



P-RFQ No. 2019-048

June 10, 2019

REQUEST FOR QUOTATION PROVIDER OF JANITORIAL SERVICES

The Santa Maria Water District (SMWD) hereinafter referred to as "the Purchaser", through its Bids and Awards Committee (BAC), invite interested parties to submit price quotation for the project, "**PROVIDER OF JANITORIAL SERVICES**" through Small Value Procurement (Sec. 53.9 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of One Hundred Thirty Seven Thousand Four Hundred Pesos only. **(P 137,500.00)**

	Description	Qty	Unit	Unit Cost	Total Amount
1	JANITORIAL SERVICES For CY 2019	1	LOT		
	*** Please see attached Terms Of Reference***				
	*** nothing follows***				

All items listed under the purchaser's specifications must be complied on a pass-fail basis.

Failure to meet any one of the requirements will result to rejection. Likewise, it is understood that Purchaser's specifications are minimum requirements. The Bidder/Supplier may offer higher specifications or additional items, if any.

Procurement procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act).

It is the intent of the Purchaser to evaluate the quotation for the item and award will be made to the quotation resulting in the overall lowest cost. Contract Award will be made to the lowest evaluated quotation meeting purchaser's technical specifications.

Likewise, in accordance with Section 54.6 and Appendix A of Annex "H" (Consolidated Guidelines for the Alternative Methods of Procurement) of the IRR of RA No. 9184, the supplier shall provide the following documentary requirements as a **condition for award** of the contract:

1. PhilGEPS Registration Number; and
2. Mayor's/Business Permit.
3. Certificate of Registration

#3 M. De Leon St., Poblacion, Santa Maria, Bulacan
Tel Nos.: (044) 815-3363 / (044) 815-3238 Mobile No.: 0932-890-1155
Email Address: smwdbulacan@yahoo.com
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4. Duly Notarized Omnibus Sworn Statement.

Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

All quotations may be typewritten or handwritten and may be placed in sealed envelope marked "**PROVIDER OF JANITORIAL SERVICES**" (RFQ No. 2019-048) and must be delivered on or before **June 17, 2019, 11:59AM** at the SMWD main office. It may also be sent thru email on our official email address at procurement@smwdbulacan.gov.ph on the specified time stated above and address to the BAC Secretariat, Charito S. Fernando and /or Procurement Assistant, Randy S. Sazon (0917-1189347).

Quotations shall be valid for thirty (30) calendar days from the deadline of submission of the same.

The delivery period shall be within 3 to 5 calendar days from receipt of the Purchase Order (PO). The supplier should inform the purchaser at least two (2) days before the date of delivery. The Purchaser shall have the right to reject or to return the items/fittings that will be declared defective. The delivery will be made only during working days from 8:00 AM to 5:00 PM.

DELIVERY SITE: General Services Division of SMWD located at J. P. Rizal St., Dulong Bayan, Santa Maria, Bulacan.

The Santa Maria Water District reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected supplier or suppliers. SMWD also reserves the right to waive any required formality in the proposals received, and select the proposal which it determines to be the most advantageous to the government.

Prepared by:

Noted by:

Randy S. Sazon
Procurement Assistant

Engr. Emmanuel Enrico A. De Vera
BAC Chairperson



**TERMS OF REFERENCE
FOR THE PROCUREMENT OF
JANITORIAL SERVICES
SANTA MARIA WATER DISTRICT**

I. Objective

The Santa Maria Water District (SMWD) intends to engage a reputable Service Agency of janitorial services that will provide efficient janitorial services; has a pool of well-trained personnel who are able to provide adequate, reliable maintenance services to ensure orderliness and sanitation within the SMWD premises.

II. Project Coverage

The scope of services covers the supply of all labor, materials, tools, equipment, supervision and all operations necessary for the janitorial services of Santa Maria Water District with office address at #3 M. de Leon St., Poblacion, Santa Maria, Bulacan.

III. Approved Budget for the Contract (ABC)

The contract of a Service Agency shall be for one (1) year. The Total Budget for Janitorial Services for CY 2019 is ONE HUNDRED THIRTY-SEVEN THOUSAND FIVE HUNDRED PESOS (P 137,500.00) inclusive of all government taxes and charges, and the minimum ten percent (10%) standard administrative fee.

IV. Manpower, Equipment and Material Requirement

Service Agency must have the following qualifications:

A. Manpower

1. Janitor/Janitress of good moral character and reputation, courteous, alert and without any criminal or police record.
2. Physically and mentally fit.
3. Between twenty-one (21) and forty (40) years of age.
4. At least a high school graduate and with at least one (1) year experience as a janitor/janitress.

B. Equipment and Tools

1. Low Speed Polisher 1 pc



Service Agency shall supply all materials for cleaning, repairing and filters, air lances, mechanical agitators, vacuums, or other equipment and materials necessary to perform work specified. Furnish materials and equipment that are from a reputable manufacturer. Chemicals utilized in this project shall have a Material Safety Data Sheet (MSDS) submitted to the client before product usage.

V. Hours of Work

The Service Agency shall provide cleanliness and maintenance services to the Santa Maria Water District every day, for 8 hours a day, six (6) days a week, from Monday until Saturday.

Each Janitor shall only work 8 hours a day 6 days a week from 7:00 am to 4:00 pm. The Service Agency shall be responsible for preparing the weekly schedule of its employees.

VI. Scope of Work

Janitor/s shall render 8 hours of work every day from MONDAY to SATURDAY on a schedule from 7:00 am to 4:00 pm, (unless otherwise requested in writing by the General Services Division (GSD) in order to perform the following tasks to the satisfaction of the SMWD.

A. **Daily Routine.** The daily routine services to be rendered by the janitor/s assigned by the Janitorial Agency shall include:

Sweeping, dusting, mopping and polishing floors of all rooms, corridors, lobbies, stairs and entrances of areas which may be specified by the client;

Cleaning and wiping of all office tables, glass tops, furniture and fixture, equipment, appliances, window ledges, counters, doorknobs, and glass partitions and doors;

Cleaning and sanitizing of comfort rooms and pantries, bath and kitchen sinks and removal of spots or stains from floors and other surfaces;

Fetching water and filling of containers in the comfort rooms when water is not available;

Cleaning driveways, parking spaces and immediate surroundings of the buildings (for rented office space)

Proper disposal of solid waste from various parts of the area assigned to the designated trash storage of the Santa Maria Water District compound;

Upkeep of indoor plants, if necessary.



- B. **Weekly Routine.** The weekly routine services to be rendered by janitors assigned by the Janitorial Agency include:
1. Spot scrubbing, dirt stain removal and cleaning of chairs, carpets and rugs;
 2. Thorough cleaning, washing and scrubbing of all rooms and comfort rooms facilities;
 3. Cleaning and polishing on the inner surfaces of all window glasses, sun baffles, walls, counters, light diffusers, picture frames and wall hanging, and;
 4. Washing, scrubbing, stripping, waxing and polishing floors.
- C. **Monthly Routine.** Monthly routine services to be rendered by janitors assigned by the Janitorial Agency:
1. Dusting and removing of cobwebs from ceiling of the premises;
 2. Cleaning of ornamental plants and polishing of metal signs;
 3. General cleaning of draperies and blinds;
 4. Spraying of insecticides and other pest control activities;
 5. Disinfecting of all bathrooms;
 6. Refilling of liquid deodorizers in all bathrooms.
- D. **Quarterly Routine.** Quarterly routine services to be rendered by janitors assigned by the Janitorial Agency:
1. Thorough and general cleaning of all areas.
 2. Thorough shampooing of all chairs, panels, carpets and rugs.
- E. **Miscellaneous Routine.** Miscellaneous services to be rendered by janitors as per request of the concerned units through the GSD include but not limited to.
1. Miscellaneous work such as carrying, transporting or moving of office furniture, equipment supplies within and/or outside office premises as may be assigned from time to time or during major SMWD activities;
 2. Rendition of overtime services during emergency and urgent situations may be allowed as determined by the GSD and subject to approval of SMWD General Manager;



3. Report to the Supervisor and/or Division Manager any damaged/leaking pipe plumbing, water and toilet facilities, electrical installations, and any damaged furniture and fixture that will need immediate repair.

In performing above-mentioned miscellaneous task outside SMWD office premises, the janitor should fill out a Pass Slip duly signed by authorized personnel where he/she is assigned and to be submitted to the security guard on duty in order to be informed of his/her whereabouts or itinerary in case the need to be located/contacted arises

VII. Obligation of Bidder/Service Agency

Supplies, Materials and Equipment

The Service Agency shall provide the following type and quantity of needed tools, supplies, materials and equipment. All supplies and materials to be provided by janitorial services should be on guaranteed high-grade quality to ensure and maintain maximum cleaning results.

I. To be provided per month

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|---------------------------------|---------|
| 1. Toilet Deodorizer | 4 pcs. |
| 2. Liquid Hand Soap | 1 gal. |
| 3. Mop Head Cotton 400 grms. | 2 pcs. |
| 4. Disinfectant | 1 gal. |
| 5. Pranela Regular (Rag) | 2 pcs. |
| 6. Floor Cleaners & Maintainers | 1 gal. |
| 7. Natural Wax Odorless | 1 pc. |
| 8. All Purpose Detergent | 1 kilo |
| 9. Trash Bag | 100 pcs |

II. To be provided per Quarter

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|---------------------------------|--------|
| 1. Floor Polisher Pad for Tiles | 1 pc. |
| 2. Mop Handle Steel | 1 pc. |
| 3. Plastic Pail Small | 2 pcs. |
| 4. Hand Brush | 2 pcs |
| 5. Push Brush | 1 pc. |
| 6. Scrubbing Pad | 1 pc |
| 7. Soft Broom | 2 pcs. |
| 8. Spray Gun | 1 pc. |
| 9. Stick Broom | 1 pc. |



III. To be provided Semi-Annual

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|--------------------------------|------|
| 1. Floor Polisher Pad for Wood | 1 pc |
| 2. Bowl Brush – Wood Handle | 1 pc |

VIII. Minimum Requirements for the Bidder

Firm/Corporation

1. Must be a duly licensed and registered Service Contractor in accordance with Department Order No. 18-A, Series of 2011 (DO No. 18-A-2011).
2. Must be duly registered with the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA).
3. Must present a Client Satisfaction Rating from at least three (3) government agencies or private corporations, with the contractor has a past or ongoing contract.
4. NLRC Certificate stating that there is/there is no adverse decided case in the areas where the janitorial agency has on-going or completed contracts as of January 2011 to present.
5. Must be based in Santa Maria, Bulacan or around Metro Manila.

Additional Responsibilities of the Bidder/Service Agency

1. Must submit a sworn statement that it is complying with the Labor Laws and Other Legislation as mandated by Section 25.2 Implementing Rules and Regulations of RA No. 9184.
2. Must provide certifications from the proper government agencies that it is religiously paying the Social Security System, Pag-ibig Fund, and Philhealth Insurance contributions as mandated by law, as well as income taxes (if applicable) of the employee to be assigned at the Santa Maria Water District.
3. Must warrant that its employees are paid not less than the minimum wage as provided for by law.
4. Upon request, must provide the Santa Maria Water District with documents to verify the identity of the contractual employees assigned to the premises.
5. Must provide the Santa Maria Water District's General Services Division with a complete and up-to-date list and photograph of its contractual employees assigned to the premises.
6. The Service Agency shall have direct supervision and control over all contracted employee.
7. As an employer, the Service Agency shall have the exclusive and absolute right to suspend, lay-off, terminate and/or impose disciplinary measures, direct and control the services and determine the wages, salaries and compensation of the employee who shall be assigned to the Santa Maria Water District.
8. The Service Agency shall immediately restore/repair/replace/pay any loss/es or damage/s caused to the SMWD-owned properties/security site pending investigation by the Agency and validate by Management.
9. The Service Agency shall take necessary precaution and exercise due care and diligence in the performance of its undertaking so as not to cause injury, damage or loss to the persons and property and shall at all times save the SMWD from any claim for damage arising therefrom.

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10. The Service Agency shall prepare the weekly schedule which shall ensure the availability of a replacement janitor in case of an unscheduled absence of its janitor.
11. The Service Agency must provide the employees assigned to the SMWD with proper uniforms. The contractor must ensure that all employees wear the prescribed uniform at all times while on duty.

IX. Qualification of Janitor/Janitress

1. Of good moral character and reputation, courteous, alert and without any criminal or police record.
2. Physically and mentally fit.
3. Between twenty-one (21) and forty (40) years of age.
4. At least a high school graduate and with at least one (1) year experience as a janitor/janitress.

X. Pay Rate and Wage Adjustment

1. The Service Agency shall guarantee each janitor/janitress a pay rate not lower than the minimum wage rate and other remuneration and benefits as provided for in the Philippine Labor Code and Wage Orders officially issued by the government.
2. The Service Agency shall regularly provide each janitor/janitress copy of pay slip every pay period indicating therein the summary of their entitlements like salaries, benefits and bonuses as well as deductions and net take-home pay.
3. The Service Agency shall religiously remit on time all obligations (Amount to Government) for SSS, Philhealth, Pag-ibig and other mandatory remittances as deducted from the pay/entitlements of the janitor/janitress.
4. The Service Agency shall be entitled to request from SMWD for adjustment of the contract price in the event the minimum wage is increased or where there is an increase in the fringe benefits in favor of the janitor/janitress pursuant to law, executive order, decree or wage order, provided that the Contractor presents acceptable proof thereof, e.g. copy of a wage order certified by the DOLE.
5. The adjustment of the contract price, unless otherwise amended/suspended by law, shall be computed as follows:
 - 5.1. Only the "Amount to janitor/janitress and Government shall be adjusted and NOT the Agency Fee; and
 - 5.2. The 12% VAT shall only be imposed on the Agency Fee and not on the Amount to Janitor/janitress and government, in accordance with BIR Revenue Memorandum Circular No. 39-2007.



XI. Posting of Performance and Wage Securities

a. Performance Security

To guarantee the faithful performance of the Service Agency of its responsibilities and obligations under the Contract and the payment to SMWD for losses, and/or damages suffered thereby and such other liabilities that the Agency may have incurred during its tour of duty arising from unsatisfactory performance or non-performance under the Contract, the Agency shall post a performance security in favor of SMWD in the form of Cash, Cashier's or Manager's Check (equivalent to 5% of the ABC) or Surety Bond (equivalent to 30% of the ABC).

b. Adjustment to Performance Securities

In case of change in contract price arising from additional deployment of janitor/janitress or wage adjustments pursuant to law, executive order, decree or wage order, the aforementioned performance securities shall be accordingly upgraded.

XII. Medical and Risk Insurance

The janitor/janitress to be deployed shall have full coverage of medical and risk insurance by the Service Agency.

XIII. Confidentiality Clause

- a. All information, data and documents concerning the business and affairs of SMWD which are classified as confidential shall be treated with extreme secrecy by the Service Agency, Officers/Janitors and shall not be communicated or disclosed to any person or entity without prior written clearance from SMWD.
- b. In the event that the Service Agency fails to comply with this Confidentiality Clause, SMWD shall have the option to apply pertinent provision of RA 5487.
- c. In the event that the disclosure of the confidential information and or documents is made by the Service Agency to any person or entity after the termination of its contract with SMWD, the latter shall have the right to seek redress and compensation through legal proceedings in a court of law.

XIV. Penalty Clause

The Service Agency, Officers and janitor/s shall be penalized for failure to comply with the provisions of this TOR based on the other applicable provisions of RA 5487.



XV. Duration of Contract

The Service Agency shall provide janitorial services to SMWD for a period of one (1) year, unless either party sooner terminates the Contract. The Service Agency, upon assumption of its duty, shall be subject to periodic performance evaluation which shall be the basis for the retention of its services. The contract may likewise be extended monthly by SMWD for a maximum of six (6) months, subject to the result of the performance evaluation of the janitorial agency, exigency of service, availability of funds and upon mutual agreement of the parties.

XVI. Termination

Either party may, at any given time, terminate the Contract for Janitorial Services for breach of any of the provisions thereof and other legal causes by serving a written notice to the other party at least thirty (30) days before the intended date of termination.

XVII. Payment Terms

SMWD shall pay the contractor every month, not to exceed 15 working days **upon completion of the services rendered and receipt of the Statement of Account** and other documents required in the service contract.

Prepared by:

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Division Manager

RECOMMENDING APPROVAL:

JOVITA I. DALMACIO
Department Manager
Admin, Finance and General Services Dept.

APPROVED BY:

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General Manager