

PHILIPPINE BIDDING DOCUMENTS

**PROVISION OF
MAINTENANCE AND
JANITORIAL SERVICES
FOR CY 2025
PB ASD 2024-023**



Department of Education
NATIONAL CAPITAL REGION
Misamis Street, Bago Bantay, Quezon City
Email Address: procurement.ncr@deped.gov.ph



INVITATION TO BID FOR THE PROVISION OF MAINTENANCE AND JANITORIAL SERVICES FOR CY 2025

1. The *Department of Education – National Capital Region (DepEd-NCR)* through the *General Appropriations Act (GAA) CY 2025* intends to apply the sum of *THREE MILLION THREE HUNDRED FIFTY THOUSAND PESOS (PHP3,350,000.00)* being the ABC to payments under the contract for *Provision of Maintenance and Janitorial Services / PB ASD 2024-023*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DepEd - NCR* now invites bids for *Janitorial and Maintenance Services (10 Janitors/Maintenance Personnel)* to be assigned at the *Regional Office Proper for CY 2025* as part of the early procurement activities (EPA). Please see attached requirements, specifications and supplies (Annexes A & B).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from *DepEd - NCR* and inspect the Bidding Documents at the address given below during Monday to Friday **8:00 AM to 5:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **November 4, 2024** by downloading a copy in the agency’s website at **<https://depedncr.com.ph/invitation-to-bid/>** or by requesting the PDF copy through the DepEd – NCR BAC Secretariat at email address: **procurement.ncr@deped.gov.ph** and upon payment of the applicable fee for the Bidding Documents at the Cashier’s Section, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (Php5,000.00)**. The Prospective Bidders shall accomplish the bidder’s information survey through this link **<http://bit.ly/NCR-BiddersInformationSheet>**.
6. The *DepEd – NCR* will hold a Pre-Bid Conference¹ on **November 14, 2024 at 2:00 PM** via *Online Platform*, which shall be open to all prospective bidders. The meeting link will be sent to your email address upon notification.

7. Bids must be duly received by the BAC Secretariat by manual submission at the office address indicated below on or before **12:00 Noon of November 27, 2024**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **November 27, 2024 – 2:00 PM** at DepEd – NCR Conference Hall and via **Online Platform** for bidders' representatives who choose to attend the activity. Further instructions on the submission and opening of bids is stated in **ITB Clause 16**.
10. The award of contract shall be undertaken through EPA.
11. The *DepEd - NCR* 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.
12. For further information, please refer to:

BAC Secretariat/Procurement Unit

Misamis Street, Bago Bantay, Quezon City

Email Address: bac.ncr@deped.gov.ph or procurement.ncr@deped.gov.ph

October 28, 2024


CRISTITO A. ECO
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *DepEd - NCR* wishes to receive Bids for the *Provision of Maintenance and Janitorial Services*, with identification number *PB ASD 2024-023*.

The Procurement Project (referred to herein as “Project”) is composed of procurement of *Services for the Maintenance and Janitorial for the Regional Office Proper of DepEd - NCR for CY 2025*, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *CY 2025 (EPA)* in the amount of *PHP3,350,000.00*

2.2. The source of funding is: *CY 2025 GAA*

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

DepEd-NCR, 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. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

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;

- 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 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

Not applicable in this project

7. Subcontracts

- 7.1. DepEd-NCR prescribes that Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **November 14, 2024 – 2:00 PM** either at its physical address at *DepEd NCR Conference Hall, Misamis St., Bago Bantay, Quezon City* and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

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

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

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
- i. The price of the Goods/Services quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to the project; and
 - iv. The price of other (incidental) services, if any, 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 Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until *120 calendar days*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

- a. Bids can be submitted manually or through mail courier or registered mail, the indicated date of receipt of the postal service or courier service shall be considered as date of submission to the BAC concerned, without prejudice to any verification during the post qualification.
- b. Send hard copy via courier, on condition that the BAC Secretariat will be provided with the proof of waybill and the hard copies of the documents must be received by the BAC Secretariat before the actual opening of bids.
- c. Any bid modification shall likewise be submitted, provided that it is done before the deadline for submission and receipt of bids. The actual time of bid submission shall be the time reflected in the mail of the bidder.

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present

shall sign a register evidencing their attendance. In case videoconferencing, 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. DepEd-NCR's 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. 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.
- 19.3. The Project shall be awarded as One Project having several items that shall be awarded as one contract.
- 19.4. 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. The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid complies with and is responsive to all the requirements and conditions.

- 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.
- 20.3 Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.
- 20.4 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.
- 20.5 If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the LCRB, and recommend to the HoPE the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.
- 20.6 A negative determination shall result in rejection of the Bidder's Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid with a fresh period to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the LCRB is determined for recommendation for contract award.
- 20.7 Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the LCRB and the recommendation to award the contract, the HoPE or his duly authorized representative shall approve or disapprove the said recommendation.
- 20.8 In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the HoPE shall notify the BAC and the Bidder in writing of such decision and the grounds for it. When applicable, the BAC shall conduct a post-qualification of the Bidder with the next Lowest Calculated Bid. A request for reconsideration may be filed by the bidder with the HoPE in accordance with Section 37.1.3 of the IRR of RA 9184.

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

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Similar contracts pertain to contract for the provision of maintenance and janitorial services. b. Completed five (5) years prior to the deadline for the submission and receipt of bids.
12	The price of the Goods/Services shall be based on the applicable wage order in NCR
14.1	<p>The bid security shall be in the form of, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. A notarized Bid Securing Declaration (BSD) or b. The amount of not less than <i>Php67,000.00 or equivalent to two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or c. The amount of not less than <i>Php167,500.00 or equivalent to five percent (5%) of ABC</i> if bid security is in Surety Bond.

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

2.1. Not applicable in this project

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 and GPPB Circular No. 004-2020

4. Inspection and Tests

Not applicable in this project

5. Warranty

5.1 In order to assure that the personnel to be assigned at DepEd-NCR, one has undergone the necessary screening and evaluation pursuant to the recruitment and selection criteria and that they fit for the work, and of integrity, honesty, trustworthiness and no derogatory or criminal record.

5.2 The Procuring Entity shall promptly notify the Service Provider in writing of any claims arising under this warranty. Upon receipt of such notice, the Service Provider 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 Service Provider's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Service Provider's 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

GCC Clause	
1	<p data-bbox="371 483 735 517">Delivery and Documents –</p> <p data-bbox="371 555 1385 734">For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p data-bbox="371 777 1174 848"><i>The service site is DepEd NCR Regional Office Proper (ROP). The period is one (1) year, CY 2025.</i></p> <p data-bbox="371 925 1385 995">For purposes of this Clause, DepEd-NCR’s Representative for this Project is the Administrative Division.</p> <p data-bbox="371 1072 659 1106">Incidental Services –</p> <p data-bbox="371 1183 1385 1254">The Service Provider is required to provide all of the following services, including additional services, under Annexes A & B of this Bidding Documents.</p>

Section VI. Schedule of Requirements

The service provider shall provide the following to DepEd NCR, starting *January 1, 2024 to December 31, 2024*:

Item Number	Description	Quantity
1	Janitors/Maintenance Personnel	10
	Cleaning Materials and Supplies per Annex B	

Section VII. Technical Specifications

Item	Specification	Statement of Compliance
		<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>
1	Please refer to Annex A.	
2	Please refer to Annex B.	
3	Please refer to Section VIII.	
4	Organizational Set-Up	
5	Certificate of Registration with SSS, Pag-Ibig, PhilHealth	
6	Name and Number of Janitors/ Workers and Supervisors	
7	Recruitment and Selection Criteria	
8	Statement of Completeness of Uniforms and Other Paraphernalia	
9	List of Equipment, Tools & Materials, and Supplies. It shall specify the quantity and kind. (Please refer to Annex B for the minimum list.)	
10	Housekeeping Plan	
11	Service Records	

12	<p>Clearances from Pag-IBIG, SSS & PhilHealth shall be submitted by the LCB within three (3) days after the opening of bids and prior to the post-qualification process.</p> <p>The Bidder with the LCB shall submit clearances/Certificate of Good Standing from SSS & PhilHealth shall be issued within the second for third quarter of 2024; Pag-IBIG within 2024.</p>	
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Section VIII. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Technical Documents

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

Financial Documents

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

Class "B" Documents

- (i) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

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

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

- (l) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (m) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

JANITORIAL AND MAINTENANCE SERVICES

DAILY ROUTINE OPERATION:

- A. Janitors will be given their respective areas of assignment which will be rotated on a regular basis. They are to report to their respective assigned areas. Sweeping, mopping, spot scrubbing and polishing of all floors in all offices and laboratories. Areas where heavy traffic occurs, including the main lobby, entrance ways, waiting areas and comfort rooms shall be serviced continuously during hours of public use to guarantee cleanliness.
- B. Cleaning, sanitizing and disinfecting of toilets and restrooms/washrooms with the use of effective disinfecting chemicals on the wash basins, urinals and toilet bowls. Fogging of toilets and hallways with deodorants/air fresheners.
- C. Dusting and cleaning of horizontal and vertical surfaces including furniture.
- D. Dusting, polishing and cleaning of all glass tops, inside windows, window ledges, air vents, partitions and brass attachments, furniture and fixtures.
- E. Emptying, cleaning of ashtrays and waste paper container and disposal of trash to the receptacles provided for this purpose and cleaning the same.
- F. Sweeping of cobwebs and removing of stain, dirt or finger marks on walls, doors and building posts where necessary.
- G. Maintenance/watering of ornamental plants inside and outside of DepEd NCR building.
- H. Washing of cups, saucers, spoons and other kitchen utensils.
- I. Sweeping/collecting of litter scattered inside and at the sidewalk outside the DepEd NCR compound. Trim, remove and dispose of grass/weeds outside the DepEd NCR building.
- J. Cleaning of motor pool compound/parking area.
- K. Vacuuming of all carpeted floors.
- L. Clean/wipe all tables, chairs, steel and wooden cabinets, electric fans, refrigerators, air conditioning grills and casing.
- M. Clean/disinfect telephone equipment with alcohol.
- N. Checking of water faucets, water apparatus, lights and electricity-run equipment, window and doors at the close of office hours.

WEEKLY PERIODIC OPERATIONS

- A. Washing, scrubbing, waxing and polishing of all floors and stairways.
- B. Washing of inside glass windows, partitions and doors.

- C. Dusting of roller blinds and drapes and light fixtures suspended from ceiling.
- D. Cleaning, waxing and polishing of all the office furniture and fixtures, counters, refrigerators, etc. But not including items of equipment that require specialized maintenance. Furniture such as davenport and chairs showing signs of soil due to any cause will be washed and cleaned.
- E. Cultivating plants and regular trimming of grass.
- F. Cleaning the DepEd – NCR garden.
- G. Polishing of all the metal sign.
- H. Vacuum cleaning of draperies and carpets.
- I. Taking out of indoor plants of exposure to sunlight and returning them to their proper places after a day.

MONTHLY PERIODIC OPERATIONS

- A. Thorough general cleaning of all areas.
- B. Thorough general cleaning, sanitizing and disinfecting of all washrooms and toilets.
- C. Cleaning of diffusers, lights, roller blinds, walls, ceiling etc.
- D. Pest eradication activities for rodents, cockroaches, mosquitoes, ants, flies and other crawling insects.
- E. Clean interior of glass windows and doors.

MISCELLANEOUS SERVICES

- A. Labor, material and equipment for quarterly shampooing of carpets and furniture in fabric or as may be indicated by the **CLIENT**.
- B. Carting or hauling of office furniture and fixtures, equipment, gas tanks, supplies and/or records within the premises.
- C. Report of repairs needed as well as leaking faucets.
- D. Cleaning and declogging of roof decks, gutters and downspouts.
- E. Providing high-pressure washing for cleaning outside building; free indoor plants at the lobby.
- F. Perform messengerial and other related errand works within the premises.
- G. Performing miscellaneous errands as may be required.

JANITORIAL AND MAINTENANCE SERVICES

A. MONTHLY SUPPLIES/MATERIALS FOR JANITORIAL SERVICES

SUPPLIES/MATERIALS	UNIT	QUANTITY
1. Glass Cleaner	gallon	2
2. Air Freshener - Glade	tube	4
3. Cleanser	kilogram	6
4. Deodorant Cake	dozen	2
5. Emulsion Wax	gallon	2
6. Furniture Polish	gallon	2
7. Pranela Rugs	piece	10
8. Liquid Wax	gallon	2
9. Lysol Disinfectant	gallon	4
10. Mop Heads	piece	10
11. Muriatic Acid	gallon	2
12. Plastic Garbage Bag	piece	60
13. Powder Soap	kilogram	10
14. Downy	liter	4
15. Alcohol – Green Cross	bottle	10
16. Zonrox	gallon	2
17. Toilet Bowl Cleaner	gallon	2

B. SEMI-ANNUAL SUPPLIES/MATERIALS (JANUARY & JULY)

SUPPLIES/MATERIALS	UNIT	QUANTITY
1. Doormat	piece	20
2. Dust Pan	piece	8
3. Baygon Insecticide	tube	2
4. Mop Handle	piece	8
5. Spray Gun	piece	8
6. Polishing Pad	piece	4
7. Soft Broom	piece	2
8. Stick Broom	piece	20
9. Stripping Pod	piece	2
10. Toilet Bowl Brush	piece	8

Prospective bidders are advised to utilize forms downloaded from the GPPB website at <https://www.gppb.gov.ph/downloadables.php> or through this link: <https://tinyurl.com/2s3n3eef> or QR Code:



Republic of the Philippines



Government Procurement Policy Board