

Republic of the Philippines
UNIVERSITY OF THE PHILIPPINES BAGUIO
Bids and Awards Committee

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PHILIPPINE BIDDING DOCUMENTS

**PROCUREMENT OF TWELVE (12)
MONTHS JANITORIAL SERVICES**

UPB-BID-EPA2021-2

**Sixth Edition
July 2020**

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

UNIVERSITY OF THE PHILIPPINES BAGUIO

Governor Pack Road, 2600 Baguio City
Telephone Number: 074 446 9973/446 9973

INVITATION TO BID FOR **PROCUREMENT OF TWELVE (12) MONTHS** **JANITORIAL SERVICES** **UPB-BID-EPA2021-2**

1. *University of the Philippines Baguio*, through the *General Appropriations Act (GAA) 2021* intends to apply the sum of *Four Million Six Hundred One Thousand Two Hundred Thirty-Three Pesos and 68/100 (PhP 4,601,233.68)* being the ABC to payments under the contract for the *Procurement of Twelve (12) Months Janitorial Services* with *Bid Reference No. UPB-BID-EPA2021-2*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The University of the Philippines Baguio now invites bids for the above Procurement Project. Delivery of the services *require Twelve (12) months* contract duration. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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 University of the Philippines Baguio and inspect the Bidding Documents at the address given below from *Monday to Friday, 8:30 a.m. to 4:30p.m.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on *November 26, 2020* from the given address and website(s) *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (PhP 5,000.00)*. Payments may be thru:

Bank: Development Bank of the Philippines (DBP)

Branch: Baguio City

Account Name: UP Baguio Trust Fund

Account Number: 0-00363-510-1

(Please make at least 2 copies of the deposit slip)

OR

Bank: Land Bank of the Philippines (LBP)

Branch: Baguio City, Marcos Highway

Account Name: UP Baguio Revolving Fund

Account Number: 0221-3287-28

(Please make at least 2 copies of the deposit slip)

For the **Official Receipt**, you may proceed at the Cashier's Office for the issuance of the Official Receipt from 8:00 a.m. to 4:00 p.m., Monday to Friday.

The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, or by facsimile, or through electronic means

6. The University of the Philippines Baguio will hold a **Pre-Bid Conference** on **December 4, 2020, 10:30 a.m.** at **Board Room, 2nd floor Iskolar ng Bayan Building, University of the Philippines Baguio, Governor Pack Road, 2600 Baguio City** and/or through zoom conferencing, which shall be open to prospective bidders.

The pre-bid conference may be attended via ZOOM CONFERENCE. For those participating via Zoom conferencing, please click on the link below to register in advance for this meeting:

Register in advance for this meeting:

<https://up-edu.zoom.us/join/9tZwude2tpjwiH9LtNLZN4OEgW726Pg-M6SrS>

After registering, you will receive a confirmation email containing information about joining the meeting.

7. **Bids must be duly received** by the BAC Secretariat through (i) manual submission at the office address indicated below, or (ii) online or electronic submission as indicated below, or (iii) both on or before **December 16, 2020 at 1:30 p.m.** Late bids shall not be accepted.

BAC Secretariat Office
Supply and Property Management Office
Isabelo delos Reyes Building
UP Baguio
Governor Pack Road, Baguio City
Email : bac.upbaguo@up.edu.ph

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 **December 16, 2020, 2:00p.m.** at the **Board Room, 2nd Floor Iskolar ng Bayan Building, UP Baguio Governor Pack Road, Baguio City.** Bids will be

opened in the presence of the bidders' representatives who choose to attend the activity.

The bid opening may be attended via ZOOM CONFERENCE. For those participating via Zoom conferencing, please click on the link below to register in advance for this meeting:

Register in advance for this meeting:

<https://up-edu.zoom.us/meeting/register/tZYqc--hpzojGdL4Q0wX6ZjvgRymHaS5gbEU>

After registering, you will receive a confirmation email containing information about joining the meeting.

10. *For Online Bid Submission, the requirements and instructions to bidders for electronic submission and opening of bids is as follows:*

I. Requirements

- 1) Bidders please ensure that you have:
 - a. E-mail address and Zoom account (certified as official by bidder)
 - b. Accomplished the necessary bid documents and instructions, and are now going to submit your bids online
 - c. Accomplished Bid documents in PDF file format
 - d. A contemporary computer with Windows 8 or 10 software
 - e. An Internet connection

II. General Instructions:

- 1) Bid documents in single zipped file (encrypted, archived and password-protected), shall be submitted online via e-mail attachment to bac.upbaguio@up.edu.ph using the certified e-mail address of the bidders on or before the pre-set deadline for submission of bids

The e-mail message format shall include:

To: bac.upbagnio@up.edu.ph

Subject: UPB-BID-xxxxxxx – SUPPLIER NAME

- 2) Decryption password must be submitted in a separate e-mail message to bac.upbago@up.edu.ph upon request, during the bid opening conference via Zoom.

11. The *University of the Philippines Baguio* 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:

IRENE J. ENRIQUEZ
Supply and Property Management Office
Isabelo delos Reyes Building
UP Baguio

Governor Pack Road, Baguio City
Telefax. No. (074) 442 3484, (074) 446 9973
email: bac.upbaguio@up.edu.ph
<http://www.bac.upb.edu.ph>

13. You may visit the following websites:

For downloading of Bidding Documents:

web.upb.edu.ph/bids-and-awards-committee-bac

For online bid submission:

email to: bac.upbaguio@up.edu.ph

Date of Issue: 26 November 2020

JESSICA K. CARINO
Chair

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *University of the Philippines Baguio* wishes to receive Bids for the *Procurement of Twelve (12) months Janitorial Services*, with *Bid Reference Number: UPB-BID-EPA2021-2*.

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *2021* in the amount of *Four Million Six Hundred One Thousand Two Hundred Thirty-Three pesos & 68/100 (PhP 4,601,233.68)*.

2.2. The source of funding is: *the NGA, the National Expenditure Program*.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

- 5.2. 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:
- 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 Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that: ***Subcontracting is not allowed.***

- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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 and through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **Three (3) years**, *[as provided in paragraph 2 of the IB]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

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

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

13. Bid and Payment Currencies

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

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

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ 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**.

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

- 14.2. The Bid and bid security shall be valid until **15 April 15, 2021**. 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 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. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall

consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows: ***One Project having several items that shall be awarded as one contract.***
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, }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> <ol style="list-style-type: none"> a. <i>Experience in providing janitorial services in Universities, Colleges, Government Agencies, Hospitals and other Public/ Private entities.</i> b. completed within Three (3) years prior to the deadline for the submission and receipt of bids.
7.1	<i>Subcontracting is not allowed</i>
12	The price of the services shall be quoted DDP University of the Philippines Baguio, Governor Pack Road, 2600 Baguio City.
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> <ol style="list-style-type: none"> a. The amount of not less than <u>PhP 92,024.67</u> <i>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 b. The amount of not less than <u>PhP 230,061.68</u> <i>equivalent to five percent (5%) of ABC</i>] if bid security is in Surety Bond.
19.3	<i>The Project will be awarded in one lot, with ABC of PhP 4,601,233.68</i>
20.1	For purposes of Post-qualification, the following documents shall be required:
	<ol style="list-style-type: none"> 1. Organizational set-up of the Agency; 2. Certification as to compliance with Manpower Requirements under Section VI. Schedule of Requirements; 3. Recommendations or certificates of appreciation received, if any; 4. Certificate from the bidder under oath of its compliance with existing labor laws and standard, in case of procurement of services such as but not limited to: <ul style="list-style-type: none"> • Minimum Wage (Attach copies of the payroll or pay slip duly acknowledged by the guards for the past 3 months) • SSS • Philhealth <p>(Also attach copies of the Official Receipts of remittance to the SSS/Philhealth with the attached Contribution Collection List (R-3 for SSS) & Employer's Remittance Report (RF-1 for Philhealth))</p>

	<p>for the past 3 months</p> <ul style="list-style-type: none"> • Pag-ibig; • Allowance for any increase of the above undertaking as maybe imposed by law or component authority. <p>5. Company profile and track record highlighting the following information:</p> <ul style="list-style-type: none"> • Year established and number of years in the service • License/accreditation number • Articles of Incorporation or Certificate of SEC registration with the latest general information sheet submitted to the SEC • Name of satisfied clients • Number of years serving each client <p>6. Certification for minimum qualification of personnel stated in individual profiles including but not limited to the following:</p> <ul style="list-style-type: none"> • of Good Moral Character • Physically and mentally fit • 5 years supervisory experience for supervisor • At least 21 years old <p>7. Certification from DOLE of NO PENDING CASE</p>
21.2	<i>none</i>

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

- 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	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are <i>University of the Philippines Baguio, Governor Pack Road, 2600 Baguio City.</i> Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>Irene J. Enriquez.</i></p>
2.2	<p>Payments shall be made by the UP Baguio to the service provider on a monthly basis upon submission by the service provider of the following documents:</p> <ul style="list-style-type: none"> a. Actual deployment of personnel and man-hours during the billing period; b. Proof of compliance with legal requirements on the payment of salaries such as duly signed payroll, issuance of pay slips to security guards, premium remittances and taxes. This will serve as requisite for every billing; c. Certificate of Acceptability of Work from the Administration
4	<p>Spot inspection of the performance of the janitors/janitresses, their attendance, uniform at any time it is deemed necessary.</p>
5	<p>The janitorial agency shall correct any defect in the delivery of janitorial services which shall not be limited to replacement of any personnel, within twenty four (24) hours upon receipt of the valid complaint. The correction of defect must be acceptable to UP Baguio.</p>

Section VI. Schedule of Requirements

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

ITEM NUMBER	DESCRIPTION	QUANTITY	TOTAL	DELIVERY/PERIOD OF SERVICE
1	Provision of twelve (12) months janitorial services	26 janitorial personnel	26	12 months contact duration

MANPOWER DEPLOYMENT REQUIREMENT:

No. of janitors	Tour of Duty	No. of Man-Hours
26	0700-1500 Monday-Friday	8 hrs
7	0700-1500 Saturday	8 hrs

SUPPORT EQUIPMENT REQUIREMENT:

PARTICULARS	MINIMUM EQUIREMENTS
Uniform	Twenty Six (26) sets
Raincoats and Boots	Twenty Six (26) sets
Face Mask, disposable	1 box per month

Section VII. Technical Specifications

Technical Specifications

Specification	Statement of Compliance
	<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>
<p>The Service Provider must have at least a 3-year track record and experience (<i>past and present</i>) in providing janitorial services in at least two of the following:</p> <ol style="list-style-type: none"> 1. Government Agencies 2. Malls and department stores 3. Commercial banks 	
<p>The Service Provider’s office should be located within Baguio City area;</p>	
<p>The Service Provider shall provide, assign and delegate janitors/janitress to man the fixed and/or roving posts determined by the UP Baguio</p>	

The Service Provider shall provide additional or reduce the number janitor/hours as maybe directed by UP Baguio Administration through a written notice under the same terms, conditions and rate of compensation set forth in the contract of service.	
The Service Provider shall provide well trained, physically and mentally fit as supported by updated medical certificate and valid NBI clearance	
The Service Provider shall notify UP Baguio in writing within seven (7) calendar days in all matters pertaining to the rotation, reassignment, suspension and/or termination and imposition of disciplinary measure to erring janitors and/or immediately terminate as circumstances warrant.	
The Service Provider shall act on requests for replacement, reassignment and rotation within forty eight hours (48 hours) upon receipt of the written notification from the Procurement Entity.	
The Service Provider hold the UP Baguio free from any action or liability arising from any claims of the janitors and other personnel deployed by the Janitorial Agency for benefits under the Labor Code of the Philippines. Any increase in wage, social security contributions, or any similar payments as may be imposed by law or competent authority shall be automatically adjusted in accordance with accounting and auditing rules and regulations and subject to the availability of savings and upon showing of actual payment made to their employees. There shall be no employer-employee relationship between the UP Baguio and the janitors and other personnel employed by the Janitorial Agency.	
The Service Provider shall be responsible for any loss or damage to UP Baguio properties and premises,	

provided that such properties are properly turned over to the agency or the janitor. Such loss or damage shall include those caused by fortuitous events such as fire, earthquakes, typhoon, war and rebellion. Proper turn over shall mean a complete inventory of all property accountabilities per office provided at the outset and the ocular succeeding occasions.	
The Service Provider shall secure Certificate of Acceptability of Work from the Administration on a monthly basis as a requisite for processing of payments.	
The Service Provider shall ensure payment of wages on a regular schedule every 15 th and 30 th of each month in accordance with the minimum wage law and/or provisions of the Labor Code and its implementing rules and regulations.	
The Service Provider shall regularly submit to UP Baguio once a month, a list of janitor/ personnel with their assigned post for the purpose of monitoring shift rotations and supervisions by the UP Baguio.	
The Service Provider shall at the end of the contract periods, turn over to UPBaguio all property accountabilities and any amount of damages or property losses shall be deducted from the collectible amount due to the Service Provider.	
The Service Provider shall hold the UP Baguio freefrom any liability from acts of its janitors which cause damage of whatever type to UP Baguio employees and properties or to any third party and their properties.	
The Service Provider shall at all times maintain peace and order within the UP Baguio premises and shall	

fulfill other janitorial -related tasks that may be assigned by the responsible officers of the UP Baguio.	
The Service Provider shall subject janitors to drug, alcohol or other related tests from government accredited testing centers annually.	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Printed Name, Position and Signature of
Bidder's Authorized Representative

Date

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

- ☐ (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

- ☐ (i) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

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

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).

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

- ☐ (o) *[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.
- ☐ (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Requirements and Instructions to Bidders for electronic submission and opening of bids:

III. Requirements

2) Bidders please ensure that you have:

- a. E-mail address and Zoom account (certified as official by bidder)
- b. Accomplished the necessary bid documents and instructions, and are now going to submit your bids online
- c. Accomplished Bid documents in PDF file format
- d. A contemporary computer with Windows 8 or 10 software
- e. An Internet connection

IV. General Instructions:

- 3) Bid documents in single zipped file (encrypted, archived and password-protected), shall be submitted online via e-mail attachment to bac.upbagueio@up.edu.ph using the certified e-mail address of the bidders on or before the pre-set deadline for submission of bids

The e-mail message format shall include:

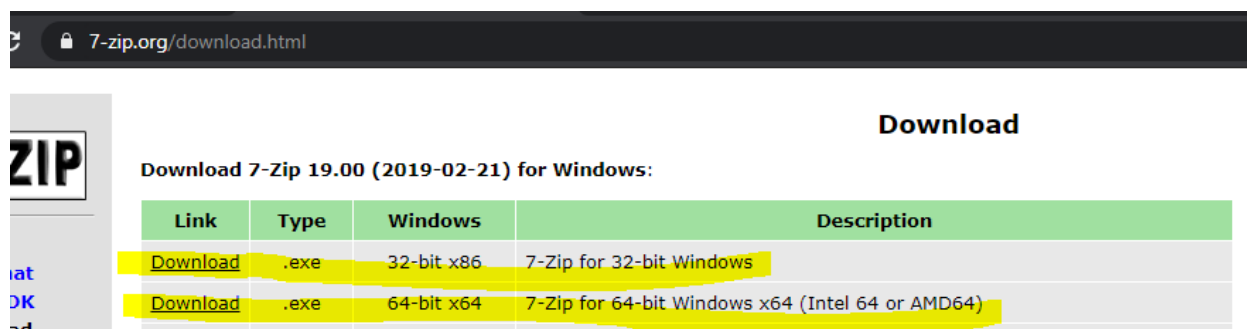
To: bac.upbagueio@up.edu.ph

Subject: UPB-BID-xxxxxxx – SUPPLIER NAME

- 4) Decryption password must be submitted in a separate e-mail message to bac.upbagueio@up.edu.ph upon request, during the bid opening conference via Zoom.

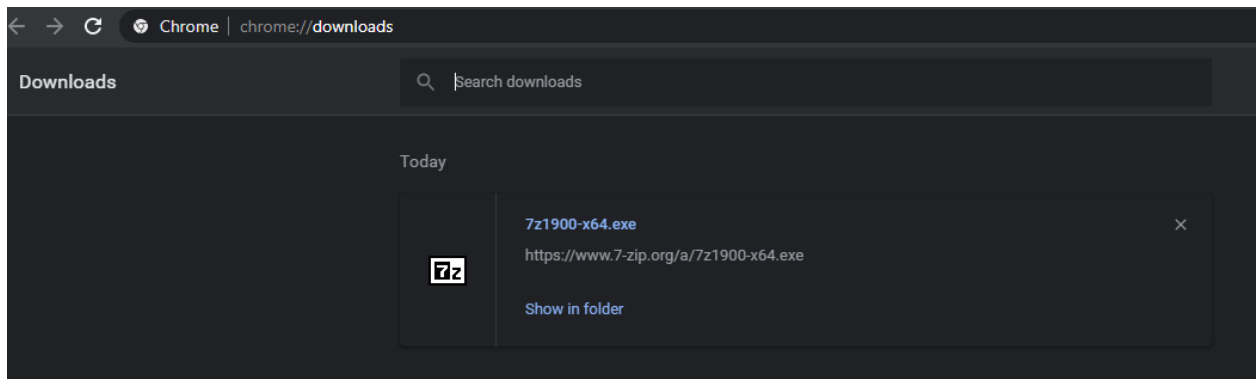
V. Instructions for creating the zipped, password-protected file of Bid Documents:

- 1) On your computer, open your web browser and go to <https://www.7-zip.org/download.html> and download the 7-zip v19.00 application for Windows (32-bit or 64-bit, whichever is appropriate for your PC)

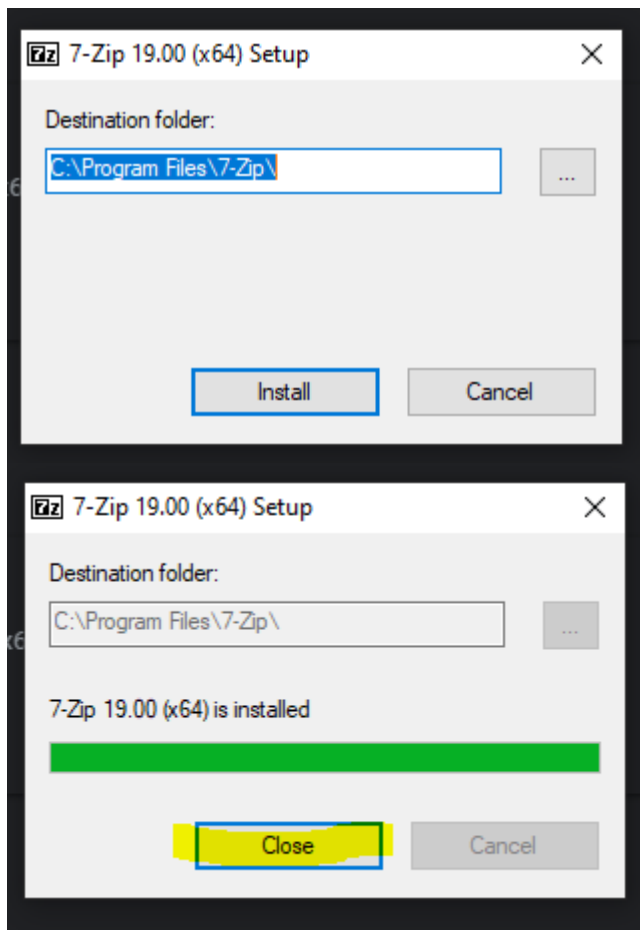


The screenshot shows a web browser window with the address bar displaying "7-zip.org/download.html". The page content includes a "ZIP" logo on the left and a "Download" heading on the right. Below the heading, it says "Download 7-Zip 19.00 (2019-02-21) for Windows:". A table with four columns (Link, Type, Windows, Description) lists two download options for Windows. The first row is for 32-bit x86, and the second row is for 64-bit x64. Both rows have a yellow highlight on the "Download" link and the "Description" column.

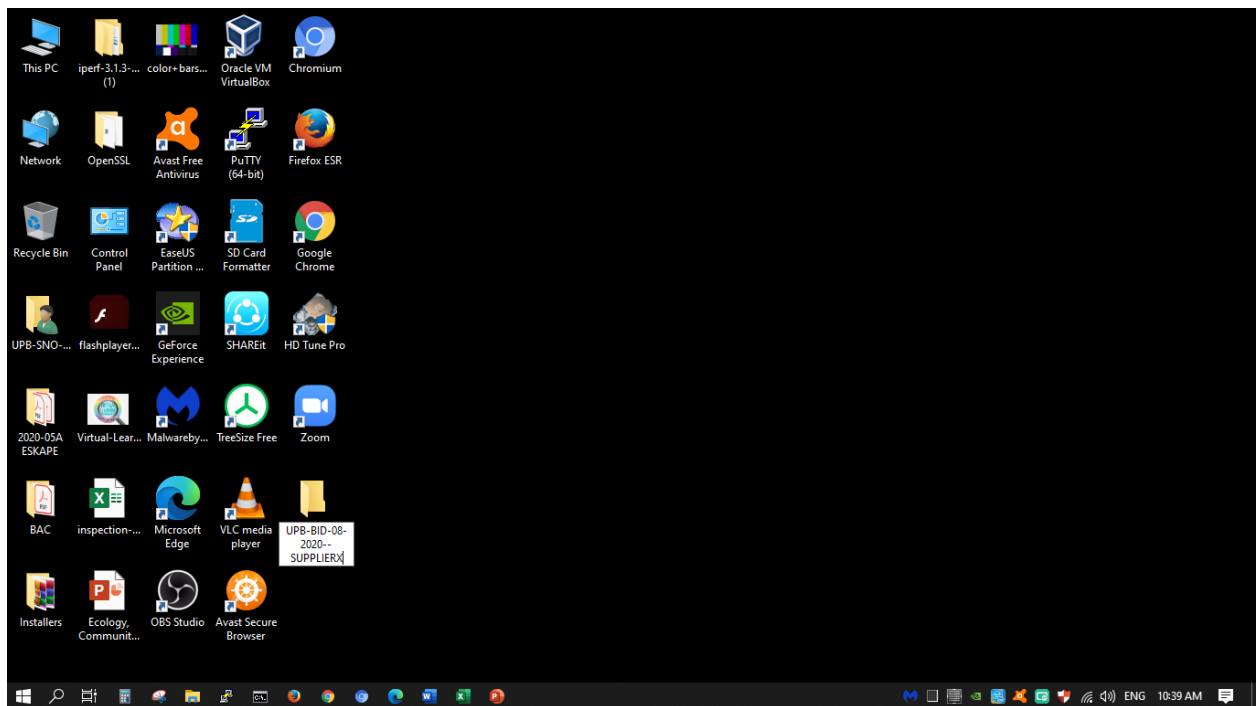
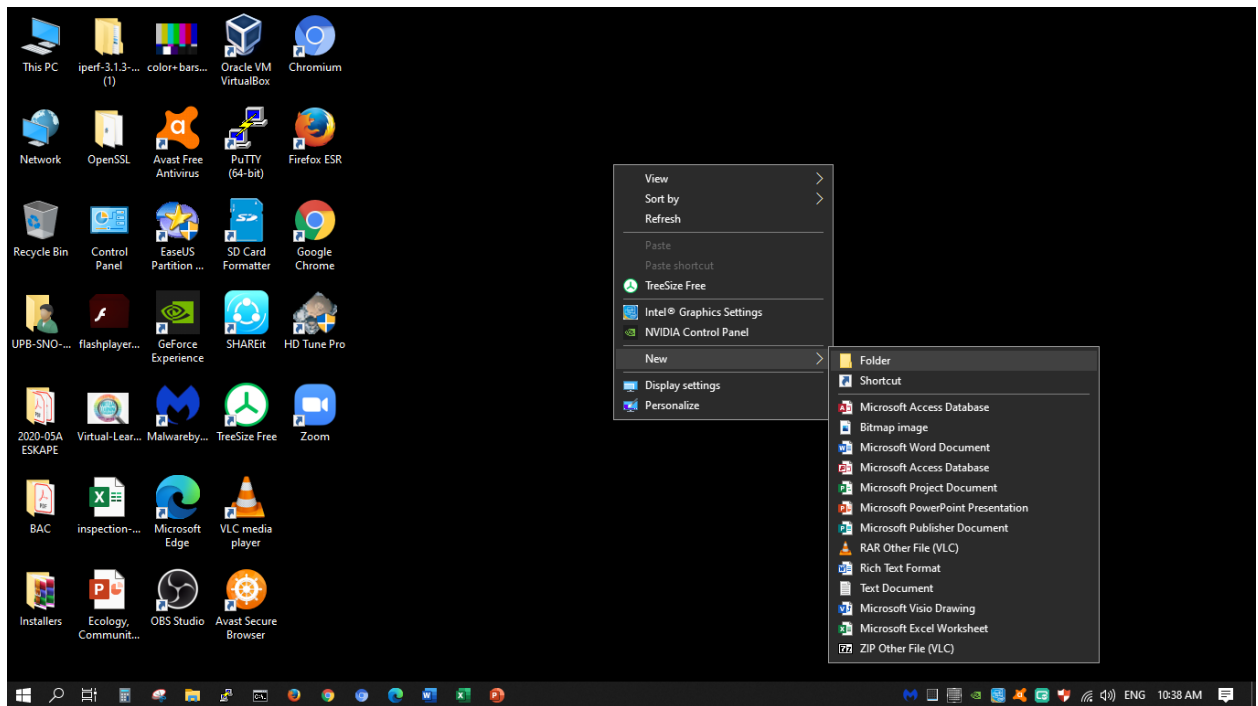
Link	Type	Windows	Description
Download	.exe	32-bit x86	7-Zip for 32-bit Windows
Download	.exe	64-bit x64	7-Zip for 64-bit Windows x64 (Intel 64 or AMD64)



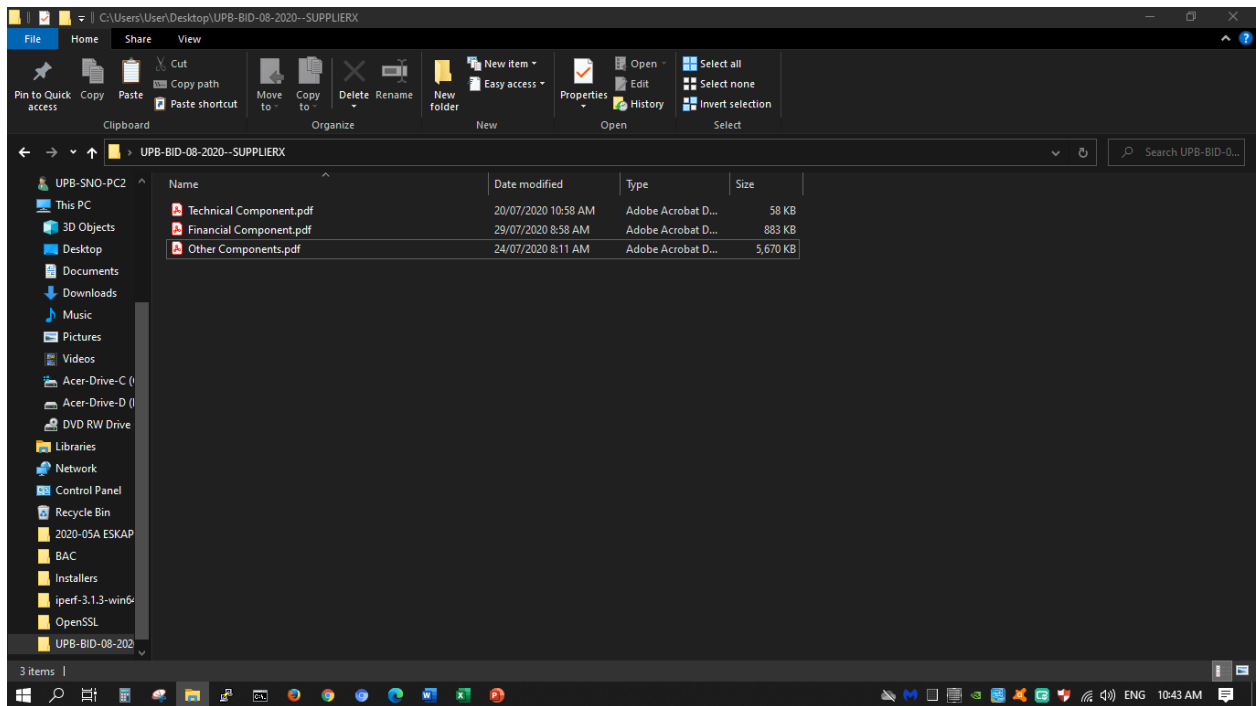
2) Once downloaded, run the 7-zip application and install it on your PC



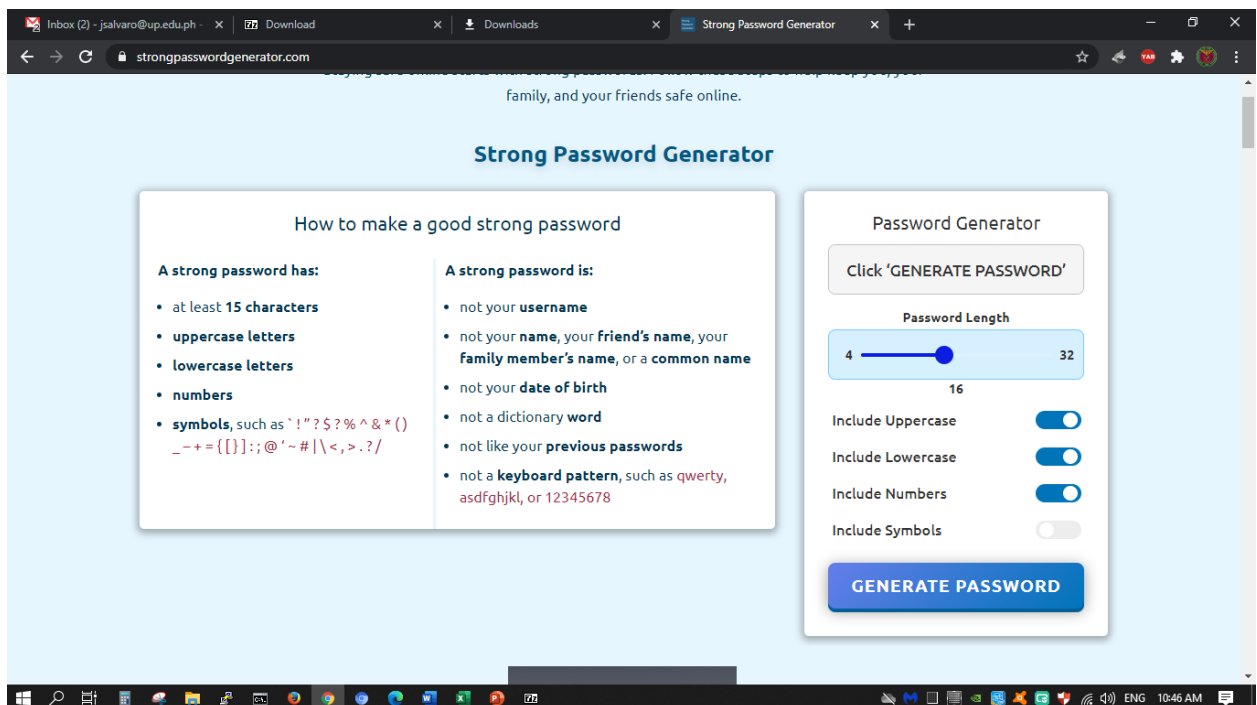
3) On the computer Desktop, right-click to create a new folder and name it accordingly (e.g UPB-BID-08-2020—YourSupplierName)



- 4) Copy the Bid Documents (PDF file format) to the named folder you have created



- 5) Open your web browser and go to <https://strongpasswordgenerator.com/> and click on “Generate Password” button



- 6) Take note of the password you have generated, and click on it to copy

tor

Password Generator

xT1zJ5oE9pY0pV4g
copied

Password Length

4 16 32

Include Uppercase ☒

Include Lowercase ☒

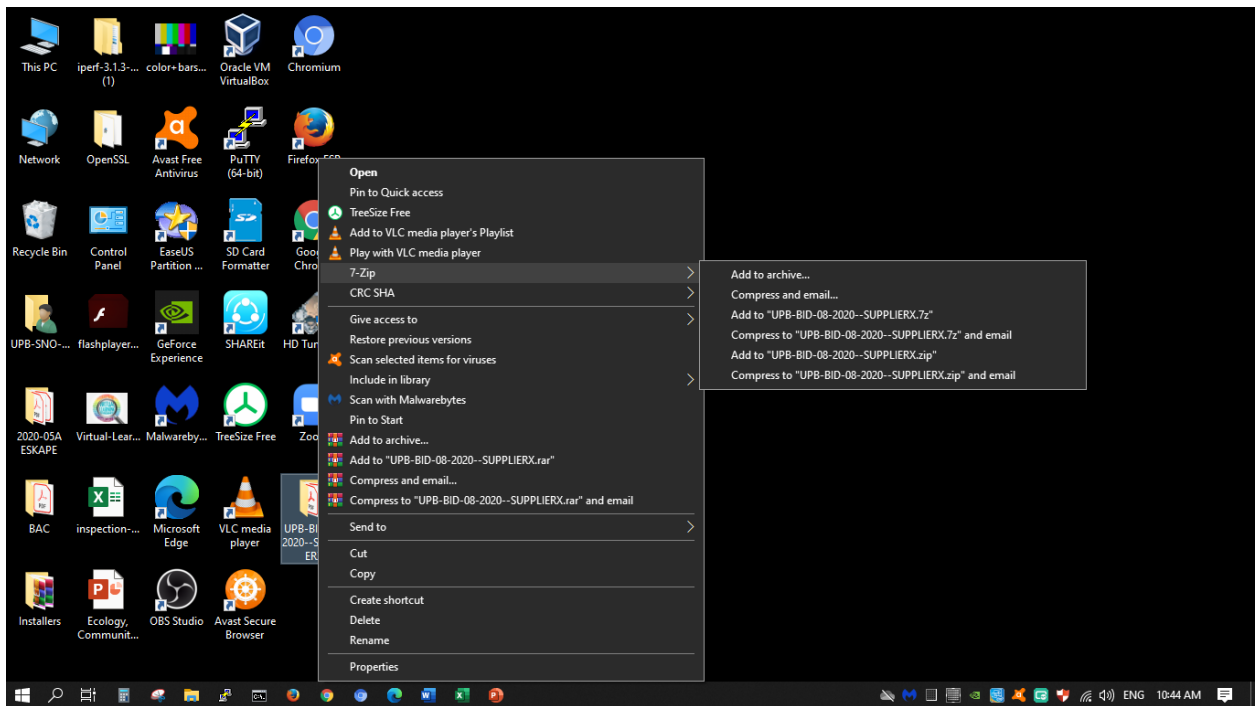
Include Numbers ☒

Include Symbols ☐

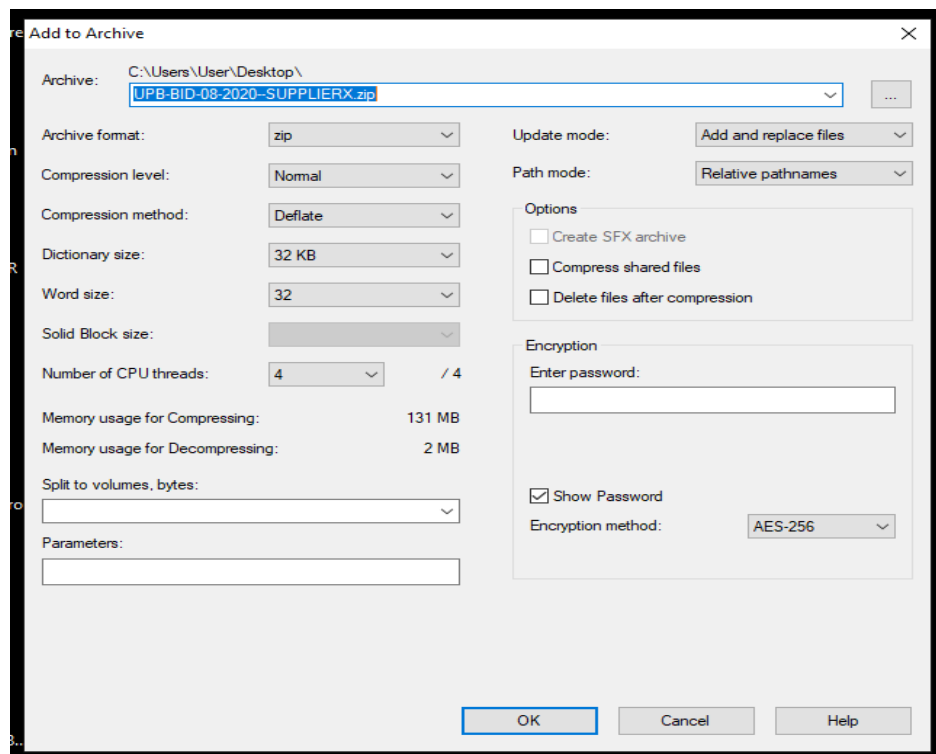
GENERATE PASSWORD

NB: PLEASE DO NOT LOOSE THE PASSWORD YOU GENERATED IN THIS STEP, AS IT WILL BE THE SAME PASSWORD FOR DECRYPTING YOUR SUBMITTED ZIP FILE LATER ON. THE UPB BAC SHALL NOT BE RESPONSIBLE FOR LOST PASSWORDS.

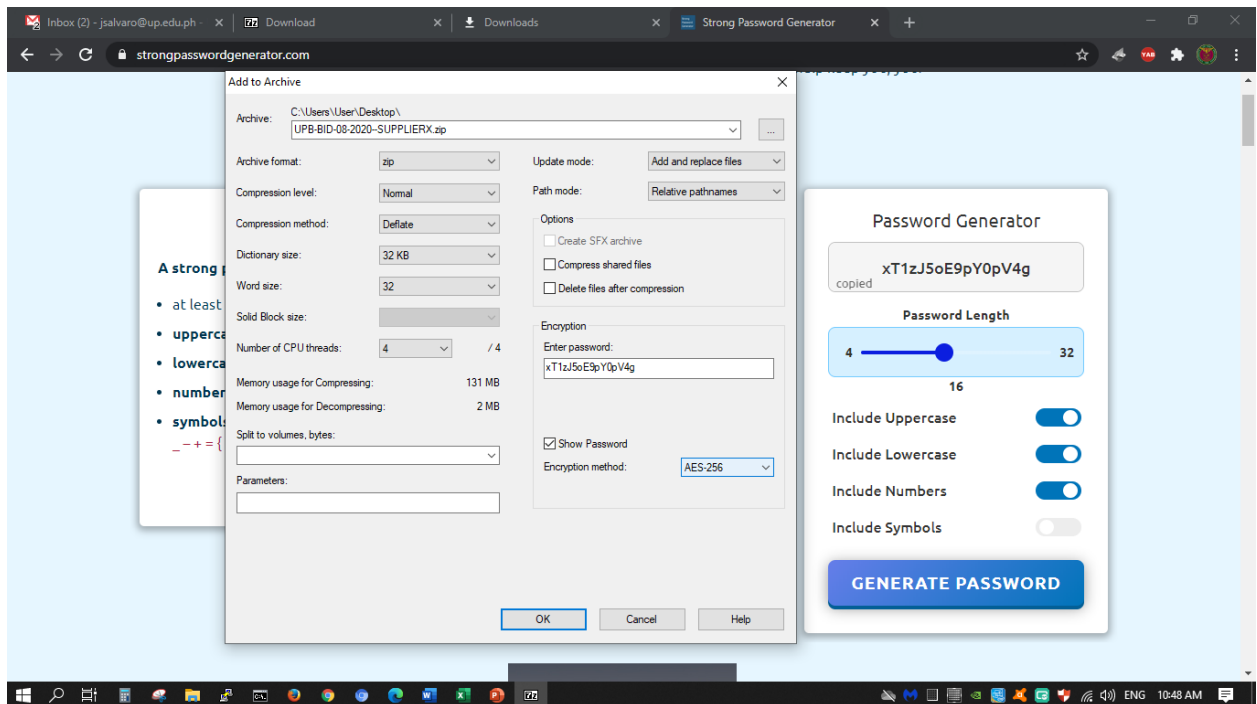
- 7) Go back to your Desktop and right click on the folder you created in step 3, and then select “Add to archive...”



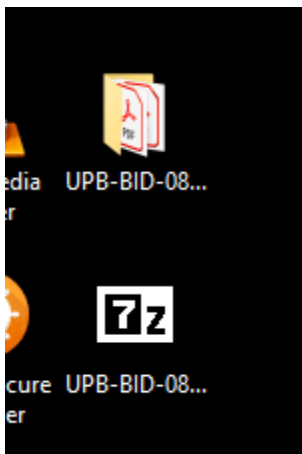
- 8) On the 7-zip window that opens (example below), tick “Show password” and select “AES-256” for Encryption method



- 9) Paste the password you generated in step 4 and 5 (make sure they match 100%) into the “Enter password” field, and then click on “Ok” to commence zipping and encryption



10) Once done, you should now have a ZIP file bearing the folder name you provided in step 3 on the Desktop.



11) You can now attach this ZIP file to your e-mail submission.

IMPORTANT:

To ensure file and password validity, please test the encrypted archive you made by attempting to unpack/unzip the contents to your computer. To do this, double click on the ZIP file you have created, input the decryption password you made and proceed to extract it. This process should proceed without error and show you the unpacked files contained in a folder. Otherwise, you may need to do the steps again from STEP #1 and re-create the password protected ZIP file.

