap dispenser	pieces	26	10	5	5	2	3	1
10	Disinfectant liquid	gallons	114	24	24	18	18	18	12
11	Foot disinfecting mat	pieces	7	2	1	1	1	1	1
12	Drain cleaner (liquid declogger)	gallons	24	6	6	3	3	3	3
13	Dust pans	pieces	24	6	6	3	3	3	3
14	Duster with extension handle	pieces	16	4	4	2	2	2	2
15	Feather duster	pieces	16	4	4	2	2	2	2
16	Furniture polish	can	48	12	12	6	6	6	6
17	Gloves, rubberized	pieces	20	6	4	4	2	2	2
18	Hand pad	pieces	40	12	8	8	4	4	4
19	Mop handle	pieces	10	3	2	2	1	1	1
20	Mop head - cotton (w hite)	pieces	20	6	4	4	2	2	2
21	Mop head - cotton (red)	pieces	20	6	4	4	2	2	2
22	Pad, 16" polishing (white)	pieces	32	8	8	4	4	4	4
23	Pad, 16" spraybuffing (red)	piece	32	8	8	4	4	4	4
24	Pad, 16" stripping (black)	piece	32	8	8	4	4	4	4
25	Pad, 16" scrubbing (green)	piece	32	8	8	4	4	4	4
26	Rags, cotton	bundle	120	36	24	24	12	12	12
27	hand brush	piece	32	8	8	4	4	4	4
28	Trash bags, XXL	piece	4,680	900	900	720	720	720	720
29	Trash bags, Medium	piece	1,296	576	240	240	96	96	48
30	Trash bin, small plastic	piece	66	36	10	10	4	4	2
31	Trigger sprayer, plastic	piece	20	6	4	4	2	2	2
32	Toilet Bowl Rubber Pump Big	piece	27	12	5	5	2	2	1
Basic Pest Control									
1	Insect Aerosol Spray	cans	96	24	24	12	12	12	12
2	Rat Bait	boxes	96	24	24	12	12	12	12
Landscape maintenance Supplies									
1	Complete fertilizer (14+14+14)	kg.	9	2	2	2	1	1	1

Prepared by:

Type Name of Company here.

Type Name of Representative here with esignature

Service Provider (Name of Company)

Representative (Name & Sig. above)

Annex 4.1

INSTRUCTIONS: Input data in cells highlighted with yellow

STANDARD ONE-YEAR JANITORIAL SUPPLIES & MATERIALS																													
Lot I - Visayas Central 1 & 2 Divisions																													
BOGO BRANCH		Unit Cost	UoM	Total Quantity	January		February		March		April		May		June		July		August		September		October		November		December		Total Amount
					Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	
Cleaning Solutions																													
1	Cleaner - all purpose	-	gallons	48	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	-
2	Stripper	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
3	Sealer	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
4	Wax - self shine	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
5	Spray – restore w ax	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
6	Toilet bowl cleaner	-	gallons	15	2	-	2	-	2	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
7	Glass cleaner	-	gallons	6	1	-		-	1	-		-	1	-		-	1	-		-	1	-		-	1	-		-	-
8	Carpet Shampoo	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
Other Cleaning Solutions																													
1	Liquid Bleach	-	gallons	6	1	-		-	1	-		-	1	-		-	1	-		-	1	-		-	1	-		-	-
2	Muriatic acid	-	gallons	6	1	-		-	1	-		-	1	-		-	1	-		-	1	-		-	1	-		-	-
Other Janitorial Supplies																													
1	Disinfectant spray w / air freshener	-	can	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
2	Bowl brush	-	pieces	8	4	-		-		-		-		-		-	4	-		-		-		-		-		-	-
3	Broom, ceiling	-	pieces	4	2	-		-		-		-		-		-	2	-		-		-		-		-		-	-
4	Broom, soft	-	pieces	4	2	-		-		-		-		-		-	2	-		-		-		-		-		-	-
5	Broom, stick	-	pieces	0		-		-		-		-		-		-		-		-		-		-		-		-	-
6	Deodorant cake	-	pieces	96	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	-
7	Liquid hand soap	-	gallons	30	3	-	3	-	3	-	3	-	3	-	3	-	2	-	2	-	2	-	2	-	2	-	2	-	-
8	Tissue	-	roll	120	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	-
9	Hand soap dispenser	-	pieces	6	6	-		-		-		-		-		-		-		-		-		-		-		-	-
10	Disinfectant liquid	-	gallons	6	1	-		-	1	-		-	1	-		-	1	-		-	1	-		-	1	-		-	-
11	Foot disinfecting mat	-	pieces	2	2	-		-		-		-		-		-		-		-		-		-		-		-	-
12	Drain cleaner (liquid declogger)	-	gallons	2	2	-		-		-		-		-		-		-		-		-		-		-		-	-
13	Dust pans	-	pieces	4	2	-		-		-		-		-		-	2	-		-		-		-		-		-	-
14	Duster w/ith extension handle	-	pieces	1	1	-		-		-		-		-		-		-		-		-		-		-		-	-
15	Feather duster	-	pieces	2	2	-		-		-		-		-		-		-		-		-		-		-		-	-
16	Furniture polish	-	can	2	1	-		-		-		-		-		-	1	-		-		-		-		-		-	-
17	Gloves, rubberized	-	pieces	48	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	-
18	Hand pad	-	pieces	96	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	-
19	Mop handle	-	pieces	4	2	-		-		-		-		-		-	2	-		-		-		-		-		-	-
20	Mop head - cotton (w/white)	-	pieces	8	4	-		-		-		-		-		-	4	-		-		-		-		-		-	-
21	Mop head - cotton (red)	-	pieces	8	4	-		-		-		-		-		-	4	-		-		-		-		-		-	-
22	Pad, 16" polishing (w/white)	-	pieces	0		-		-		-		-		-		-		-		-		-		-		-		-	-
23	Pad, 16" spraybuffing (red)	-	piece	0		-		-		-		-		-		-		-		-		-		-		-		-	-
24	Pad, 16" stripping (black)	-	piece	0		-		-		-		-		-		-		-		-		-		-		-		-	-
25	Pad, 16" scrubbing (green)	-	piece	0		-		-		-		-		-		-		-		-		-		-		-		-	-
26	Rags, cotton	-	bundle	6	1	-		-	1	-		-	1	-		-	1	-		-	1	-		-	1	-		-	-
27	hand brush	-	piece	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	-
28	Trash bags, XXL	-	piece	720	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	-
29	Trash bags, Medium	-	piece	1,440	120	-	120	-	120	-	120	-	120	-	120	-	120	-	120	-	120	-	120	-	120	-	120	-	-
30	Trash bin, small plastic	-	piece	4	4	-		-		-		-		-		-		-		-		-		-		-		-	-
31	Trigger sprayer, plastic	-	piece	4	2	-		-		-		-		-		-	2	-		-		-		-		-		-	-
32	Toilet Bowl Rubber Pump Bg	-	piece	4	2	-		-		-		-		-		-	2	-		-		-		-		-		-	-
Basic Pest Control																													
1	Insect Aerosol Spray	-	cans	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	-
2	Rat Bait	-	boxes	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
Landscape maintenance Supplies																													
1	Complete fertilizer (14+14+14)	-	kg.	0		-		-		-		-		-		-		-		-		-		-		-		-	-
Total Supplies and Materials must not exceed the amount of ABC per year, any excess will not be paid																													
142,277.40																													
Prepared by:																													
Service Provider (Name of Company)				Representative (Name & Sig. above)																									

Annex 4.2

INSTRUCTIONS: Input data in cells highlighted with yellow

STANDARD ONE-YEAR JANITORIAL SUPPLIES & MATERIALS
Lot I - Visayas Central 1 & 2 Divisions

CEBU BRANCH	Unit Cost	UoM	Total Quantity	January		February		March		April		May		June		July		August		September		October		November		December		Total Amount
				Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	
Cleaning Solutions																												
1	Cleaner - all purpose	-	gallons	420	35	-	35	-	35	-	35	-	35	-	35	-	35	-	35	-	35	-	35	-	35	-	35	-
2	Stripper	-	gallons	6	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-
3	Sealer	-	gallons	6	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-
4	Wax - self shine	-	gallons	6	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-
5	Spray – restore wax	-	gallons	6	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-
6	Toilet bowl cleaner	-	gallons	120	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-
7	Glass cleaner	-	gallons	36	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-
8	Carpet Shampoo	-	gallons	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other Cleaning Solutions																												
1	Liquid Bleach	-	gallons	36	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-
2	Muriatic acid	-	gallons	36	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-
Other Janitorial Supplies																												
1	Disinfectant spray w/ air freshener	-	can	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-
2	Bowl brush	-	pieces	76	38	-	-	-	-	-	-	-	-	-	-	38	-	-	-	-	-	-	-	-	-	-	-	-
3	Broom, ceiling	-	pieces	12	6	-	-	-	-	-	-	-	-	-	-	6	-	-	-	-	-	-	-	-	-	-	-	-
4	Broom, soft	-	pieces	72	18	-	-	-	-	18	-	-	-	-	-	18	-	-	-	-	-	18	-	-	-	-	-	-
5	Broom, stick	-	pieces	72	18	-	-	-	-	18	-	-	-	-	-	18	-	-	-	-	-	18	-	-	-	-	-	-
6	Deodorant cake	-	pieces	912	76	-	76	-	76	-	76	-	76	-	76	-	76	-	76	-	76	-	76	-	76	-	76	-
7	Liquid hand soap	-	gallons	186	16	-	16	-	16	-	16	-	16	-	16	-	15	-	15	-	15	-	15	-	15	-	15	-
8	Tissue	-	roll	600	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-	50	-
9	Hand soap dispenser	-	pieces	31	31	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
10	Disinfectant liquid	-	gallons	35	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	2	-
11	Foot disinfecting mat	-	pieces	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
12	Drain cleaner (liquid declogger)	-	gallons	12	6	-	-	-	-	-	-	-	-	-	-	6	-	-	-	-	-	-	-	-	-	-	-	
13	Dust pans	-	pieces	12	6	-	-	-	-	-	-	-	-	-	-	6	-	-	-	-	-	-	-	-	-	-	-	-
14	Duster with extension handle	-	pieces	8	4	-	-	-	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-
15	Feather duster	-	pieces	12	6	-	-	-	-	-	-	-	-	-	-	6	-	-	-	-	-	-	-	-	-	-	-	-
16	Furniture polish	-	can	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-
17	Gloves, rubberized	-	pieces	456	38	-	38	-	38	-	38	-	38	-	38	-	38	-	38	-	38	-	38	-	38	-	38	-
18	Hand pad	-	pieces	912	76	-	76	-	76	-	76	-	76	-	76	-	76	-	76	-	76	-	76	-	76	-	76	-
19	Mop handle	-	pieces	38	38	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	Mop head - cotton (white)	-	pieces	76	19	-	-	-	-	19	-	-	-	-	-	19	-	-	-	-	-	19	-	-	-	-	-	-
21	Mop head - cotton (red)	-	pieces	76	19	-	-	-	-	19	-	-	-	-	-	19	-	-	-	-	-	19	-	-	-	-	-	-
22	Pad, 16" polishing (white)	-	pieces	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
23	Pad, 16" spraybuffing (red)	-	piece	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
24	Pad, 16" stripping (black)	-	piece	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
25	Pad, 16" scrubbing (green)	-	piece	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
26	Rags, cotton	-	bundle	55	14	-	-	-	-	14	-	-	-	-	-	14	-	-	-	-	-	13	-	-	-	-	-	-
27	hand brush	-	piece	228	19	-	19	-	19	-	19	-	19	-	19	-	19	-	19	-	19	-	19	-	19	-	19	-
28	Trash bags, XXL	-	piece	3,120	260	-	260	-	260	-	260	-	260	-	260	-	260	-	260	-	260	-	260	-	260	-	260	-
29	Trash bags, Medium	-	piece	13,680	1,140	-	1,140	-	1,140	-	1,140	-	1,140	-	1,140	-	1,140	-	1,140	-	1,140	-	1,140	-	1,140	-	1,140	-
30	Trash bin, small plastic	-	piece	38	38	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
31	Trigger sprayer, plastic	-	piece	38	19	-	-	-	-	-	-	-	-	-	-	19	-	-	-	-	-	-	-	-	-	-	-	-
32	Toilet Bowl Rubber Pump Big	-	piece	38	38	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Basic Pest Control																												
1	Insect Aerosol Spray	-	cans	48	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-
2	Rat Bait	-	boxes	36	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-
1	Complete fertilizer (14+14+14)	-	kg.				0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00

Total Supplies and Materials must not exceed the amount of ABC per year, any excess will not be paid

974,161.94

Prepared by:

Service Provider (Name of Company)	Representative (Name & Sig. above)
------------------------------------	------------------------------------

Annex 4.3

INSTRUCTIONS: Input data in cells highlighted with yellow

STANDARD ONE-YEAR JANITORIAL SUPPLIES & MATERIALS Lot I - Visayas Central 1 & 2 Divisions

CEBU NRA BRANCH	Unit Cost	UoM	Total Quantity	January		February		March		April		May		June		July		August		September		October		November		December		Total Amount		
				Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost			
Cleaning Solutions																														
1	Cleaner - all purpose	-	gallons	48	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	-	
2	Stripper	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
3	Sealer	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
4	Wax - self shine	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
5	Spray --restores wax	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
6	Toilet bowl cleaner	-	gallons	9	3	-	-	-	-	2	-	-	-	-	-	2	-	-	-	-	2	-	-	-	-	-	-	-		
7	Glass cleaner	-	gallons	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
8	Carpet Shampoo	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Other Cleaning Solutions																														
1	Liquid Bleach	-	gallons	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
2	Muriatic acid	-	gallons	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Other Janitorial Supplies																														
1	Disinfectant spray w/ air freshener	-	can	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-	
2	Bowl brush	-	pieces	2	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
3	Broom, ceiling	-	pieces	4	2	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-		
4	Broom, soft	-	pieces	4	2	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-		
5	Broom, stick	-	pieces	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
6	Deodorant cake	-	pieces	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	-	
7	Liquid hand soap	-	gallons	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	-	
8	Tissue	-	roll	120	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	-	
9	Hand soap dispenser	-	pieces	4	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
10	Disinfectant liquid	-	gallons	6	1	-	-	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-	-		
11	Foot disinfecting mat	-	pieces	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
12	Drain cleaner (liquid de-clogger)	-	gallons	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
13	Dust pans	-	pieces	4	2	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-		
14	Duster with extension handle	-	pieces	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
15	Feather duster	-	pieces	2	1	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
16	Furniture polish	-	can	4	2	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-		
17	Gloves, rubberized	-	pieces	48	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	-	
18	Hand pad	-	pieces	96	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	-	
19	Mop handle	-	pieces	4	1	-	-	-	-	-	1	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
20	Mop head - cotton (white)	-	pieces	8	2	-	-	2	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-	-		
21	Mop head - cotton (red)	-	pieces	8	2	-	-	2	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-	-		
22	Pd, 16" polishing (white)	-	pieces	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
23	Pd, 16" spraybuffing (red)	-	piece	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
24	Pd, 16" stripping (black)	-	piece	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
25	Pd, 16" scrubbing (green)	-	piece	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
26	Rags, cotton	-	bundle	6	1	-	-	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-	-		
27	hand brush	-	piece	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-		
28	Trash bags, XXL	-	piece	720	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-		
29	Trash bags, Medium	-	piece	360	30	-	30	-	30	-	30	-	30	-	30	-	30	-	30	-	30	-	30	-	30	-	30	-		
30	Trash bin, small plastic	-	piece	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
31	Trigger sprayer, plastic	-	piece	4	2	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-		
32	Toilet Bowl Rubber Pump Bq	-	piece	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Insect Aerosol Spray																														
1	Insect Aerosol Spray	-	cans	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	-	
Rat Bait																														
2	Rat Bait	-	boxes	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-	
Complete fertilizer (14+14+14)																														
1	Complete fertilizer (14+14+14)	-	kg.																											
					-		-		-		-		-		-		-		-		-		-		-		-			
Total Supplies and Materials must not exceed the amount of ABC per year; any excess will not be paid																														122,247.98
Prepared by:																														
Service Provider (Name of Company)				Representative (Name & Sig. above)																										

Annex 4.4

INSTRUCTIONS: Input data in cells highlighted with yellow

STANDARD ONE-YEAR JANITORIAL SUPPLIES & MATERIALS

Lot I - Visayas Central 1 & 2 Divisions

DANAO BRANCH		Unit Cost	UoM	Total Quantity	January		February		March		April		May		June		July		August		September		October		November		December		Total Amount	
					Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost		
Cleaning Solutions																														
1	Cleaner - all purpose	-	gallons	36	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	-	
2	Stripper	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	-	
3	Sealer	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	-	
4	Wax - self shine	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	-	
5	Spray - restore wax	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	-	
6	Toilet bowl cleaner	-	gallons	9	3	-		-		-	2	-		-		-	2	-		-		-	2	-		-		-	-	
7	Glass cleaner	-	gallons	6	1	-		-	1	-		1	-		1	-		1	-		1	-		1	-		1	-	-	
8	Carpet Shampoo	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	-	
Other Cleaning Supplies																														
1	Liquid Bleach	-	gallons	3	2	-		-		-		-		-		-	1	-		-		-		-		-		-	-	
2	Muriatic acid	-	gallons	3	2	-		-		-		-		-		-	1	-		-		-		-		-		-	-	
Other Janitorial Supplies																														
1	Disinfectant spray w/ air freshen	-	can	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-	
2	Bowl brush	-	pieces	4	2	-		-		-		-		-		-	2	-		-		-		-		-		-	-	
3	Broom, ceiling	-	pieces	4	2	-		-		-		-		-		-	2	-		-		-		-		-		-	-	
4	Broom, soft	-	pieces	4	2	-		-		-		-		-		-	2	-		-		-		-		-		-	-	
5	Broom, stick	-	pieces	0		-		-		-		-		-		-		-		-		-		-		-		-	-	
6	Deodorant cake	-	pieces	48	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	-	
7	Liquid hand soap	-	gallons	30	3	-	3	-	3	-	3	-	3	-	3	-	2	-	2	-	2	-	2	-	2	-	2	-	-	
8	Tissue	-	roll	120	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	-	
9	Hand soap dispenser	-	pieces	5	5	-		-		-		-		-		-		-		-		-		-		-		-	-	
10	Disinfectant liquid	-	gallons	3	2	-		-		-		-		-	1	-		-		-		-		-		-		-	-	
11	Foot disinfecting mat	-	pieces	1	1	-		-		-		-		-		-		-		-		-		-		-		-	-	
12	Drain cleaner (liquid declogger)	-	gallons	2	1	-		-		-		-		-	1	-		-		-		-		-		-		-	-	
13	Dust pans	-	pieces	4	2	-		-		-		-		-		-	2	-		-		-		-		-		-	-	
14	Duster w/ih extension handle	-	pieces	1	1	-		-		-		-		-		-		-		-		-		-		-		-	-	
15	Feather duster	-	pieces	1	1	-		-		-		-		-		-		-		-		-		-		-		-	-	
16	Furniture polish	-	can	2	1	-		-		-		-		-		-	1	-		-		-		-		-		-	-	
17	Gloves, rubberized	-	pieces	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	-	
18	Hand pad	-	pieces	48	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	-	
19	Mop handle	-	pieces	2	1	-		-		-		-		-	1	-		-		-		-		-		-		-	-	
20	Mop head - cotton (w hite)	-	pieces	4	1	-		-		-	1	-		-		-	1	-		-		-	1	-		-		-	-	
21	Mop head - cotton (red)	-	pieces	4	1	-		-		-	1	-		-	1	-		-		-		-	1	-		-		-	-	
22	Pad, 16" polishing (w hite)	-	pieces	0		-		-		-		-		-		-		-		-		-		-		-		-	-	
23	Pad, 16" spraybuffing (red)	-	piece	0		-		-		-		-		-		-		-		-		-		-		-		-	-	
24	Pad, 16" stripping (black)	-	piece	0		-		-		-		-		-		-		-		-		-		-		-		-	-	
25	Pad, 16" scrubbing (green)	-	piece	0		-		-		-		-		-		-		-		-		-		-		-		-	-	
26	Rags, cotton	-	bundle	3	2	-		-		-		-		-	1	-		-		-		-		-		-		-	-	
27	hand brush	-	piece	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-	
28	Trash bags, XXL	-	piece	720	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	-	
29	Trash bags, Medium	-	piece	720	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	-	
30	Trash bin, small plastic	-	piece	2	2	-		-		-		-		-		-		-		-		-		-		-		-	-	
31	Trigger sprayer, plastic	-	piece	2	1	-		-		-		-		-		-	1	-		-		-		-		-		-	-	
32	Toilet Bowl Rubber Pump Big	-	piece	2	2	-		-		-		-		-		-		-		-		-		-		-		-	-	
1	Insect Aerosol Spray	-	cans	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	-	
2	Rat Bait	-	boxes	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-	
Total Supplies and Materials must not exceed the amount of ABC per year, any excess will not be paid																														108,646.38
Prepared by:																														
Service Provider (Name of Company)																														
Representative (Name & Sig. above)																														

INSTRUCTIONS: Input data in cells highlighted with yellow

STANDARD ONE-YEAR JANITORIAL SUPPLIES & MATERIALS																													
Lot I - Visayas Central 1 & 2 Divisions																													
LAPU LAPU BRANCH	Unit Cost	UoM	Total Quantity	January		February		March		April		May		June		July		August		September		October		November		December		Total Amount	
				Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost		
Cleaning Solutions																													
1	Cleaner - all purpose	-	gallons	96	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	-
2	Stripper	-	gallons	0																								-	
3	Sealer	-	gallons	0																								-	
4	Wax - self shine	-	gallons	0																								-	
5	Spray -- restore wax	-	gallons	0																								-	
6	Toilet bowl cleaner	-	gallons	23	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	1	-	-
7	Glass cleaner	-	gallons	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
8	Carpet Shampoo	-	gallons	0																								-	
Other Cleaning Solutions																													
1	Liquid Bleach	-	gallons	6	1	-	-	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-	-	-
2	Muriatic acid	-	gallons	6	1	-	-	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	-	-	-
Other Janitorial Supplies																													
1	Disinfectant spray w/ air freshener	-	can	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
2	Bowl brush	-	pieces	6	3											3												-	
3	Broom, ceiling	-	pieces	12	3	-	-	-	-	3	-	-	-	-	3	-	-	-	-	-	-	3	-	-	-	-	-	-	-
4	Broom, soft	-	pieces	12	3	-	-	-	-	3	-	-	-	-	3	-	-	-	-	-	-	3	-	-	-	-	-	-	-
5	Broom, stick	-	pieces	0																								-	
6	Deodorant cake	-	pieces	72	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	-
7	Liquid hand soap	-	gallons	42	4	-	4	-	4	-	4	-	4	-	4	-	3	-	3	-	3	-	3	-	3	-	3	-	-
8	Tissue	-	roll	120	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	-
9	Hand soap dispenser	-	pieces	7	7																							-	
10	Disinfectant liquid	-	gallons	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
11	Foot disinfecting mat	-	pieces	2	2																							-	
12	Drain cleaner (liquid de-clogger)	-	gallons	4	2	-	-	-	-							2												-	
13	Dust pans	-	pieces	12	6	-	-	-	-	-	-	-	-	-	6	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	Duster with extension handle	-	pieces	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
15	Feather duster	-	pieces	3	3	-	-	-	-																			-	
16	Furniture polish	-	can	2	1	-	-	-	-																			-	
17	Gloves, rubberized	-	pieces	72	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	-
18	Hand pad	-	pieces	144	12	-	12	-	12	-	12	-	12	-	12	-	12	-	12	-	12	-	12	-	12	-	12	-	-
19	Mop handle	-	pieces	6	3	-	-	-	-							3	-	-	-	-	-	-	-	-	-	-	-	-	-
20	Mop head - cotton (w hite)	-	pieces	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
21	Mop head - cotton (red)	-	pieces	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
22	Pad, 16" polishing (w hite)	-	pieces	0																								-	
23	Pad, 16" spraybuffing (red)	-	piece	0																								-	
24	Pad, 16" stripping (black)	-	piece	0																								-	
25	Pad, 16" scrubbing (green)	-	piece	0																								-	
26	Rags, cotton	-	bundle	9	3					2					2							2						-	
27	hand brush	-	piece	36	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	-
28	Trash bags, XXL	-	piece	1,080	90	-	90	-	90	-	90	-	90	-	90	-	90	-	90	-	90	-	90	-	90	-	90	-	-
29	Trash bags, Medium	-	piece	1,080	90	-	90	-	90	-	90	-	90	-	90	-	90	-	90	-	90	-	90	-	90	-	90	-	-
30	Trash bin, small plastic	-	piece	3	3																							-	
31	Trigger sprayer, plastic	-	piece	6	1	-	-	1	-			1	-		1	-			-	1	-		-	1	-			-	-
32	Toilet Bowl Rubber Pump Big	-	piece	3	3	-																						-	
Basic Pest Control																													
1	Insect Aerosol Spray	-	cans	48	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	-
2	Rat Bait	-	boxes	36	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	-
Total Supplies and Materials must not exceed the amount of ABC per year, any excess will not be paid																													
219,107.38																													
Prepared by:																													
Service Provider (Name of Company)				Representative (Name & Sig. above)																									

INSTRUCTIONS: Input data in cells highlighted with yellow

STANDARD ONE-YEAR JANITORIAL SUPPLIES & MATERIALS																												
Lot I - Visayas Central 1 & 2 Divisions																												
MANDAUE BRANCH	Unit Cost	UoM	Total Quantity	January		February		March		April		May		June		July		August		September		October		November		December		Total Amount
				Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	
Cleaning Solutions																												
1	Cleaner - all purpose	-	gallons	72	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-
2	Stripper	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
3	Sealer	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
4	Wax - self shine	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5	Spray -- restore wax	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6	Toilet bowl cleaner	-	gallons	9	3	-	-	-	-	2	-	-	-	-	2	-	-	-	-	-	2	-	-	-	-	-	-	
7	Glass cleaner	-	gallons	6	1	-	-	1	-	-	-	1	-	-	-	1	-	-	-	1	-	-	1	-	-	-	-	
8	Carpet Shampoo	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other Cleaning Solutions																												
1	Liquid Bleach	-	gallons	3	2	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
2	Muriatic acid	-	gallons	3	2	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
Other Janitorial Supplies																												
1	Disinfectant spray w/ air freshener	-	can	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-
2	Bowl brush	-	pieces	4	2	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
3	Broom, ceiling	-	pieces	8	4	-	-	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	
4	Broom, soft	-	pieces	8	4	-	-	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	
5	Broom, stick	-	pieces	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6	Deodorant cake	-	pieces	48	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-
7	Liquid hand soap	-	gallons	18	2	-	2	-	2	-	2	-	2	-	2	-	1	-	1	-	1	-	1	-	1	-	1	-
8	Tissue	-	roll	120	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-
9	Hand soap dispenser	-	pieces	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
10	Disinfectant liquid	-	gallons	3	2	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
11	Foot disinfecting mat	-	pieces	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
12	Drain cleaner (liquid declogger)	-	gallons	3	2	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
13	Dust pans	-	pieces	8	4	-	-	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	
14	Duster with extension handle	-	pieces	2	1	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
15	Feather duster	-	pieces	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
16	Furniture polish	-	can	2	1	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
17	Gloves, rubberized	-	pieces	72	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-
18	Hand pad	-	pieces	144	12	-	12	-	12	-	12	-	12	-	12	-	12	-	12	-	12	-	12	-	12	-	12	-
19	Mop handle	-	pieces	6	3	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	
20	Mop head - cotton (w/hite)	-	pieces	12	3	-	-	-	-	3	-	-	-	-	3	-	-	-	-	-	3	-	-	-	-	-	-	
21	Mop head - cotton (red)	-	pieces	12	3	-	-	-	-	3	-	-	-	-	3	-	-	-	-	-	3	-	-	-	-	-	-	
22	Pad, 16" polishing (white)	-	pieces	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
23	Pad, 16" spraybuffing (red)	-	piece	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
24	Pad, 16" stripping (black)	-	piece	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
25	Pad, 16" scrubbing (green)	-	piece	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
26	Rags, cotton	-	bundle	9	3	-	-	-	-	2	-	-	-	-	2	-	-	-	-	-	2	-	-	-	-	-	-	
27	hand brush	-	piece	36	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-
28	Trash bags, XXL	-	piece	900	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-
29	Trash bags, Medium	-	piece	720	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-
30	Trash bin, small plastic	-	piece	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
31	Trigger sprayer, plastic	-	piece	6	3	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	
32	Toilet Bowl Rubber Pump Big	-	piece	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Basic Pest Control																												
1	Insect Aerosol Spray	-	cans	36	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-
2	Rat Bait	-	boxes	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-

Annex 4.7

INSTRUCTIONS: Input data in cells highlighted with yellow

STANDARD ONE-YEAR JANITORIAL SUPPLIES & MATERIALS
Lot I - Visayas Central 1 & 2 Divisions

TAGBILARAN BRANCH		Unit Cost	UoM	Total Quantity	January		February		March		April		May		June		July		August		September		October		November		December		Total Amount	
					Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost		Qty.
Cleaning Solutions																														
1	Cleaner - all purpose	-	gallons	36	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	-	
2	Stripper	-	gallons	0		-		-			-		-		-		-		-		-		-		-		-	-		
3	Sealer	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-		
4	Wax - self shine	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-		
5	Spray – restore wax	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-		
6	Toilet bowl cleaner	-	gallons	19	5	-		-		-		5	-	-		-		5	-	-		-		4	-	-		-	-	
7	Glass cleaner	-	gallons	6	1	-		-		1	-		1	-	-		1	-	-		1	-	-		1	-	-		-	
8	Carpet Shampoo	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-		
Other Cleaning Solutions																														
1	Liquid Bleach	-	gallons	7	2	-		-		1	-		-		1	-	-		-		1	-	-		-		1	-	-	
2	Muriatic acid	-	gallons	7	2	-		-		1	-		-		1	-	-		-		1	-	-		-		1	-	-	
Other Janitorial Supplies																														
1	Disinfectant spray w/ air freshener	-	can	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-	
2	Bowl brush	-	pieces	10	5	-		-			-		-		-		5	-	-		-		-		-		-		-	
3	Broom, ceiling	-	pieces	8	4	-		-		-		-		-		-		4	-	-		-		-		-		-	-	
4	Broom, soft	-	pieces	8	4	-		-		-		-		-		-		4	-	-		-		-		-		-	-	
5	Broom, stick	-	pieces	0		-		-		-		-		-		-		-		-		-		-		-		-	-	
6	Deodorant cake	-	pieces	120	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	-	-
7	Liquid hand soap	-	gallons	42	4	-	4	-	4	-	4	-	4	-	4	-	3	-	3	-	3	-	3	-	3	-	3	-	-	-
8	Tissue	-	roll	120	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	-	-
9	Hand soap dispenser	-	pieces	7	7	-		-		-		-		-		-		-		-		-		-		-		-	-	
10	Disinfectant liquid	-	gallons	7	2	-		-		1	-		-		1	-	-		-		1	-	-		-		1	-	-	
11	Foot disinfecting mat	-	pieces	1	1	-		-		-		-		-		-		-		-		-		-		-		-	-	
12	Drain cleaner (liquid declogger)	-	gallons	3	2	-		-		-		-		-		-		1	-	-		-		-		-		-	-	
13	Dust pans	-	pieces	8	4	-		-		-		-		-		-		4	-	-		-		-		-		-	-	
14	Duster with extension handle	-	pieces	2	1	-		-		-		-		-		-		1	-	-		-		-		-		-	-	
15	Feather duster	-	pieces	2	2	-		-		-		-		-		-		-		-		-		-		-		-	-	
16	Furniture polish	-	can	2	1	-		-		-		-		-		-		1	-	-		-		-		-		-	-	
17	Gloves, rubberized	-	pieces	48	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	-	-
18	Hand pad	-	pieces	96	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	-	-
19	Mop handle	-	pieces	4	2	-		-		-		-		-		-		2	-	-		-		-		-		-	-	
20	Mop head - cotton (white)	-	pieces	8	2	-		-		-		2	-	-		-		2	-	-		-		2	-	-		-	-	
21	Mop head - cotton (red)	-	pieces	8	2	-		-		-		2	-	-		-		2	-	-		-		2	-	-		-	-	
22	Pad, 16" polishing (white)	-	pieces	0		-		-		-		-		-		-		-		-		-		-		-		-	-	
23	Pad, 16" spraybuffing (red)	-	piece	0		-		-		-		-		-		-		-		-		-		-		-		-	-	
24	Pad, 16" stripping (black)	-	piece	0		-		-		-		-		-		-		-		-		-		-		-		-	-	
25	Pad, 16" scrubbing (green)	-	piece	0		-		-		-		-		-		-		-		-		-		-		-		-	-	
26	Rags, cotton	-	bundle	6	1	-		-		1	-		-		1	-	-		-		1	-	-		-		1	-	-	
27	hand brush	-	piece	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	-	-
28	Trash bags, XXL	-	piece	900	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-	-	-
29	Trash bags, Medium	-	piece	1,800	150	-	150	-	150	-	150	-	150	-	150	-	150	-	150	-	150	-	150	-	150	-	150	-	-	-
30	Trash bin, small plastic	-	piece	5	5	-		-		-		-		-		-		-		-		-		-		-		-	-	
31	Trigger sprayer, plastic	-	piece	4	2	-		-		-		-		-		-		2	-	-		-		-		-		-	-	
32	Toilet Bowl Rubber Pump Big	-	piece	5	5	-		-		-		-		-		-		-		-		-		-		-		-	-	
Basic Pest Control																														
1	Insect Aerosol Spray	-	cans	36	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	-	-
2	Rat Bait	-	boxes	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	-	-
						-		-		-		-		-		-		-		-		-		-		-		-	-	-

Total Supplies and Materials must not exceed the amount of ABC per year, any excess will not be paid

159,195.74

Prepared by:

Service Provider (Name of Company)

Representative (Name & Sig. above)



Annex 4.8

INSTRUCTIONS: Input data in cells highlighted with yellow

STANDARD ONE-YEAR JANITORIAL SUPPLIES & MATERIALS

Lot I - Visayas Central 1 & 2 Divisions

TALISAY BRANCH	Unit Cost	UoM	Total Quantity	January		February		March		April		May		June		July		August		September		October		November		December		Total Amount	
				Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost		
Cleaning Solutions																													
1	Cleaner - all purpose	-	gallons	36	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	-
2	Stripper	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
3	Sealer	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
4	Wax - self shine	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
5	Spray - restore wax	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
6	Toilet bowl cleaner	-	gallons	12	3	-		-		-	3	-		-		-	3	-		-		-	3	-		-		-	
7	Glass cleaner	-	gallons	6	1	-		-	1	-		-	1	-		-	1	-		-	1	-		-	1	-		-	
8	Carpet Shampoo	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
Other Cleaning Solutions																													
1	Liquid Bleach	-	gallons	3	2	-		-		-		-		-		-	1	-		-		-		-		-		-	
2	Muratic acid	-	gallons	6	1	-		-	1	-		-	1	-		-	1	-		-	1	-		-	1	-		-	
Other Janitorial Supplies																													
1	Disinfectant spray w/ air freshener	-	can	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
2	Bowl brush	-	pieces	4	2	-		-		-		-		-		-	2	-		-		-		-		-		-	
3	Broom, ceiling	-	pieces	4	2	-		-		-		-		-		-	2	-		-		-		-		-		-	
4	Broom, soft	-	pieces	4	2	-		-		-		-		-		-	2	-		-		-		-		-		-	
5	Broom, stick	-	pieces	4	2	-		-		-		-		-		-	2	-		-		-		-		-		-	
6	Deodorant cake	-	pieces	48	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	-
7	Liquid hand soap	-	gallons	18	2	-	2	-	2	-	2	-	2	-	2	-	1	-	1	-	1	-	1	-	1	-	1	-	-
8	Tissue	-	roll	120	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	-
9	Hand soap dispenser	-	pieces	3	3	-		-		-		-		-		-		-		-		-		-		-		-	
10	Disinfectant liquid	-	gallons	3	2	-		-		-		-		-		-	1	-		-		-		-		-		-	
11	Foot disinfecting mat	-	pieces	1	1	-		-		-		-		-		-		-		-		-		-		-		-	
12	Drain cleaner (liquid declogger)	-	gallons	2	1	-		-		-		-		-		-	1	-		-		-		-		-		-	
13	Dust pans	-	pieces	4	2	-		-		-		-		-		-	2	-		-		-		-		-		-	
14	Duster w/ih extension handle	-	pieces	1	1	-		-		-		-		-		-		-		-		-		-		-		-	
15	Feather duster	-	pieces	2	2	-		-		-		-		-		-		-		-		-		-		-		-	
16	Furniture polish	-	can	2	1	-		-		-		-		-		-	1	-		-		-		-		-		-	
17	Gloves, rubberized	-	pieces	48	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	-
18	Hand pad	-	pieces	96	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	-
19	Mop handle	-	pieces	4	2	-		-		-		-		-		-	2	-		-		-		-		-		-	
20	Mop head - cotton (w hite)	-	pieces	8	2	-		-		-	2	-		-	2	-		-		-	2	-		-		-		-	
21	Mop head - cotton (red)	-	pieces	8	2	-		-		-	2	-		-	2	-		-		-	2	-		-		-		-	
22	Pad, 16" polishing (w hite)	-	pieces	0		-		-		-		-		-		-		-		-		-		-		-		-	
23	Pad, 16" spraybuffing (red)	-	piece	0		-		-		-		-		-		-		-		-		-		-		-		-	
24	Pad, 16" stripping (black)	-	piece	0		-		-		-		-		-		-		-		-		-		-		-		-	
25	Pad, 16" scrubbing (green)	-	piece	0		-		-		-		-		-		-		-		-		-		-		-		-	
26	Rags, cotton	-	bundle	6	1	-		-		-		-	1	-		-		-		-	1	-		-		-		-	
27	hand brush	-	piece	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	-
28	Trash bags, XXL	-	piece	720	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	-
29	Trash bags, Medium	-	piece	720	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	-
30	Trash bin, small plastic	-	piece	2	2	-		-		-		-		-		-		-		-		-		-		-		-	
31	Trigger sprayer, plastic	-	piece	4	2	-		-		-		-		-		-	2	-		-		-		-		-		-	
32	Toilet Bowl Rubber Pump Big	-	piece	2	2	-		-		-		-		-		-		-		-		-		-		-		-	
Basic Pest Control																													
1	Insect Aerosol Spray	-	cans	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	-
2	Rat Bait	-	boxes	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
Total Supplies and Materials must not exceed the amount of ABC per year, any excess will not be paid																													
118,443.04																													
Prepared by:																													
Service Provider (Name of Company)																													
Representative (Name & Sig. above)																													

Annex 4.9

INSTRUCTIONS: Input data in cells highlighted with yellow

STANDARD ONE-YEAR JANITORIAL SUPPLIES & MATERIALS
Lot I - Visayas Central 1 & 2 Divisions

TOLEDO BRANCH	Unit Cost	UoM	Total Quantity	January		February		March		April		May		June		July		August		September		October		November		December		Total Amount	
				Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost		
Cleaning Solutions																													
1	Cleaner - all purpose	0.00	gallons	36	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	-
2	Stripper	0.00	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
3	Sealer	0.00	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
4	Wax - self shine	0.00	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
5	Spray - restore wax	0.00	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
6	Toilet bowl cleaner	0.00	gallons	9	3	-		-		2	-		-		2	-		-		2	-		-		-		-		-
7	Glass cleaner	0.00	gallons	6	1	-		-	1	-		-	1	-		-	1	-		1	-		-	1	-		-		-
8	Carpet Shampoo	0.00	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
Other Cleaning Solutions																													
1	Liquid Bleach	0.00	gallons	6	1	-		-	1	-		-	1	-		-	1	-		1	-		-	1	-		-		-
2	Muriatic acid	0.00	gallons	6	1	-		-	1	-		-	1	-		-	1	-		1	-		-	1	-		-		-
Other Janitorial Supplies																													
1	Disinfectant spray w/ air freshener	0.00	can	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
2	Bowl brush	0.00	pieces	4	2					2					2														-
3	Broom, ceiling	0.00	pieces	4	2										2														-
4	Broom, soft	0.00	pieces	4	2										2														-
5	Broom, stick	0.00	pieces	0		-		-		-		-		-		-		-		-		-		-		-		-	
6	Deodorant cake	0.00	pieces	48	4		4		4		4		4		4		4		4		4		4		4		4		-
7	Liquid hand soap	0.00	gallons	18	2		2		2		2		2		2		1		1		1		1		1		1		-
8	Tissue	0.00	roll	120	10		10		10		10		10		10		10		10		10		10		10		10		-
9	Hand soap dispenser	0.00	pieces	3	3																								-
10	Disinfectant liquid	0.00	gallons	6	3										3														-
11	Foot disinfecting mat	0.00	pieces	1	1																								-
12	Drain cleaner (liquid declogger)	0.00	gallons	2	1										1														-
13	Dust pans	0.00	pieces	4	2										2														-
14	Duster with extension handle	0.00	pieces	1	1																								-
15	Feather duster	0.00	pieces	1	1																								-
16	Furniture polish	0.00	can	2	1												1												-
17	Gloves, rubberized	0.00	pieces	24	2		2		2		2		2		2		2		2		2		2		2		2		-
18	Hand pad	0.00	pieces	48	4		4		4		4		4		4		4		4		4		4		4		4		-
19	Mop handle	0.00	pieces	2	1												1												-
20	Mop head - cotton (w hite)	0.00	pieces	4	2										2														-
21	Mop head - cotton (red)	0.00	pieces	4	2										2														-
22	Pad, 16" polishing (w hite)	0.00	pieces	0																									-
23	Pad, 16" spraybuffing (red)	0.00	piece	0																									-
24	Pad, 16" stripping (black)	0.00	piece	0																									-
25	Pad, 16" scrubbing (green)	0.00	piece	0																									-
26	Rags, cotton	0.00	bundle	3	2												1												-
27	hand brush	0.00	piece	12	1		1		1		1		1		1		1		1		1		1		1		1		-
28	Trash bags, XXL	0.00	piece	720	60		60		60		60		60		60		60		60		60		60		60		60		-
29	Trash bags, Medium	0.00	piece	720	60		60		60		60		60		60		60		60		60		60		60		60		-
30	Trash bin, small plastic	0.00	piece	2	2																								-
31	Trigger sprayer, plastic	0.00	piece	2	1												1												-
32	Toilet Bowl Rubber Pump Big	0.00	piece	2	2																								-
Basic Pest Control																													
1	Insect Aerosol Spray	0.00	cans	24	2		2		2		2		2		2		2		2		2		2		2		2		-
2	Rat Bait	0.00	boxes	12	1		1		1		1		1		1		1		1		1		1		1		1		-
Total Supplies and Materials must not exceed the amount of ABC per year, any excess will not be paid																													
108,302.17																													

Prepared by:

Service Provider (Name of Company)

Representative (Name & Sig. above)

Annex 4.10

INSTRUCTIONS: Input data in cells highlighted with yellow

STANDARD ONE-YEAR JANITORIAL SUPPLIES & MATERIALS

Lot I - Visayas Central 1 & 2 Divisions

CAMOTES SO BRANCH	Unit Cost	UoM	Total Quantity	January		February		March		April		May		June		July		August		September		October		November		December		Total Amount
				Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	
Cleaning Solutions																												
1	Cleaner - all purpose	-	gallons	6	1	-	-	1	-	-	1	-	-	1	-	-	1	-	1	-	-	1	-	-	-	-	-	
2	Stripper	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
3	Sealer	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
4	Wax - self shine	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
5	Spray - restore w ax	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
6	Toilet bowl cleaner	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
7	Glass cleaner	-	gallons	2	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
8	Carpet Shampoo	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Other Cleaning Solutions																												
1	Liquid Bleach	-	gallons	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
2	Muriatic acid	-	gallons	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Other Janitorial Supplies																												
1	Disinfectant spray w/ air freshener	-	can	6	1	-	-	1	-	-	1	-	-	1	-	-	-	1	-	-	-	1	-	-	-	-		
2	Bowl brush	-	pieces	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
3	Broom, ceiling	-	pieces	2	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
4	Broom, soft	-	pieces	2	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
5	Broom, stick	-	pieces	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
6	Deodorant cake	-	pieces	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
7	Liquid hand soap	-	gallons	6	1	-	-	1	-	-	1	-	-	1	-	-	-	1	-	-	-	1	-	-	-	-		
8	Tissue	-	roll	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
9	Hand soap dispenser	-	pieces	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
10	Disinfectant liquid	-	gallons	2	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
11	Foot disinfecting mat	-	pieces	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
12	Drain cleaner (liquid declogger)	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
13	Dust pans	-	pieces	2	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
14	Duster with extension handle	-	pieces	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
15	Feather duster	-	pieces	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
16	Furniture polish	-	can	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
17	Gloves, rubberized	-	pieces	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-		
18	Hand pad	-	pieces	48	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-		
19	Mop handle	-	pieces	2	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
20	Mop head - cotton (white)	-	pieces	4	2	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-		
21	Mop head - cotton (red)	-	pieces	4	2	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-		
22	Pad, 16" polishing (white)	-	pieces	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
23	Pad, 16" spraybuffing (red)	-	piece	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
24	Pad, 16" stripping (black)	-	piece	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
25	Pad, 16" scrubbing (green)	-	piece	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
26	Rags, cotton	-	bundle	3	2	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
27	hand brush	-	piece	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-		
28	Trash bags, XXL	-	piece	360	30	-	30	-	30	-	30	-	30	-	30	-	30	-	30	-	30	-	30	-	30	-		
29	Trash bags, Medium	-	piece	0	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-	0	-		
30	Trash bin, small plastic	-	piece	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
31	Trigger sprayer, plastic	-	piece	2	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
32	Toilet Bowl Rubber Pump Blg	-	piece	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Basic Pest Control																												
1	Insect Aerosol Spray	-	cans	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-		
2	Rat Bait	-	boxes	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-		
Total Supplies and Materials must not exceed the amount of ABC per year, any excess will not be paid																												
42,685.08																												

Prepared by:

Service Provider (Name of Company)

Representative (Name & Sig. above)



Annex 4.11

INSTRUCTIONS: Input data in cells highlighted with yellow

STANDARD ONE-YEAR JANITORIAL SUPPLIES & MATERIALS
Lot I - Visayas Central 1 & 2 Divisions

TACLOBAN BRANCH				Unit Cost	UoM	Total Quantity	January		February		March		April		May		June		July		August		September		October		November		December		Total Amount
							Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	
Cleaning Solutions																															
1	Cleaner - all purpose	-	gallons	147	13	-	13	-	13	-	12	-	12	-	12	-	12	-	12	-	12	-	12	-	12	-	12	-	12	-	-
2	Stripper	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-		-	
3	Sealer	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-		-	
4	Wax - self shine	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-		-	
5	Spray -- restore wax	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-		-	
6	Toilet bowl cleaner	-	gallons	34	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	2	-	2	-	-
7	Glass cleaner	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-		-	
8	Carpet Shampoo	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-		-	
Other Cleaning Solutions																															
1	Liquid Bleach	-	gallons	6	3	-		-		-		-		-		-	3	-		-		-		-		-		-		-	
2	Muriatic acid	-	gallons	10	5	-		-		-		-		-		-	5	-		-		-		-		-		-		-	
Other Janitorial Supplies																															
1	Disinfectant spray w / air freshener	-	can	12	6	-		-		-		-		-		-	6	-		-		-		-		-		-		-	
2	Bowl brush	-	pieces	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
3	Broom, ceiling	-	pieces	4	1	-		-		-		-	1	-		-	1	-		-		-	1	-		-		-		-	
4	Broom, soft	-	pieces	8	2	-		-		-		-	2	-		-	2	-		-		-	2	-		-		-		-	
5	Broom, stick	-	pieces	4	1	-		-		-		-	1	-		-	1	-		-		-	1	-		-		-		-	
6	Deodorant cake	-	pieces	288	24	-	24	-	24	-	24	-	24	-	24	-	24	-	24	-	24	-	24	-	24	-	24	-	24	-	-
7	Liquid hand soap	-	gallons	120	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	-
8	Tissue	-	roll	144	12	-	12	-	12	-	12	-	12	-	12	-	12	-	12	-	12	-	12	-	12	-	12	-	12	-	-
9	Hand soap dispenser	-	pieces	10	1	-		-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
10	Disinfectant liquid	-	gallons	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	-
11	Foot disinfecting mat	-	pieces	2	1	-		-		-		-		-		-	1	-		-		-		-		-		-		-	
12	Drain cleaner (liquid de-clogger)	-	gallons	6	3	-		-		-		-		-		-	3	-		-		-		-		-		-		-	
13	Dust pans	-	pieces	6	3	-		-		-		-		-		-	3	-		-		-		-		-		-		-	
14	Duster w th extension handle	-	pieces	4	2	-		-		-		-		-		-	2	-		-		-		-		-		-		-	
15	Feather duster	-	pieces	4	2	-		-		-		-		-		-	2	-		-		-		-		-		-		-	
16	Furniture polish	-	can	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
17	Gloves, rubberized	-	pieces	6	3	-		-		-		-		-		-	3	-		-		-		-		-		-		-	
18	Hand pad	-	pieces	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
19	Mop handle	-	pieces	3	3	-		-		-		-		-		-		-		-		-		-		-		-		-	
20	Mop head - cotton (white)	-	pieces	6	3	-		-		-		-		-		-	3	-		-		-		-		-		-		-	
21	Mop head - cotton (red)	-	pieces	6	3	-		-		-		-		-		-	3	-		-		-		-		-		-		-	
22	Pad, 16" polishing (white)	-	pieces	8	4	-		-		-		-		-		-	4	-		-		-		-		-		-		-	
23	Pad, 16" spraybuffing (red)	-	piece	8	4	-		-		-		-		-		-	4	-		-		-		-		-		-		-	
24	Pad, 16" stripping (black)	-	piece	8	4	-		-		-		-		-		-	4	-		-		-		-		-		-		-	
25	Pad, 16" scrubbing (green)	-	pieces	8	4	-		-		-		-		-		-	4	-		-		-		-		-		-		-	
26	Rags, cotton	-	bundle	36	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	-
27	hand brush	-	piece	8	2	-		-		-		-	2	-		-	2	-		-		-	2	-		-		-		-	
28	Trash bags, XXL	-	piece	900	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-	-
29	Trash bags, Medium	-	piece	576	48	-	48	-	48	-	48	-	48	-	48	-	48	-	48	-	48	-	48	-	48	-	48	-	48	-	-
30	Trash bin, small plastic	-	piece	36	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	-
31	Trigger sprayer, plastic	-	piece	6	3	-		-		-		-		-		-	3	-		-		-		-		-		-		-	
32	Toilet Bowl Rubber Pump Big	-	piece	12	6	-		-		-		-		-		-	6	-		-		-		-		-		-		-	
Basic Pest Control																															
1	Insect Aerosol Spray	-	cans	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	-
2	Rat Bait	-	boxes	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	-
Landscape maintenance Supplies																															
1	Complete fertilizer (14+14+14)	-	kg	2	1	-		-		-		-		-		-		-		-	1	-		-		-		-		-	

Total Supplies and Materials must not exceed the amount of ABC per year, any excess will not be paid	278,669.04
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Prepared by:

Service Provider (Name of Company)

Representative (Name & Sig. above)



Annex 4.12

INSTRUCTIONS: Input data in cells highlighted with yellow

STANDARD ONE-YEAR JANITORIAL SUPPLIES & MATERIALS																												
Lot I - Visayas Central 1 & 2 Divisions																												
ORMOC	Unit Cost	UoM	Total Quantity	January		February		March		April		May		June		July		August		September		October		November		December		Total Amount
				Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	
Cleaning Solutions																												
1	Cleaner - all purpose	-	gallons	74	7	-	7	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-	6	-
2	Stripper	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
3	Sealer	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
4	Wax - self shine	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5	Spray - restore wax	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6	Toilet bowl cleaner	-	gallons	15	2	-	2	-	2	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-
7	Glass cleaner	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
8	Carpet Shampoo	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other Cleaning Solutions																												
1	Liquid Bleach	-	gallons	3	1	-	-	-	-	-	1	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	
2	Muriatic acid	-	gallons	4	1	-	-	-	-	1	-	-	-	-	1	-	-	-	-	1	-	-	-	-	-	-	-	
Other Janitorial Supplies																												
1	Disinfectant spray w/ air freshener	-	can	12	6	-	-	-	-	-	-	-	-	-	6	-	-	-	-	-	-	-	-	-	-	-	-	
2	Bowl brush	-	pieces	5	2	-	-	-	-	1	-	-	-	-	1	-	-	-	-	1	-	-	-	-	-	-	-	
3	Broom, ceiling	-	pieces	4	1	-	-	-	-	1	-	-	-	-	1	-	-	-	-	1	-	-	-	-	-	-	-	
4	Broom, soft	-	pieces	8	2	-	-	-	-	2	-	-	-	-	2	-	-	-	-	2	-	-	-	-	-	-	-	
5	Broom, stick	-	pieces	4	1	-	-	-	-	1	-	-	-	-	1	-	-	-	-	1	-	-	-	-	-	-	-	
6	Deodorant cake	-	pieces	120	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-
7	Liquid hand soap	-	gallons	60	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-
8	Tissue	-	roll	60	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-
9	Hand soap dispenser	-	pieces	5	2	-	-	-	-	1	-	-	-	-	1	-	-	-	-	1	-	-	-	-	-	-	-	
10	Disinfectant liquid	-	gallons	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-
11	Foot disinfecting mat	-	pieces	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
12	Drain cleaner (liquid declogger)	-	gallons	6	3	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	
13	Dust pans	-	pieces	6	3	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	
14	Duster with extension handle	-	pieces	4	2	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
15	Feather duster	-	pieces	4	2	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
16	Furniture polish	-	can	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-
17	Gloves, rubberized	-	pieces	4	2	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
18	Hand pad	-	pieces	8	4	-	-	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	
19	Mop handle	-	pieces	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
20	Mop head - cotton (w hite)	-	pieces	4	2	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
21	Mop head - cotton (red)	-	pieces	4	2	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
22	Pad, 16" polishing (w hite)	-	pieces	8	4	-	-	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	
23	Pad, 16" spraybuffing (red)	-	piece	8	4	-	-	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	
24	Pad, 16" stripping (black)	-	piece	8	4	-	-	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	
25	Pad, 16" scrubbing (green)	-	piece	8	4	-	-	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	
26	Rags, cotton	-	bundle	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-
27	hand brush	-	piece	8	2	-	-	-	-	2	-	-	-	-	2	-	-	-	-	2	-	-	-	-	-	-	-	
28	Trash bags, XXL	-	piece	900	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-	75	-
29	Trash bags, Medium	-	piece	240	20	-	20	-	20	-	20	-	20	-	20	-	20	-	20	-	20	-	20	-	20	-	20	-
30	Trash bin, small plastic	-	piece	10	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
31	Trigger sprayer, plastic	-	piece	4	2	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
32	Toilet Bowl Rubber Pump Big	-	piece	5	3	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
Basic Pest Control																												
1	Insect Aerosol Spray	-	cans	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-
2	Rat Bait	-	boxes	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-
Landscape maintenance Supplies																												
1	Complete fertilizer (14+14+14)	-	kg.	2	1	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
																										Total Supplies and Materials must not exceed the amount of ABC per year, any excess will not be paid		185,469.00
Prepared by:																												
Service Provider (Name of Company)				Representative (Name & Sig. above)																								

Annex 4.13

INSTRUCTIONS: Input data in cells highlighted with yellow

STANDARD ONE-YEAR JANITORIAL SUPPLIES & MATERIALS																													
Lot I - Visayas Central 1 & 2 Divisions																													
MAASIN BRANCH	Unit Cost	UoM	Total Quantity	January		February		March		April		May		June		July		August		September		October		November		December		Total Amount	
				Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost		
Cleaning Solutions																													
1	Cleaner - all purpose	-	gallons	64	6	-	6	-	6	-	6	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-	-
2	Stripper	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
3	Sealer	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
4	Wax - self shine	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5	Spray -- restore wax	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6	Toilet bowl cleaner	-	gallons	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
7	Glass cleaner	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
8	Carpet Shampoo	-	gallons	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other Cleaning Solutions																													
1	Liquid Bleach	-	gallons	3	2	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
2	Muriatic acid	-	gallons	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
Other Janitorial Supplies																													
1	Disinfectant spray w/ air freshener	-	can	6	3	-	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	
2	Bowl brush	-	pieces	5	2	-	-	-	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-	1	-	-	-	-	
3	Broom, ceiling	-	pieces	2	1	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
4	Broom, soft	-	pieces	4	2	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
5	Broom, stick	-	pieces	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6	Deodorant cake	-	pieces	120	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	10	-	-
7	Liquid hand soap	-	gallons	60	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-	-
8	Tissue	-	roll	60	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-	5	-	-
9	Hand soap dispenser	-	pieces	5	2	-	-	-	-	1	-	-	-	-	-	1	-	-	-	-	-	-	-	1	-	-	-	-	
##	Disinfectant liquid	-	gallons	18	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	-
##	Foot disinfecting mat	-	pieces	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
##	Drain cleaner (liquid declogger)	-	gallons	3	2	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
##	Dust pans	-	pieces	3	2	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
##	Duster w/ extension handle	-	pieces	2	1	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
##	Feather duster	-	pieces	2	1	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
##	Furniture polish	-	can	6	3	-	-	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	
##	Gloves, rubberized	-	pieces	4	2	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
##	Hand pad	-	pieces	8	4	-	-	-	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	
##	Mop handle	-	pieces	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
##	Mop head - cotton (white)	-	pieces	4	2	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
##	Mop head - cotton (red)	-	pieces	4	2	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
##	Pad, 16" polishing (white)	-	pieces	4	2	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
##	Pad, 16" spraybuffing (red)	-	piece	4	2	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
##	Pad, 16" stripping (black)	-	piece	4	2	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
##	Pad, 16" scrubbing (green)	-	piece	4	2	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
##	Rags, cotton	-	bundle	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	-
##	hand brush	-	piece	4	1	-	-	-	-	-	1	-	-	-	-	1	-	-	-	-	-	-	-	-	1	-	-	-	
##	Trash bags, XXL	-	piece	720	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	-
##	Trash bags, Medium	-	piece	240	20	-	20	-	20	-	20	-	20	-	20	-	20	-	20	-	20	-	20	-	20	-	20	-	-
##	Trash bin, small plastic	-	piece	10	10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
##	Trigger sprayer, plastic	-	piece	4	2	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
##	Toilet Bowl Rubber Pump Big	-	piece	5	3	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
Basic Pest Control																													
1	Insect Aerosol Spray	-	cans	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
2	Rat Bait	-	boxes	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
Landscape maintenance Supplies																													
1	Complete fertilizer (14+14+14)	-	kg.	2	1	-	-	-	-	-	-	-	-	-	-	1	0	-	-	-	-	-	-	-	-	-	-	-	
				</																									

Annex 4.14

STANDARD ONE-YEAR JANITORIAL SUPPLIES & MATERIALS Lot I - Visayas Central 1 & 2 Divisions																															
CATBALOGAN BRANCH				Unit Cost	UoM	Total Quantity	January		February		March		April		May		June		July		August		September		October		November		December		Total Amount
Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost		
Cleaning Solutions																															
1	Cleaner - all purpose	-	gallons	32	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	2	-	2	-	2	-	2	-	2	-	-
2	Stripper	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-		-	
3	Sealer	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-		-	
4	Wax - self shine	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-		-	
5	Spray - restore wax	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-		-	
6	Toilet bowl cleaner	-	gallons	5	2	-		-		-		1	-		-		1	-		-		1	-		-		-		-	-	
7	Glass cleaner	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-		-	
8	Carpet Shampoo	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-		-	
Other Cleaning Solutions																															
1	Liquid Bleach	-	gallons	1	1	-		-		-		-		-		-		-		-		-		-		-		-		-	
2	Muriatic acid	-	gallons	2	1	-		-		-		-		-		-		-		-		-		-		-		-		-	
Other Janitorial Supplies																															
1	Disinfectant spray w/ air freshener	-	can	6	3	-		-		-		-		-		3	-		-		-		-		-		-		-	-	
2	Bowl brush	-	pieces	2	1	-		-		-		-		-		1	-		-		-		-		-		-		-	-	
3	Broom, ceiling	-	pieces	2	1	-		-		-		-		-		1	-		-		-		-		-		-		-	-	
4	Broom, soft	-	pieces	4	2	-		-		-		-		-		2	-		-		-		-		-		-		-	-	
5	Broom, stick	-	pieces	2	2	-		-		-		-		-		-		-		-		-		-		-		-		-	
6	Deodorant cake	-	pieces	48	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	-
7	Liquid hand soap	-	gallons	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	-
8	Tissue	-	roll	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	-
9	Hand soap dispenser	-	pieces	2	2	-		-		-		-		-		-		-		-		-		-		-		-		-	
10	Disinfectant liquid	-	gallons	18	2	-	2	-	2	-	2	-	2	-	2	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
11	Foot disinfecting mat	-	pieces	1	1	-		-		-		-		-		-		-		-		-		-		-		-		-	
12	Drain cleaner (liquid declogger)	-	gallons	3	2	-		-		-		-		-		1	-		-		-		-		-		-		-	-	
13	Dust pans	-	pieces	3	2	-		-		-		-		-		1	-		-		-		-		-		-		-	-	
14	Duster with extension handle	-	pieces	2	1	-		-		-		-		-		1	-		-		-		-		-		-		-	-	
15	Feather duster	-	pieces	2	1	-		-		-		-		-		1	-		-		-		-		-		-		-	-	
16	Furniture polish	-	can	6	3	-		-		-		-		-		3	-		-		-		-		-		-		-	-	
17	Gloves, rubberized	-	pieces	2	1	-		-		-		-		-		1	-		-		-		-		-		-		-	-	
18	Hand pad	-	pieces	4	2	-		-		-		-		-		2	-		-		-		-		-		-		-	-	
19	Mop handle	-	pieces	1	1	-		-		-		-		-		-		-		-		-		-		-		-		-	
20	Mop head - cotton (white)	-	pieces	2	1	-		-		-		-		-		1	-		-		-		-		-		-		-	-	
21	Mop head - cotton (red)	-	pieces	2	1	-		-		-		-		-		1	-		-		-		-		-		-		-	-	
22	Pad, 16" polishing (white)	-	pieces	4	2	-		-		-		-		-		2	-		-		-		-		-		-		-	-	
23	Pad, 16" spraybuffing (red)	-	piece	4	2	-		-		-		-		-		2	-		-		-		-		-		-		-	-	
24	Pad, 16" stripping (black)	-	piece	4	2	-		-		-		-		-		2	-		-		-		-		-		-		-	-	
25	Pad, 16" scrubbing (green)	-	piece	4	2	-		-		-		-		-		2	-		-		-		-		-		-		-	-	
26	Rags, cotton	-	bundle	12	4	-	1	-		-		1	-	1	-		1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
27	hand brush	-	piece	4	1	-		-		-		1	-		-	1	-		-		-		1	-		-		-		-	
28	Trash bags, XXL	-	piece	720	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	-
29	Trash bags, Medium	-	piece	96	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	-
30	Trash bin, small plastic	-	piece	4	2	-		-		-		-		-		2	-		-		-		-		-		-		-	-	
31	Trigger sprayer, plastic	-	piece	2	1	-		-		-		-		-		1	-		-		-		-		-		-		-	-	
32	Toilet Bowl Rubber Pump Big	-	piece	2	1	-		-		-		-		-		1	-		-		-		-		-		-		-	-	
Basic Pest Control																															
1	Insect Aerosol Spray	-	cans	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
2	Rat Bait	-	boxes	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-
Landscape maintenance Supplies																															
1	Complete fertilizer (14+14+14)	-	kg.	1	1	-			0	-		0	-		0	-		0	-		0	-		0	-		0	-		0	-
Total Supplies and Materials must not exceed the amount of ABC per year, any excess will not be paid																															
98,906.62																															
Prepared by:																															
Service Provider (Name of Company)																															
Representative (Name & Sig. above)																															

Annex 4.15

INSTRUCTIONS: input data in cells highlighted with yellow

STANDARD ONE-YEAR JANITORIAL SUPPLIES & MATERIALS																													
Lot I - Visayas Central 1 & 2 Divisions																													
CALBAYOG BRANCH		Unit Cost	UoM	Total Quantity	January		February		March		April		May		June		July		August		September		October		November		December		Total Amount
					Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	
Cleaning Solutions																													
1	Cleaner - all purpose	-	gallons	44	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	3	-	3	-	3	-	3	-	-
2	Stripper	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
3	Sealer	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
4	Wax - self shine	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
5	Spray -- restore wax	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
6	Toilet bowl cleaner	-	gallons	7	2	-	1	-	-	-	2	-	-	-	1	-	-	-	-	-	-	1	-	-	-	-	-	-	
7	Glass cleaner	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
8	Carpet Shampoo	-	gallons	0		-		-		-		-		-		-		-		-		-		-		-		-	
Other Cleaning Solutions																													
1	Liquid Bleach	-	gallons	2	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
2	Muriatic acid	-	gallons	4	2	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other Janitorial Supplies																													
1	Disinfectant spray w / air freshener	-	can	6	3	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
2	Bowl brush	-	pieces	2	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
3	Broom, ceiling	-	pieces	2	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
4	Broom, soft	-	pieces	4	2	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5	Broom, stick	-	pieces	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6	Deodorant cake	-	pieces	48	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	
7	Liquid hand soap	-	gallons	36	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	3	-	
8	Tissue	-	roll	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	
9	Hand soap dispenser	-	pieces	3	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
10	Disinfectant liquid	-	gallons	18	2	-	2	-	2	-	2	-	2	-	2	-	1	-	1	-	1	-	1	-	1	-	1	-	
11	Foot disinfecting mat	-	pieces	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
12	Drain cleaner (liquid declogger)	-	gallons	3	2	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
13	Dust pans	-	pieces	3	2	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
14	Duster with extension handle	-	pieces	2	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
15	Feather duster	-	pieces	2	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
16	Furniture polish	-	can	6	3	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
17	Gloves, rubberized	-	pieces	2	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
18	Hand pad	-	pieces	4	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
19	Mop handle	-	pieces	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
20	Mop head - cotton (w htle)	-	pieces	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
21	Mop head - cotton (red)	-	pieces	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
22	Pad, 16" polishing (w htle)	-	pieces	4	2	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
23	Pad, 16" spraybuffing (red)	-	piece	4	2	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
24	Pad, 16" stripping (black)	-	piece	4	2	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
25	Pad, 16" scrubbing (green)	-	piece	4	2	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
26	Rags, cotton	-	bundle	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	
27	hand brush	-	piece	4	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
28	Trash bags, XXL	-	piece	720	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	
29	Trash bags, Medium	-	piece	96	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	8	-	
30	Trash bin, small plastic	-	piece	4	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
31	Trigger sprayer, plastic	-	piece	2	1	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	
32	Toilet Bowl Rubber Pump Big	-	piece	2	1	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	
Basic Pest Control																													
1	Insect Aerosol Spray	-	cans	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	
2	Rat Bait	-	boxes	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	
Landscape maintenance Supplies																													
1	Complete fertilizer (14+14+14)	-	kg.	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0	-	0	-	-	
Prepared by:																													
Service Provider (Name of Company)																													
Representative (Name & Sig. above)																													
Total Supplies and Materials must not exceed the amount of ABC per year, any excess will not be paid																									109,612.51				

Annex 4.16

INSTRUCTIONS: Input data in cells highlighted with yellow

STANDARD ONE-YEAR JANITORIAL SUPPLIES & MATERIALS																												
Lot I - Visayas Central 1 & 2 Divisions																												
BORONGAN (SO)	Unit Cost	UoM	Total Quantity	January		February		March		April		May		June		July		August		September		October		November		December		Total Amount
				Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	
Cleaning Solutions																												
1	Cleaner - all purpose	-	gallons	11	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	-	
2	Stripper	-	gallons	0		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
3	Sealer	-	gallons	0		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
4	Wax - self shine	-	gallons	0		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
5	Spray - restore wax	-	gallons	0		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
6	Toilet bowl cleaner	-	gallons	3	2	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
7	Glass cleaner	-	gallons	0		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
8	Carpet Shampoo	-	gallons	0		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Other Cleaning Solutions																												
1	Liquid Bleach	-	gallons	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
2	Muriatic acid	-	gallons	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Other Janitorial Supplies																												
1	Disinfectant spray w / air freshener	-	can	6	3	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-		
2	Bowl brush	-	pieces	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
3	Broom, ceiling	-	pieces	2	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
4	Broom, soft	-	pieces	4	2	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-		
5	Broom, stick	-	pieces	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
6	Deodorant cake	-	pieces	24	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-	2	-		
7	Liquid hand soap	-	gallons	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-		
8	Tissue	-	roll	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-		
9	Hand soap dispenser	-	pieces	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
10	Disinfectant liquid	-	gallons	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-		
11	Foot disinfecting mat	-	pieces	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
12	Drain cleaner (liquid declogger)	-	gallons	3	2	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
13	Dust pans	-	pieces	3	2	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
14	Duster with extension handle	-	pieces	2	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
15	Feather duster	-	pieces	2	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
16	Furniture polish	-	can	6	3	-	-	-	-	-	-	-	-	3	-	-	-	-	-	-	-	-	-	-	-	-		
17	Gloves, rubberized	-	pieces	2	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
18	Hand pad	-	pieces	4	2	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-		
19	Mop handle	-	pieces	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
20	Mop head - cotton (white)	-	pieces	2	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
21	Mop head - cotton (red)	-	pieces	2	1	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-		
22	Pad, 16" polishing (white)	-	pieces	4	2	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-		
23	Pad, 16" spraybuffing (red)	-	piece	4	2	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-		
24	Pad, 16" stripping (black)	-	piece	4	2	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-		
25	Pad, 16" scrubbing (green)	-	piece	4	2	-	-	-	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-		
26	Rags, cotton	-	bundle	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-		
27	hand brush	-	piece	4	1	-	-	-	-	-	1	-	-	-	1	-	-	-	-	-	1	-	-	-	-	-		
28	Trash bags, XXL	-	piece	720	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-	60	-		
29	Trash bags, Medium	-	piece	48	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-	4	-		
30	Trash bin, small plastic	-	piece	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
31	Trigger sprayer, plastic	-	piece	2	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
32	Toilet Bowl Rubber Pump Big	-	piece	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Basic Pest Control																												
1	Insect Aerosol Spray	-	cans	12	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-	1	-		
2	Rat Bait	-	boxes	12	6	-	-	-	2	-	-	-	2	-	-	-	2	-	-	-	-	-	-	-	-	-		
Landscape maintenance Supplies																												
1	Complete fertilizer (14+14+14)	-	kg.	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Supplies and Materials must not exceed the amount of ABC per year, any excess will not be paid																												
75,606.13																												

Prepared by:

Service Provider (Name of Company)

Representative (Name & Sig. above)

STANDARD TOOLS & EQUIPMENT

The contractor shall provide and make available the following items at no added cost to SSS but required in the performance of all its services.

	Item	Quantity (in accordance with One-Year Standard Tools and Equipment)	Quality/Working Condition of the Tools and Equipment	Remarks
1	aluminum ladder	1 unit per branch/office/site		
2	bucket with wringer	1 unit per branch/office/site		
3	garbage cart	1 unit per branch/office/site		
4	caution signs "wet floor" A type	2 units per branch/office/site		
5	extension wire	1 set per branch/office/site		
6	floor polisher	1 unit per branch/office/site (if needed)		
7	plastic drum	1 set per branch/office/site		
8	plastic pail	1 unit per branch/office/site		
9	garden hose & accessories	1 set per Division (if needed)		
10	pressurized washer	1 unit per branch/office/site		
11	spatula	1 piece per branch/office/site		
12	squeegee, glass wiper	1 piece per branch/office/site		
13	squeegee bucket	1 piece per branch/office/site		
14	suction cup	1 piece per branch/office/site		
15	tong/litter picker	1 piece per branch/office/site		
16	utility belt bag	1 piece per janitor		
17	utility cart	1 piece per branch/office/site		
18	Color-coded trash cans with pedal (set of 3 - biodegradable, non-biodegradable, recyclable)	1 set per branch/office		
19	flashlight with batteries	1 set per janitor		
20	vacuum cleaner, wet & dry type	1 unit per branch/office/site		
21	chain saw	1 unit per Division (if needed)		
22	grass cutter	1 unit per Division (if needed)		
23	sprayer machine	1 unit per Division (if needed)		

Prepared and Concurred by:

Printed Name and Signature : _____

Position : _____

Company : _____

Address : _____

Contact No. & Email : _____

Date Prepared : _____



STANDARD SPECIFICATIONS – JANITORIAL SUPPLIES & MATERIALS

	Particulars	UoM	Specifications
Cleaning Solutions			
1	Cleaner - all purpose	gallon	anti-bacterial; 100% organic, alcohol free; eco-friendly; concentrated solution; plastic bottle; single pack type
2	Stripper	gallon	high quality; concentrated solution; plastic bottle; single pack type
3	Sealer	gallon	high quality; ready to use; plastic bottle; single pack type
4	Wax - self shine	gallon	liquid emulsion floor polish; resilient flooring high quality; ready to use; plastic bottle; single pack type
5	Spray – restore wax	gallon	water-based restorer solution; high quality; ready to use; traffic resistant; plastic bottle; single pack type
6	Toilet bowl cleaner	gallon	anti-bacterial; eco-friendly; formulated with hospital grade killer virex formula; ready to use; plastic bottle; single pack type
7	Glass cleaner	gallon	anti-bacterial; high quality; ready to use; plastic bottle; single pack type
8	Carpet Shampoo	gallon	high quality; concentrated solution; plastic bottle; single pack type
Other Cleaning Solutions			
1	Liquid Bleach	gallon	multi-purpose; high quality; concentrated solution; plastic bottle; single pack type
2	Muriatic acid	gallon	concentrated solution; plastic bottle; single pack type
Other Janitorial Supplies			
1	Disinfectant spray w/ Air freshener	can	disinfectant room & multi-surface spray aerosol fragrance; 280 ml
2	Bowl brush	piece	high quality PP plastic; brush and holder set; long handle
3	Broom, ceiling	piece	nylon bristles; lightweight plastic rod handle
4	Broom, soft	piece	strong wood handle; durable bristles
5	Broom, stick	piece	lightweight; coconut bristles
6	Deodorant cake	piece	100 g; lasting scent
7	Liquid hand soap	piece	high quality; hygienic concentrated solution; plastic bottle; single pack type
8	Tissue	roll	3 ply; made from 100% virgin pulp with no elemental chlorine and artificial whiteners
9	Hand soap dispenser	piece	700 ml; automatic sensor; touchless; wall mounted; high quality ABS material
10	Disinfectant liquid	gallon	water-based disinfectant; ready to use; plastic bottle; single pack type
11	Foot disinfecting mat	piece	2-in-1 disinfecting foot mat wet and dry; non slip; rubberized base; heavy duty; fast absorbing drying pads; easy to clean; size: 32in x 19.5in
12	Drain cleaner (liquid declogger)	gallons	high quality; concentrated solution; plastic bottle; single pack type
13	Dust pans	pieces	high quality plastic; lightweight; 24cm x 27.5cm pan size; 59.5 cm approx handle height
14	Duster with extension handle	pieces	microfiber, lightweight, fluffy
15	Feather duster	pieces	washable anti-static duster with soft microfiber for cleaning; plastic handle; heavy duty
16	Furniture Polish	canister	water-based aerosol spray; 330 ml;
17	Gloves, rubberized	pairs	long size; latex rubber gloves; durable; thick; heavy duty
18	Hand pad	pieces	very fine grit; 6" x 9", green
19	Mop handle	pieces	extendable handle; heavy duty stainless steel with plastic
20	Mop head - cotton (white)	pieces	cotton quality; extra microfiber head rug; plate connector size 14 cm
21	Mop head - cotton (red)	pieces	cotton quality; extra microfiber head rug; plate connector size 14 cm
22	Pad, polishing (white)	pieces	sparse unwoven polymer such as cellulose, nylon or spun polypropylene fiber, 16", color coded
23	Pad, spraybuffing (red)	pieces	sparse unwoven polymer such as cellulose, nylon or spun polypropylene fiber, 16", color coded
24	Pad, stripping (black)	pieces	sparse unwoven polymer such as cellulose, nylon or spun polypropylene fiber, 16", color coded
25	Pad, scrubbing (blue)	pieces	sparse unwoven polymer such as cellulose, nylon or spun polypropylene fiber, 16", color coded
26	Rags, cotton (white)	pieces	round, cotton; absorbent; 6", (50 pcs/bundle)
27	hand brush	pieces	nylon wire; high quality plastic handle; length 180 mm
28	Trash bags, XXL	pieces	plastic; transparent; biodegradable - XXL
29	Trash bags, Medium	pieces	plastic; transparent; biodegradable - XXL
30	Trash bin	piece	high quality plastic material; durable; flip lip design; size: 23cm x 15cm x 35cm (Approx.)
31	Trigger sprayer bottle, plastic	pieces	500 ml; heavy duty plastic bottle
32	Toilet bowl Rubber Pump Big	piece	has a strong suction base; unclogs toilet with minimum effort; thick rubber base
Basic Pest Control			
1	Insect Aerosol Spray	cans	water-based aerosol spray, 600 ml
2	Rat Bait	boxes	glue trap; high efficiency; non-toxic; eco-friendly
Land scape maintenance Supplies			
1	Complete fertilizer (14+14+14)	kg.	complete granular; high quality

Concurred by:

Printed Name and Signature : _____

Position : _____

Company : _____

Address : _____

Contact No. & Email : _____

Date Prepared : _____



STANDARD SPECIFICATIONS – JANITORIAL TOOLS & EQUIPMENT

STANDARD ONE-YEAR REQUIREMENT - JANITORIAL TOOLS & EQUIPMENT		
	Item	Specifications
1	aluminum ladder	8 aluminum step ladder; heavy duty
2	bucket with wringer	lightweight bucket and side press wringer; 36 L
3	garbage cart	single wheel metal trolley; at least 130 kg capacity
4	caution signs "wet floor" A type	31x28x63cm; yellow; heavy duty
5	extension wire	flatcord wire; 15 meters; #16/2C; 2 gang universal surface type outlet 10A 250V; plug: 10A 250V; max. wattage: 2500 w; high quality; durability
6	floor polisher	wet and dry 17" industrial floor polisher 175-300 rpm; 1200w; 220v-240v; cable length: 12m; weight: 51kg
7	plastic drum	high quality plastic drum; 100L; dimensions: 52x52x71cm; weight: 4.8kg
8	plastic pail	high quality utility pail with metal handle; size: 24L; dimension: L 30.5cm x W 30.5cm x H 31cm
9	garden hose & accessories	20-30 meter garden water hose; heavy duty nozzle and fitting connector; high temperature resistant; flame retardant
10	pressurized washer	portable; voltage: 220-240V; max pressure: 100 bar; rated power: 1200 W
11	spatula	stainless steel 3"; heavy duty; high quality; wooden handle
12	squeegee, glass wiper	micro fiber + ABS + alloy + rubber; 120-180cm (length); 1x window squeegee; 2x cleaning cloth; heavy duty
13	squeegee bucket	rectangle polypropylene bucket; overall depth: 11 inch; capacity: 6 gallons; overall height: 10.5 inch; overall width: 22 inch
14	suction cup	diameter of cups: 4-2/3inch; suction pad thickness: 7mm; max lifting weight is 200 lbs
15	tong/litter picker	magnetic; multifunction jaw rotates a full 360 degrees; 32"light & foldable; durable stainless steel cord;ergonomic handle with press button
16	utility belt bag	material: condura; size: 11 x 7.5 in; with 4 pockets; with large pocket and other pouches/pockets for handheld tools; adjustable waistband; waterproof and washable; durable
17	utility cart	heavy duty platform hand trolley push cart; load capacity 300 kgs;
18	Color-coded trash cans with pedal	round step pedal; high quality stainless steel; automatic soft-close mechanism; with removable bin; 12 L; (biodegradable, non-biodegradable, recyclable)
19	flashlight with batteries	original portable LED flashlight; built-in 1 18650 lithium battery (including battery); power bank function; power supply: USB or battery; material: aluminum alloy
20	vacuum cleaner, wet & dry type	high power barrel suction; dry & wet blowing; 1200 W high power; capacity: 15L; 220 V; machine caliber: 32mm; vacuum range: 16-18 kpa; gross weight & net weight: 4/3.5 kg; product size: 310*300*320mm
21	chain saw	electric chain saw adapter 11.5"; pole chainsaw type; feature: anti-slip, folding handle, forced air cooling, height adjustable handle; durable and high quality
22	grass cutter	high quality steel; dimension: approx 22 cm (head); 17.5 cm (blade); 57 cm/75 cm; elastic handle
23	sprayer machine	16L-20L; robust construction; heavy duty trigger control; inline filter to prevent nozzle clogging; heavy duty poly piston; comfortable carrying

Concurred by:

Printed Name and Signature : _____

Position : _____

Company : _____

Address : _____

Contact No. & Email : _____

Date Prepared : _____



COVERAGE OF JANITORIAL SERVICES
LOT I – VISAYAS CENTRAL 1 & 2 DIVISIONS

Branch	Address
Visayas Central 1 Division	
Bogo	Sim Bogo Park, P. Rodriguez St., Bogo City, Cebu
Cebu	Osmena Boulevard, Cebu City
Cebu NRA	3F Lingkod Pinoy, Robinsons Galleria, Gen. Maxilom Ave., Ext., Tejero, Cebu City
Danao	2F City Mall Danao, Oliver Sr. Ext., corner F. Ralota St., Poblacion, Danao City, Cebu
Lapu-lapu	Annex Building Gaisano Island MII Mactan, Pajo, Lapu-lapu City
Mandaue	3rd Floor, J Centre Mall, Barangay Bakilid, Mandaue City
Tagbilaran	2F Galleria Luisa Building, Gallares St., Tagbilaran City, Bohol
Talisay	2F Rosalie Building, Gaisano Fiesta Mall, Highway Tabunok, Talisay City, Cebu
Toledo	2F TE Building, D. Macapagal Highway, Sangi, Toledo City, Cebu
Camotes SO	GF Poro Public Market, Eastern Poblacion, Municipality of Poro, Camotes Island, Cebu
Visayas Central 2 Division	
Tacloban	cor. M.H. del Pilar & Lopez Jaena St. Downtown Tacloban City, Leyte
Ormoc	Veloso St., Brgy. Punta, Ormoc City, Leyte
Maasin	JQD Bldg., Kangleon St., Maasin City, Southern Leyte
Catbalogan	Noyden Bldg., San Bartolome Stl, Ubanon, Catbalogan, Western Samar
Calbayog	PNB Bldg. Maharlika Highway, Obrero, Calbayog City, Western Samar
Borongan SO	Lupos Bldg., Real St., Songco, Borongan, Eastern Samar

[illegible]

Sworn Statement that the cleaning solutions that the bidder is going to use for janitorial services in SSS have been registered with and approved by the Food and Drug Administration (FDA)/Commitment of Compliance

LOT NO. _____

Name of the SOCIAL SECURITY SYSTEM:
Project Reference Number:

Name of the Project:
Location of the Project:

AFFIDAVIT

I, (Representative of the Bidder) , of legal age, (civil status) , Filipino and residing at (Address of the Representative) , after having been duly sworn to in accordance with the law, depose and state:

That I am the duly authorized representative of (Name of Company) with office address at _____;

That in compliance with the requirements of the SOCIAL SECURITY SYSTEM (SSS), I affirm that our company have verified and confirmed that the cleaning solutions products it is going to use for janitorial services in SSS offices, if awarded the contract, have been registered with the appropriate government agency – the Food and Drug Administration (FDA) by its respective manufacturers/importers/distributors;

That our company shall use the same products listed in **Annex 1.3 - LIST OF FDA REGISTERED HOUSEHOLD PRODUCTS TO BE USED FOR JANITORIAL SERVICES IN SSS** and the other supplies, materials, tools, devices and equipment required by the SSS within the duration of the contract in accordance with the approved scope of service and methodology, benchmark and/or standards for Lot (*Specify the Lot No.*).

That I am executing this affidavit to attest to the truth of the foregoing statements; as one of the documentary requirements of the SSS; and for whatever legal intents and purposes it may serve.

FURTHER AFFIANT SAYETH NAUGHT.

AFFIANT

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20____, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

(Notary Public)

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



Sworn Statement that the fertilizer/pesticide that the bidder is going to use for janitorial services in SSS have been registered with and approved by the Fertilizer and Pesticide Authority (FPA)/Commitment of Compliance

LOT NO. _____

Name of the SOCIAL SECURITY SYSTEM:
Project Reference Number:

Name of the Project:
Location of the Project:

AFFIDAVIT

I, (Representative of the Bidder), of legal age, (civil status), Filipino and residing at (Address of the Representative), after having been duly sworn to in accordance with the law, depose and state:

That I am the duly authorized representative of (Name of Company) with office address at _____;

That in compliance with the requirements of the SOCIAL SECURITY SYSTEM (SSS), I affirm that our company have verified and confirmed that the fertilizer/pesticide products it is going to use for janitorial services in SSS offices, if awarded the contract, have been registered with the appropriate government agency – the Fertilizer and Pesticide Authority (FPA) by its respective manufacturers/importers/distributors;

That our company shall use the same products listed in **Annex 1.3 - LIST OF FPA REGISTERED PRODUCTS TO BE USED FOR JANITORIAL SERVICES IN SSS** within the duration of the contract in accordance with the approved scope of service and methodology, benchmark and/or standards for Lot (*Specify the Lot No.*).

That I am executing this affidavit to attest to the truth of the foregoing statements; as one of the documentary requirements of the SSS; and for whatever legal intents and purposes it may serve.

FURTHER AFFIANT SAYETH NAUGHT.

AFFIANT

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20____, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

(Notary Public)

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



STANDARD JANITORIAL SUPPLIES AND MATERIALS
FOR VALIDATION WITH FDA/FPA (LOT NO. ____)

This is a typical Form for all LOTS: (FOR FDA VALIDATION)

	Product	Unit	Brand Name	Certification of Product Registration (CPR) No.
CLEANING SOLUTIONS				
1	Cleaner	gallon		
2	Stripper	gallon		
3	Sealer	gallon		
4	Wax	gallon		
5	Spray (Buffing)	gallon		
6	Toilet Bowl Cleaner	gallon		
7	Glass Cleaner	gallon		
8	Carpet Shampoo	gallon		
9	High Gloss Finish Wax	gallon		
10	Liquid Bleach	gallon		
11	Muriatic Acid	gallon		
12	Air Freshner, 120 ml	can		
13	Deodorant Cake	piece		
14	Disinfectant Liquid spray	gallon		
15	Liquid Declogger	gallon		
PESTICIDE & FERTILIZER PRODUCTS				
1	Insect Aerosol Spray, 120 ml	can		
2	Rat bait, med	box		

This is to certify that the household products listed above had passed the quality assurance of **FDA/FPA** as verified from said agency by our Company. If awarded with the janitorial service contract with SSS, our company is committed to use the said products and other supplies and materials as required in the corresponding awarded Lot/Project, SSS approved Scope of Services and Methodology/Standards.

Prepared by: _____
Signature Over Printed Name

Date : _____

Position : _____

Company : _____

Business Address: _____

Note: Only one (1) List of Products may be submitted by a bidder for more than one (1) Lot containing all the products prescribed by SSS for said Lots. Delete the product from the List that is not among those required in the Lot the Bidder wants to bid or indicate "NA" opposite the product name. The above-listed products are subject to validation/confirmation from the concerned agencies.



