



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

BIDS AND AWARDS COMMITTEE

BIDDING DOCUMENTS

for the

**PROCUREMENT OF JANITORIAL
SERVICES FOR THE NATIONAL MUSEUM
OF THE PHILIPPINES (NMP) COMPLEX,
NMP REGIONAL AREA, SITE MUSEUMS
AND SATELLITE OFFICES (RASMSO) AND
THE KALINGA SITE PROJECT FOR FY
2023**

(Philgephs Reference No. 9282436)

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Section I. Invitation to Bid



PAMBANSANG MUSEO NG PILIPINAS
NATIONAL MUSEUM OF THE PHILIPPINES

**INVITATION TO BID FOR
PROCUREMENT OF JANITORIAL SERVICES FOR THE NATIONAL
MUSEUM OF THE PHILIPPINES (NMP) COMPLEX, NMP REGIONAL
AREA, SITE MUSEUMS AND SATELLITE OFFICES (RASMSO) AND THE
KALINGA SITE PROJECT FOR FY 2023**

1. The **NATIONAL MUSEUM OF THE PHILIPPINES (NMP)**, through the *National Expenditure Program FY 2023* intends to apply the sum and project indicated below, being the ABC to payment under the contract for each lot.

Lot No.	Procurement Project	Approved Budget for the Contract (PhP)
1	Procurement of Janitorial Services for the National Museum of the Philippines (NMP) Complex for FY 2023	Php 29,594,789.70
2	Procurement of Janitorial Services for the NMP Regional Area, Site Museums and Satellite Offices (RASMSO) and the Kalinga Site Project for FY 2023	PhP 7,774,435.08

Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

2. The **NMP** now invites bids for the above Procurement Project. Delivery of the Goods and Services is required **Twelve (12) Months**. Bidders should have completed, within **five (5) 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 the **NMP BIDS AND AWARDS COMMITTEE** and inspect the Bidding Documents at the address given below from **Mondays – Fridays at 9:30 A.M.- 3:30 P.M.**
5. A complete set of Bidding Documents may be acquired by interested Bidders on **28 November 2022** from the given address below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of:*

Lot	Amount in (PhP)
1	PhP 25,000.00
2	PhP 10,000.00

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

6. The **NMP** will hold a Pre-Bid Conference on **06 December 2022, 10:30 A.M.** at **the given address below** which shall be open to all prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below. **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 **21 December 2022, 10:30 A.M.** at **the given address below**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **NMP** 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.
11. For further information, please refer to:

Mr. Edwin J. dela Rosa
Head-BAC Secretariat
2nd Floor, BAC Room, North Annex of the
National Museum of Fine Arts Building (Motorpool)
Padre Burgos Street, Manila 1000
Website: www.nationalmuseum.gov.ph
Tel. No. 8298-1100 Local 1014
Email: nationalmuseumbac@yahoo.com
bac@nationalmuseum.gov.ph

(SGD)

ATTY. MA. ROSENNE M. FLORES-AVILA
Chairperson
Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *National Museum of the Philippines* wishes to receive Bids for the **PROCUREMENT OF JANITORIAL SERVICES FOR THE NATIONAL MUSEUM OF THE PHILIPPINES (NMP) COMPLEX, NMP REGIONAL AREA, SITE MUSEUMS AND SATELLITE OFFICES (RASMSO) AND THE KALINGA SITE PROJECT FOR FY 2023**, with identification number *NMPBAC-ITB-2022-11-02*.

The Procurement Project (referred to herein as “Project”) is composed of two (2) lots, 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 NEP *FY 2023* in the amount given below

Lot No.	Procurement Project	Approved Budget for the Contract
1	Procurement of Janitorial Services for the National Museum of the Philippines (NMP) Complex for FY 2023	Php 29,594,789.70
2	Procurement of Janitorial Services for the NMP Regional Area, Site Museums and Satellite Offices (RASMSO) and the Kalinga Site Project for FY 2023	Php 7,774,435.08

2.2. The source of funding is: *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 exceeding those allowed under the rules may participate pursuant to:*

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;*
- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;*
- iii. When the Goods sought to be procured are not available from local suppliers; or*
- iv. When there is a need to prevent situations that defeat competition or restrain trade.*

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:

For the procurement of Non-expendable Supplies and Services: 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.*

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 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 (5) 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 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.

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**.

14.2. The Bid and bid security shall be valid until ***One Hundred Twenty (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.

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 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 grouped into several lots, which shall be awarded as separate contracts per lot..***
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the

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

20. Post-Qualification

- 20.2. 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, or in the case of multi-year Framework Agreement, 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> <p>a. providing janitorial services to a museum and galleries or similar institution that exhibits or displays collections to what the Museum have in its display, and with experience in landscaping and grounds maintenance.</p> <p>b. Completed within five (5) <i>years</i> prior to the deadline for the submission and receipt of bids.</p>									
7.1	<p><i>Subcontracting is not allowed.</i></p>									
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <i>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</p> <p>b. The amount of not less than <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.</p>									
19.3	<p>The description of the lot(s) or items indicated below.</p> <table><tr><th>Lot No.</th><th>Procurement Project</th><th>Approved Budget for the Contract</th></tr><tr><td>1</td><td>Procurement of Janitorial Services for the National Museum of the Philippines (NMP) Complex for FY 2023</td><td>Php 29,594,789.40</td></tr><tr><td>2</td><td>Procurement of Janitorial Services for the NMP Regional Area, Site Museums and Satellite Offices (RASMSO) and the Kalinga Site Project for FY 2023</td><td>Php 7,774,435.08</td></tr></table>	Lot No.	Procurement Project	Approved Budget for the Contract	1	Procurement of Janitorial Services for the National Museum of the Philippines (NMP) Complex for FY 2023	Php 29,594,789.40	2	Procurement of Janitorial Services for the NMP Regional Area, Site Museums and Satellite Offices (RASMSO) and the Kalinga Site Project for FY 2023	Php 7,774,435.08
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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

- 6.1. 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.
- 6.2. 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 delivered to the place of destination indicated below. 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> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Lot No.</td><td style="text-align: center;">Procurement Project</td></tr> <tr> <td style="text-align: center;">1</td><td>Procurement of Janitorial Services for the National Museum of the Philippines (NMP) Complex for FY 2023</td></tr> <tr> <td style="text-align: center;">2</td><td> Procurement of Janitorial Services for the NMP Regional Area, Site Museums and Satellite Offices (RASMSO) and the Kalinga Site Project for FY 2023 <i>**Note:</i> <i>Kindly refer to the “Annex C” Terms of Reference of the project for the regional Area site Museums and Satellite Offices</i> </td></tr> </table> <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 LAURO B. INOVERO, Chief Administrative Officer, General Administrative Services Division</p> <p>.Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. Performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this Contract 	Lot No.	Procurement Project	1	Procurement of Janitorial Services for the National Museum of the Philippines (NMP) Complex for FY 2023	2	Procurement of Janitorial Services for the NMP Regional Area, Site Museums and Satellite Offices (RASMSO) and the Kalinga Site Project for FY 2023 <i>**Note:</i> <i>Kindly refer to the “Annex C” Terms of Reference of the project for the regional Area site Museums and Satellite Offices</i>
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1	Procurement of Janitorial Services for the National Museum of the Philippines (NMP) Complex for FY 2023						
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	<ul style="list-style-type: none"> c. Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this Contract; e. Training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. For additional incidental service requirements indicated in the Annex "C" Terms of Reference. <p>The Contract price for the Goods shall include the price charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross Weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>

	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>
2.2	<p>The terms of payment.</p> <p>**Note: <i>Kindly refer to the Terms of Reference (“Annex C”) of the project for the Terms of Payment</i></p>
4	<p>The inspections,</p> <p>**Note: <i>Kindly refer to the Terms of Reference (“Annex C”) of the project for the Inspections of Goods</i></p>

Section VI. Schedule of Requirements

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.

Lot No.	Procurement Project	Delivered, Weeks/Months
1	Procurement of Janitorial Services for the National Museum of the Philippines (NMP) Complex for FY 2023	Twelve (12) Months
2	Procurement of Janitorial Services for the NMP Regional Area, Site Museums and Satellite Offices (RASMSO) and the Kalinga Site Project for FY 2023	Twelve (12) Months

*Note: For full details of the above mentioned project, kindly refer to the Terms of Reference (Annex C of the Bidding Documents)

Section VII. Technical Specifications

Technical Specifications

Specification	Statement of Compliance
<p>Procurement of Janitorial Services for the National Museum of the Philippines (NMP) Complex, NMP Regional Area, Site Museums and Satellite Offices (RAMSO) and the Kalinga Site Project for for FY 2023</p> <p>SCOPE OF WORK</p> <p>A. Duties and Responsibilities of the Supervisor</p> <p>To ensure that the janitorial services are effectively and efficiently provided for the Museum benefit, the following duties and responsibilities of the Janitorial Service Provider Supervisor shall be observed:</p> <ol style="list-style-type: none"> 1. Must submit to the Head of the General Administrative Services Division (GASD) or its authorized personnel the Monthly Manpower Deployment Schedule every first Monday of the month 2. Must ensure compliance with the Manpower Deployment Schedule. Reshuffling of Agency janitorial personnel; Museum reserves the right to conduct reshuffling of personnel-- whenever needed 3. Must submit to the General Administrative Services Division (GASD) or its authorized personnel a projected monthly and semi-annual schedule of general cleaning within fifteen (15) days from assumption of duties 4. Must schedule work assignments, set priorities and direct the work of janitorial staff in coordination with the Chief of the General Administrative Services Division (GASD) or its authorized personnel 5. Must evaluate and verify employee performance through the review of completed work assignments and work techniques in coordination with the Head of NMP Office where the janitorial personnel are assigned 6. Must submit to the Chief of the General Administrative Services Division (GASD) or its authorized personnel the performance evaluation of its janitorial staff every first Monday of the month 7. Must ensure implementation, enforcement and compliance with the NMP rules and regulations 	

<p>relative to the maintenance of cleanliness and sanitation of NMP premises</p> <ol style="list-style-type: none"> 8. Must maintain records, prepares reports and composes correspondence relative to the prescribed scope of work 9. Must make the rounds to check janitorial staff coverage in designated work areas 10. Must conduct a daily inspection of the premises to ensure cleanliness and safe conditions 11. Must ensure completeness delivery of the supplies as scheduled which are needed by the deployed janitorial staff and submit therewith a list / inventory thereof to the Chief of the General Administrative Services Division (GASD) or its authorized personnel every first Monday of the month 12. Must determine the janitorial supplies, materials and equipment needed on a monthly basis, in coordination with the Chief of the General Administrative Services Division (GASD) or its authorized personnel 13. Must submit to the Chief of the General Administrative Services Division (GASD) or its authorized personnel a report of the janitorial supplies consumed in the previous month and an inventory of the remaining supplies to be consumed for the year 14. Must perform other services necessary or desirable for the maintenance and upkeep of the NMP premises and minister to the personnel comfort, convenience or safety of NMP officials, employees, visitors and its stakeholders 15. In case the first Monday of the month falls on a holiday or there is suspension of work in the Agency, the required submission of documents under this section must be on the next working day <p>B. Housekeeping</p> <p>The Janitorial Service Provider shall provide janitorial, sanitation and other related services within the premises of the NMP Complex. The premises shall include the common areas of the buildings such as but not limited to conference rooms, galleries, offices, comfort rooms, hallways, common areas, corridors, lighting fixtures as well as the premises outside the building such as pavements and landscaping.</p>	
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Janitorial, sanitation and other related services shall consist of the following schedules:

1. Daily Janitorial Activities

- a. Sweeping, mopping, spot-scrubbing, polishing and spray buffing of all floors—including elevators, stairs, areas with heavy foot-traffic such as the main lobby entrance and waiting areas, shall be serviced continuously
- b. Cleaning of interior glass panels and their appurtenant steel or aluminum frames through scrubbing and wiping by application of cleaning solutions to remove dust, soot and grime.
- c. Cleaning, dusting and damp wiping of office furniture, fixtures and equipment and application of appropriate furniture polish to maintain luster and shine at all times
- d. Keeping stairways, fire exits, and entrances clean and free of obstruction at all times
- e. Cleaning, sanitizing and disinfecting of comfort room urinals, lavatories, toilet bowls and washroom basins, which shall include usage of special and environment-friendly disinfecting agents.
- f. Checking and reloading if required of toilet paper, liquid hand soap and other toilet supplies.
- g. Dusting and cleaning of toilets and hallways with deodorants
- h. Dusting and cleaning of glass tops, inside and outside windows, window ledges, air vents and partition, furniture and fixtures
- i. Cleaning and polishing of hand rails, brass signs and trims
- j. Cleaning of waste bins and vertical and horizontal blinds
- k. Sweeping, vacuum cleaning, and stain spotting of carpeted rooms
- l. Cleaning of kitchen, pantry and cabinets
- m. Washing of table cloth, seat cover and other office fabric related materials
- n. Sweeping of driveways, parking areas, walkway, dumpsite and surroundings
- o. Watering of plants, cleaning and sweeping of all leaves along the roads and sidewalks
- p. Trimming of plants and spraying of insecticides/pesticides
- q. Maintenance of grounds and all areas within NMP premises
- r. Disposal of trash, rubbish, and garbage from the building to receptacles provided for the purpose

2. Weekly Janitorial Activities

- a. General cleaning, washing, scrubbing and polishing of floors, hallways, comfort rooms and washrooms, interior glass panels and common areas
- b. General cleaning of wall partitions and other vertical surfaces
- c. General cleaning of offices including dusting, spot scrubbing, waxing and damp wiping of office furniture, fixture and equipment and application of furniture polish
- d. Dusting of light fixtures suspended from ceiling
- e. Washing of inside and outside glass windows and doors, except of areas requiring professional glass cleaners
- f. Sweeping and washing of driveways, parking areas, walkways, dumpsite and surroundings
- g. Moving/cutting of lawns/grass and disposal of leaves
- h. Cultivation, replanting and application of fertilizers when necessary

3. Monthly Janitorial Activities

- a. General cleaning of NMP premises
- b. Cleaning and application of polishing solution to the vertical/horizontal walls, dividers and ledges of the premises
- c. General cleaning of wall partitions and other vertical surfaces
- d. General cleaning of offices including dusting and damp wiping of office furniture, fixtures and equipment and application of furniture polish
- e. General cleaning of surfaces, receptacles, corners, air conditioning vents and areas that are not ordinarily cleaned during the daily and weekly services
- f. Cleaning and de-clogging of decks, gutters, downspouts, storm drains
- g. High-pressure washing of the outside portion of the building
- h. Inspection and cleaning of gutters including reporting of any damage thereto
- i. General cleaning of ceiling including light diffusers, lamps, air-conditioning outlets, venetian blinds, screen and other receptacles
- j. Waxing and polishing wood furniture, rails, trim, walls etc.

<p>4. Special Services</p> <ul style="list-style-type: none"> a. Keep watch and take action to prevent or mitigate damage to the building and its facilities during emergency situations such as typhoons, floods, earthquakes, power failures and fire incidents. The same should be immediately reported to the Head of GASD, Security personnel and/or to the NMP Building Administrator b. Report to the Head of GASD or to NMP Building Administrator the repairs or maintenance requirements pertaining to civil, mechanical, electrical and plumbing facilities of the building for proper disposition as well as requirement for pest control c. Assists in the undertaking of hauling, repairs, transporting, loading, unloading, movement or transfer of furniture, equipment, supplies and materials as may be necessary and only upon the instruction of the Head of NMP Office with prior coordination and approval from to the Head of GASD or its authorized personnel d. Perform such services usually necessary or desirable for the maintenance and upkeep of the office premises and minister to the personal comfort, convenience, or safety of NMP officials, employees, visitors and its stakeholders 	
<p>PROVISIONS FOR SUPPLIES, MATERIALS AND EQUIPMENT</p> <p>Provisions for supplies, materials and equipment, including schedule of delivery of the same necessary to undertake janitorial, sanitation and related services are specified in Lot 1 for NMP Complex and Lot 2 for NMP RASMSOs.</p> <p>The Janitorial Service Provider shall present all the janitorial equipment listed during the post qualification.</p> <p>The Janitorial Service Provider shall ensure that the required equipment stated in Lot 1 are all in good operating condition, subject to periodic inspection by the Museum.</p> <p>Apart from the janitorial supplies, materials and/or required equipment to be provided, the Agency shall facilitate the Museum's current waste recycling program that requires to separate recyclable from non-recyclable waste. The Agency shall empty recyclable and non-recyclable waste into designated containers.</p>	

<p>The designated temporary storage area for trash shall be maintained and kept clean and sanitary by the Agency's personnel.</p> <p>Museum may require the Janitorial Service Provider to amend the requirements to such janitorial supplies, materials and/or equipment germane to or necessary for the effective performance of its obligations.</p>	
<p>WORKING HOURS</p> <p>The Janitorial Service Provider shall render services for eight (8) hours a day, six (6) days a week including regular and special non-working holidays. The Museum shall however, prescribe the time or schedule of work to be followed by the employees of the Janitorial Service Provider. Under justifiable circumstances such as but not limited to implementation of special, priority programs and projects wherein the janitorial support and services is necessary, the rendition of overtime services with pay (e.g. working beyond eight (8) hours regardless of regular work days, holidays, and/or falls on rest day) may be authorized subject to the prior approval of the Head of the Agency upon the request from the concerned office with details of the number of janitors needed, period covered—subject to the availability of funds.</p>	
<p>QUALIFICATION OF THE JANITORIAL PERSONNEL</p> <p>1. Janitorial Staff</p> <ol style="list-style-type: none"> Of good moral character and reputation, courteous, alert and without any criminal or police record Physically and mentally fit At least high school graduate and with at least one (1) year experience as a janitor <p>2. Supervisor</p> <ol style="list-style-type: none"> Of good moral character and reputation, courteous, alert and without any criminal or police record Physically and mentally fit At least high school graduate and with at least one (1) year experience as a janitor At least three (3) years of relevant supervisory experience 	
<p>COMPENSATION AND MANNER OF PAYMENT</p>	

1. The **Museum** shall pay the **Janitorial Service Provider** based on the latter's actual services rendered, taking into considerations the actual number of Janitorial Staff, their actual tour of duty and respective compensations per month. It is understood that the Agency's billings include all the statutory compensation and benefits due to its Janitorial Staff.
2. Claims for payment submitted by the **Janitorial Service Provider** shall be supported by a properly accomplished payroll showing the gross amount earned, deductions and the net amounts payable to the Janitorial Staff and properly signed daily time records. The number of Janitorial Staff considered for billing purposes shall not exceed those listed in the duly approved deployment roster covering the billing period.
3. The **Janitorial Service Provider** hereby binds itself to pay its employees assigned in accordance with the provisions of the pertinent laws and/or other legal issuances governing janitorial services.
4. The **Janitorial Service Provider** shall solely be responsible for the payment of all indemnities to its janitors, which may arise under existing laws and shall comply with the provisions of all other Philippine laws relative to its employees. For information purposes, the Agency shall, every end of the month, submit to Museum reports and/or information concerning illness and/or accidents occurring or befalling its employees assigned to the Museum. If the Museum becomes liable to any employee of the Agency under the provisions of any law resulting from the Agency's failure to comply with said law, the Agency shall reimburse the Museum for all payments made to said employee, including the cost of suit as the case may be.

Deductions made from the salaries of janitors plus the corresponding employer's (**Janitorial Service Provider**) share of SSS, Philhealth and PAG-IBIG shall be remitted to the respective offices on a monthly basis. Proof of said remittances shall be a requirement for payment of **Janitorial Service Provider's** claim and shall be attached to the statement of account for the 1st fifteen (15) days of each ensuing month.

The **Museum** reserves the right to verify the actual wages being paid to the janitors. All

<p>payments under this contract shall be subject to the usual accounting and auditing rules of the government.</p>	
<p>PERSONNEL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. For NMP Complex, the Janitorial Service Provider shall provide the Museum with Ninety-Three (93) Janitorial personnel including one (1) Janitorial Supervisor or Officer-In-Charge who shall act as well as Janitorial Inspector per NMP building or per area of assignment. 2. For NMP Regional Area, Site Museum Satellite Office (RASMSO) and Kalinga Site Project, the Janitorial Service Provider shall provide the Museum with a total of Thirty-Eight (38) personnel. See Annex “B” for the distribution list. 3. In case the Museum decides to request for an additional number of personnel from the Janitorial Service Provider, the monthly consideration specified in Section IX hereof shall be observed. 4. The Janitorial Service Provider’s employees shall at all times be in proper and clean uniform provided by the Janitorial Service Provider. For the purpose of easy identification, all janitors shall wear an ID with tag and only one type of uniform and color scheme shall be adopted. 5. The Janitorial Service Provider agrees to submit itself, its representatives and all its workers under it to security and safety rules and other pertinent regulations of the Museum, 6. The Janitorial Service Provider shall, upon representation by the Museum, replace any janitor: <ol style="list-style-type: none"> a. Whose work performance, behaviour and attitude fails below standards of the Museum; or b. Whose conduct is unsatisfactory or prejudicial to the best interest of the Museum. 7. The Janitorial Service Provider shall provide the Museum a copy of the biodata of all janitors deployed to the Museum. Each biodata shall contain a recent photo as well as the specimen signature of the janitor. 	

<p>OBLIGATIONS OF THE AGENCY TO ITS EMPLOYEES</p> <p>Aside from paying their employees the proper wages and benefits, the Janitorial Service Provider shall:</p> <ol style="list-style-type: none"> 1. Provide each janitor with sets of proper uniforms and Company ID at the start of the contract period. The cost incurred must be disclosed to their janitorial staff and in staggered payment schedules; 2. Notify the janitors at the time of hiring as to the wages and working conditions under which they are employed, which shall include but not limited to the following: <ol style="list-style-type: none"> a. The rate of wages payable; b. The method of calculation of wages; c. The periodicity of wage payment--the hour, day and place of payment; d. Any increase or change with respect to any of the foregoing items during the existence of the contract. 3. Provide each janitor with a copy of the manual operations / company rules and regulations of the Janitorial Service Provider on the following: <ol style="list-style-type: none"> a. Recruitment of personnel; b. Salaries of personnel; c. Attendance/leave credits; d. Performance standards; e. Sanctions for violation (s) of company rules and regulations; f. Equipment and supplies; and g. Duties / functions / responsibilities of personnel <p>The Janitorial Service Provider shall have primary and principal responsibility for the discipline of all its assigned janitors under its employment.</p>	
<p>OBLIGATIONS AND RESPONSIBILITES OF JANITORIAL AGENCY</p> <ol style="list-style-type: none"> 1. The Janitorial Service Provider assumes full responsibility for the faithful and complete performance by the Janitorial Staff of all their duties. 2. The Janitorial Service Provider shall ensure and guarantee that its Janitorial Staff shall familiarize themselves with Museum officers 	

and personnel and at all times accord them the highest respect and courtesy.

3. The **Janitorial Service Provider** hereby guarantees that all janitorial staff shall follow all regulations, policies, and plans of the Museum to continuously improve their performance, efficiency, discipline, fitness and preparedness, and warrants that all janitorial staff shall observe the highest courtesy and respect towards all officials and employees of the Museum including authorized visitors in the execution of their duties.
4. The **Museum** shall reserve the right to request for an additional number of staff as the need arises, subject to the availability of funds and the **Janitorial Service Provider** shall provide the same on the scheduled deployment set by the **Museum**.
5. The **Janitorial Service Provider** shall diligently and faithfully serve the best interests and benefits of Museum in rendering its services and shall not, during the period of the contract or at any time thereafter, use or disclose to any unauthorized person, firm or entity, any classified information concerning the business affairs of the Museum which any member of the janitorial staff of the Agency may have acquired by reasons of such contractual relationship.
6. The **Janitorial Service Provider** hereby guarantees that the salaries of Janitorial Staff detailed with the Museum shall be paid the regular working hours not later than the 20th day of the month and 5th day of the succeeding month. Any repetitive or unjustified delays in the payment of the salaries attributable to the Agency, or if the janitorial staff are not paid the exact amount due to them as reflected in the payroll, shall be sufficient ground for the Museum to terminate the Service Contract.
7. The **Janitorial Service Provider** shall guarantee that SSS premiums, State Insurance/ECC, PhilHealth, Pag-ibig and others, both employee and employer's shares are all remitted properly and on time to the concerned agencies and any unjustified delay or non-remittance of these amounts shall be sufficient ground for the Museum to terminate the contract with the Agency and to withhold any monetary due or about to due to the Agency.

8. **Janitorial Service Provider's** Janitorial Staff shall be under the supervision and control of the Agency with respect to deployment, work shifts and execution of janitorial services. For this purpose, the **Janitorial Service Provider** shall designate a supervisor for each building of the Museum who will coordinate with the Museum's authorized Janitorial Supervisor or Janitorial Inspector. For monitoring the attendance of individual janitorial staff, **Janitorial Service Provider** shall ensure its accessibility and availability whenever required by the Museum.
9. The **Janitorial Service Provider** shall provide relievers, who meet the criteria set by the Museum and whose services shall be made available whenever assigned regular janitorial staff are absent or indisposed. The relievers shall also render service whenever additional janitors are required by the Museum.
10. The **Janitorial Service Provider** shall ensure its Janitorial Staff to report to work with appropriate uniforms (head to feet including utility belt and similar items) duly approved by the Museum. Aside from the uniform, the Museum may require the janitors to wear an access pass or individual identification card.
11. The **Janitorial Service Provider** shall not allow any Janitorial Staff to work for more than twelve (12) hours/shift within the 24-hour period except in cases of emergencies/unforeseen circumstances, calamities and the like.
12. The **Janitorial Service Provider** shall provide physically and mentally fit Janitorial Staff of good moral character and reputation, courteous, alert and without criminal or police records and must have passed a drug test administered by a duly licensed testing agency.
13. The **Janitorial Service Provider** shall ensure its Janitorial staff of sufficient protective and safety devices such as Personal Protective Equipment or PPE (e.g. gloves, facemask, face shields, boots and other similar items appropriate to safeguard their staff to hazardous conditions that may arise). And these shall bear no cost to the **NMP**.
14. The **Janitorial Service Provider** must be compliant to prevailing DOLE Department Order and to other issuances from other

governing agencies such as but not limited to Wage Order adjustments, safety and health standards.	
<p>LIQUIDATED DAMAGES</p> <p>When the contractor fails to satisfactorily deliver services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the contractor shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to 1/10 of 1% of the cost of the delayed contract scheduled for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned. In no case shall the sum of the liquidated damages exceed 10% of the total contract price, in which the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages.</p>	
<p>LIABILITIES AND THIRD PARTIES</p> <ol style="list-style-type: none"> 1. There exists no employer-employee relationship between the Museum and the Janitorial Service Provider and/or the latter's personnel. 2. The Janitorial Service Provider further warrants that the Museum shall be free from any suit or liability resulting from claims by third parties of any nature, whether of injuries, damage or death, caused by the employees of the Janitorial Service Provider in the performance of their duties. Likewise, the Janitorial Service Provider warrants that the Museum shall be free from any suit or liability of any nature, whether of injuries, damage or death that may be suffered by the janitors in the performance of their duties. 3. The Janitorial Service Provider shall at all times stand solely liable and/or responsible for said eventualities and shall hold the Museum free from any and all liabilities in respect thereto or arising there from. If despite said stipulation, the Museum is still sued for any claim arising from this contract and is adjudged liable for said claim, then the Janitorial Service Provider will immediately pay the Museum the amount of judgment debt 	

<p>to enable the latter to satisfy the same to the winning party.</p> <p>4. All legal expenses incurred by the Museum caused by such a suit be paid by the Janitorial Service Provider to the Museum within five (5) days from notice. Museum has the authority/option to obtain such expense from the performance bond required from the Janitorial Service Provider under the contract.</p>	
<p>RIGHTS OF THE MUSEUM TO TERMINATE CONTRACT</p> <ol style="list-style-type: none"> 1. It is expressly understood herein that the relationship of the Janitorial Service Provider with the Museum is based purely on the trust and confidence of the latter in the former and that the Museum shall have the right to terminate the Contract in case of loss of said trust and confidence in the Janitorial Service Provider, upon thirty (30) days with prior written notice thereof to Agency. 2. Museum shall have the right to terminate the Contract, after 30-day written notice to the Janitorial Service Provider on the following grounds: <ol style="list-style-type: none"> a. When the Janitorial Service Provider's Janitorial Staff has wilfully and intentionally or through negligence caused the death of, or has inflicted serious physical injury on any person or any Museum personnel inside Museum premises while on official duty. b. When the Janitorial Service Provider's Janitorial Staff has wilfully and intentionally or through negligence caused irreparable damage to the prestige or any vital interest of the Museum, great destruction of Museum properties and equipment, or great economic loss by personal participation or non-performance of his duties and responsibilities. c. When the Janitorial Service Provider has violated other obligations required under its Contract with the Museum and refused to comply and/or remedy 	

<p>the violation within the reasonable period given by the Museum.</p> <p>d. When the Janitorial Service Provider fails to pay the salaries of any janitorial staff in accordance with the Contract for two consecutive billing periods without just cause.</p> <p>e. When upon the result of the audit findings, Museum finds the Janitorial Service Provider resorting to unauthorized illegal, involuntary and unreasonable deductions resulting in a short and underpayment of salaries of janitorial staff thereby affecting their state of morale and efficiency.</p> <p>f. When the Museum finds the Janitorial Service Provider to have failed in their obligation to any of its janitorial staff based on the Agency's Contract with Museum, thus, affecting the state of morale and efficiency of the entire force.</p> <p>g. The Museum as its interest may require, shall have the right to cancel or terminate the Award of the Contract when the Janitorial Service Provider, upon written notice, fails to comply with any or all of the following, before the initial posting:</p> <ul style="list-style-type: none"> • Present physical to the Museum all the devices and equipment requirements, including the list of names of Janitorial Staff to be posted; and/or • Provide the performance security as required within the reasonable period prescribed by the Museum. <p>h. The Museum may, without incurring liability, and as its interest may require, terminate the Contract in whole or in part, at any time, at its convenience by written notice sent to the Janitorial Service Provider. The notice of termination shall specify that such termination is for Museum's convenience and state the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes effective.</p>	
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<p>DURATION</p> <p>The contract duration shall take effect on 1 January 2023 and shall continue to be in full force and effect until 31 December 2023, subject to a regular performance rating by the Museum. The Museum has the right to terminate the contract pursuant to Section XIII of this Technical Specifications or any kind of breach of contract.</p>	
<p>JANITORIAL SERVICES REQUIREMENTS</p> <p>The winning bidder is expected to maintain a very satisfactory level of performance throughout the term of the contract based on the performance criteria which shall include, among others (i) high standard of professionalism (ii) quality of service delivered; (iii) time management; (iv) management and sustainability of personnel; (v) contract administration and management; and (vi) provision of regular progress reports on the status of Museum's premises in terms of janitorial services in accordance with the housekeeping plan.</p> <p>To achieve these, the prospective bidder shall meet and provide the following janitorial services requirements set by the Museum:</p> <p>1. Track Record</p> <p>In the best interest of the Museum, the Janitorial Service Provider should present a certification for the following particulars:</p> <ol style="list-style-type: none"> a. For the last five (5) years, a continuous janitorial service experience to a: <ol style="list-style-type: none"> i. museum and galleries or similar institution that exhibits or displays collections as to what the Museum has in its display; ii. landscaping and grounds maintenance of sites and areas with cultural and/or historical significance. b. Janitorial Service performance satisfaction rating at the minimum of Very Satisfactory issued by at least three (3) Government Agency/Agencies, proper Corporation and/or Foundation to where their contract is rendered or still on-going—for the past three (3) years; and, 	

- c. n award in recognition of the **Janitorial Service Provider's** extended support, aid and/or involvement to the activities such as but not limited to the unforeseeable, unplanned events, special programs/activities, force majeure, fortuitous circumstances which provides significant contribution in achieving the expected output of the Organization—issued by the Government Agency/Agencies, proper Corporation and/or Foundation to where their their contract is rendered or still on-going—given within the last 3 years.

2. Organization

- a. The **Janitorial Service Provider** should submit its detailed organizational chart which should indicate an established Organizational Structure to show its capability to undertake the Project; clearly identified lines to authority and responsibility and the specific division dedicated to each of the needed service which is manned by full-time employee;
- b. The **Janitorial Service Provider** shall exercise Fair Labor Practice: hence, the salaries of all his personnel must be in accordance with the rates/policies prescribed by the Department of Labor and Employment (DOLE) and all applicable labor laws. Thus, all personnel must also be provided social security and other government-mandated benefits; and,
- c. To abide with the requirements of the **Museum** in accordance with reasonable standards of performance.

3. Personnel

- a. All personnel must report to work with identification cards, uniforms and other paraphernalia and protective gears (if applicable);
- b. For the benefit and safety of the Museum's employees, visitors, its stakeholders and the public, all janitorial personnel to be assigned in **Museum** must be fully vaccinated

<p>against COVID-19, if necessary, be tested against COVID-19 and other novel diseases at the expense of the Janitorial Service Provider; and,</p> <p>c. The Janitorial Service Provider shall at all times, during the terms of the Contract, maintain in its employ the following required personnel with the appropriate qualifications to ensure that the services are being carried out properly and efficiently.</p> <p>4. Others</p> <p>a. Clearance or Certification of No Pending Labor Cases issued by the Department of Labor and Employment (DOLE);</p> <p>b. Housekeeping plan based on personnel deployment from 7am – 6pm on 8-hour basis;</p> <p>c. Resources</p> <p>i. Quantity and kind of equipment and supplies available</p> <p>ii. Total number of janitors and supervisors</p> <p>d. Provision of additional janitorial supplies, equipment and materials beyond the list of requirements set by the NMP is an advantage;</p> <p>e. Housekeeping plan; and,</p> <p>f. Company Manual of Operations to include disciplinary measures</p>	
<p>NMP Complex Janitorial Supplies, Materials and Equipment for FY 2023, attached in the Terms of Reference as Annex “B”</p>	

*Note: For full details of the above mentioned project, kindly refer to the Terms of Reference (Annex C of the Bidding Documents)

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

TECHNICAL COMPONENT ENVELOPE (FIRST ENVELOPE)

Class “A” Documents

Legal Documents

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

Technical Documents

- ☐ 2. 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**
- ☐ 3. 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**
- ☐ 4. 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**
- ☐ 5. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ 6. 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.
- ☐ 7. Janitorial Service performance satisfaction rating at the minimum of Very Satisfactory issued by at least three (3) Government Agency/Agencies, proper Corporation and/or Foundation to where their contract is rendered or still on-going—for the past three (3) years;
- ☐ 8. Detailed organizational chart which should indicate an established Organizational Structure to show its capability to undertake the Project; clearly identified lines to authority and responsibility and the specific division dedicated to each of the needed service which is manned by full-time employee;
- ☐ 9. Clearance or Certification of No Pending Labor Cases issued by the

Department of Labor and Employment (DOLE);

- ☐ 10. Housekeeping plan based on personnel deployment from 7am – 6pm on 8-hour basis;
- ☐ 11. List of Contractor's equipment units, which are owned, leased and/or under purchased agreement, supported by certification of the availability of equipment from the equipment lessor/ vendor for the duration of the project;
- ☐ 12. List of total number of janitors and supervisors;
- ☐ 13. Housekeeping plan;
- ☐ 14. Company Manual of Operations to include disciplinary measures
- ☐ 15. Company policy on recruitment selection criteria of supervisors and janitors;
- ☐ 16. DOLE certificate (DOLE 174-17 Rules Implementing Articles 106 to 109 of the Labor Code, As Amended);

Financial Documents

- ☐ **17.** 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

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

FINANCIAL COMPONENT ENVELOPE (SECOND ENVELOPE)

- ☐ 1. Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ 2. Original of duly signed and accomplished Price Schedule(s), Bill of Quantities of Supplies, Materials and, Cost Breakdown.

Note: Please provide us the following requirements in separate envelope:

1. E-copy of all the Eligibility, Technical and Financial components save in any storage device;
2. Bid Bulletin/s, if any; and,
3. Photocopy of the Official Receipt of the Bidding Documents

Annex A Packaging and Labelling Instructions

PACKAGING AND LABELLING INSTRUCTIONS

1. Two Envelope System

The ORIGINAL - TECHNICAL COMPONENTS requirements stated below shall be enclosed into a folder, same as with the ORIGINAL - FINANCIAL COMPONENTS requirements which will also be done in a separate folder. These two (2) folders shall be placed into separate envelope forming the **Two-Envelope System**.

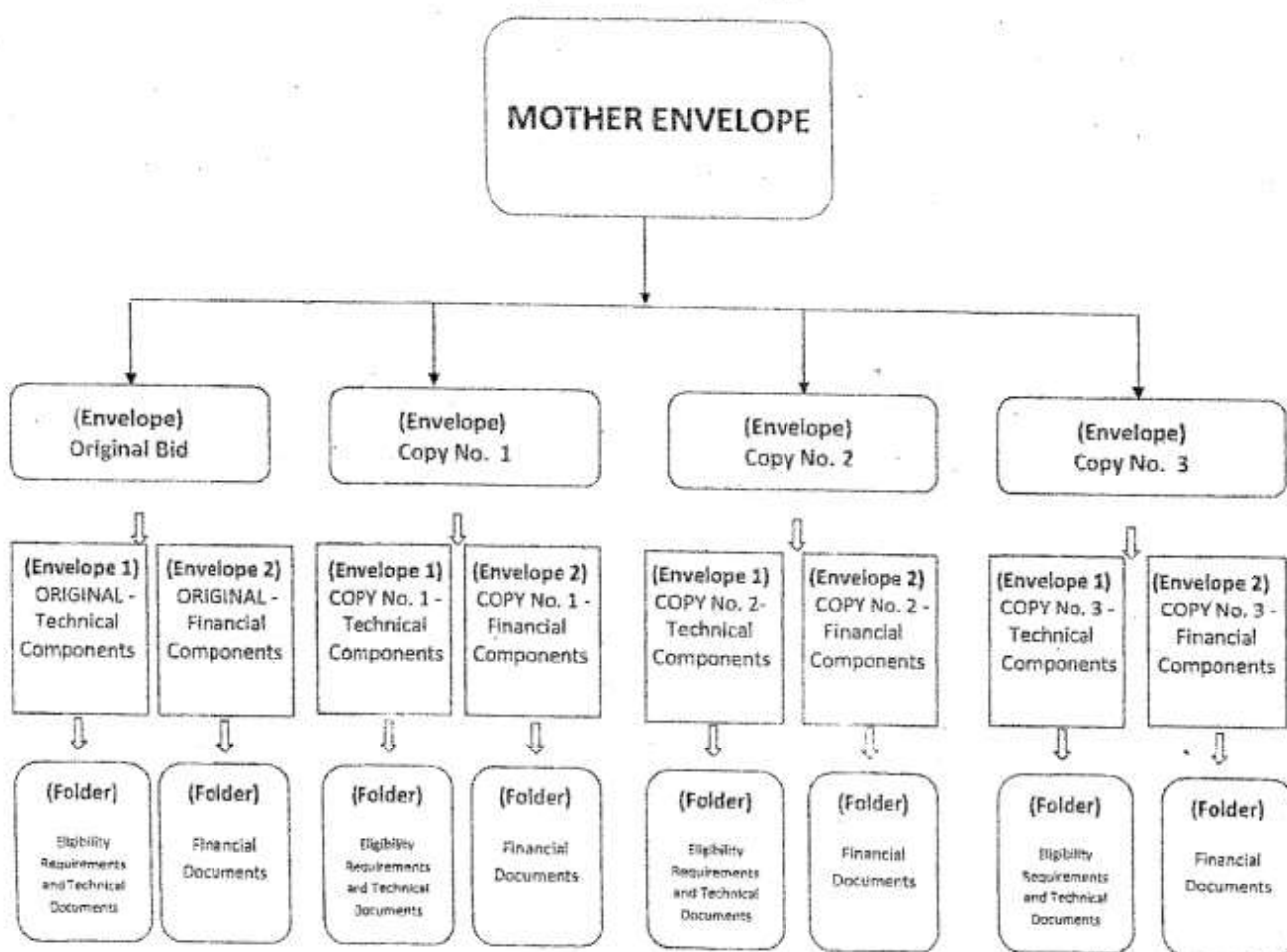
Envelope 1 : Technical Components (see attached listing)

Envelope 2 : Financial Components (see attached listing)

2. The First Envelope, ORIGINAL - TECHNICAL COMPONENTS and the Second Envelope, ORIGINAL - FINANCIAL COMPONENTS should be sealed in an outer envelope marked as ORIGINAL BID. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. ____ - TECHNICAL COMPONENT" and "COPY NO. ____ – FINANCIAL COMPONENT" and the outer envelope as "COPY NO. ____", respectively. The First and Second envelope should be produced into three (3) copies marked as Copy No. 1 , Copy No. 2 and Copy No. 3.
3. All four (4) envelopes, Original, Copy No. 1, Copy No. 2 and Copy No. 3, shall be enclosed in a single envelope referred to as the **Mother Envelope**.
4. All documents must be marked with **Ear tabs**. There must be a Table of Contents indicating all the documents to be submitted per folder.
5. All envelopes should properly be **sealed, signed and labelled**. The folders should be labelled properly.
6. All copies must be **Certified True Copy** and signed.

TO:	ATTY. MA. ROSENNE M. FLORES-AVILA Chairperson Bids and Awards Committee National Museum of the Philippines Padre Burgos Avenue, ermita Manila
FROM:	Name of Company Address & Telephone Number
Reference No.	
	Project Title Location
Do not Open Before: date and time of the Submission and Opening of Bids	

PACKAGING AND LABELING INSTRUCTIONS



Annex B Bidding Form

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date : _____

Project Identification No. : _____

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

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

If our Bid is accepted, we undertake:

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

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

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

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

_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")]

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

Name of Bidder _____ Project ID No. _____ Page ___ of ___

Name: _____

Signature: _____

...

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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

AFFIDAVIT

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

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

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

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working

Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

BID SECURING DECLARATION **Project Identification No.: *[Insert number]***

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

I/We, the undersigned, declare that:

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

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

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Contract Agreement Form for the Procurement of Goods (Revised)

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

CONTRACT AGREEMENT

THIS AGREEMENT made the ____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:

- i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
- ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

Lot 1 "Annex B"		
JANITORIAL SERVICES FOR NMP COMPLEX FOR FY 2023		
COMPUTATION OF CONTRACT FOR TWELVE (12) MONTHS		
(JANUARY 1, 2023 TO DECEMBER 31, 2023)		
NATIONAL CAPITAL REGION - CENTRAL OFFICE		TOTAL
	Daily Rate	570.00
	No. of Personnel	93.00
A	AMOUNT PAID DIRECTLY TO JANITORS	
	Basic Pay (daily rate x313/12)	14,867.50
	5 Days Incentive Leave (daily rate x5/12)	237.50
	13th month pay	1,238.96
	COLAx313/12	
	TOTAL LABOR COST	16,343.96
B	AMOUNT PAID TO GOVERNMENT IN FAVOR OF JANITORS	
	Employees compensation (EC)	10.00
	Social Security System (SSS)	1,425.00
	Philhealth	334.52
	Pag-ibig	100.00
	TOTAL MANDATORY COST	1,869.52
C	TOTAL LABOR AND MANDATORY COST	18,213.48
	COST OF SUPPLIES, MATERIALS AND EQUIPMENT	
	TOTAL AMOUNT	
D	ADMINISTRATIVE OVERHEAD (10% OF A+B)	
E	VAT 12% OF C+D	-
F	TOTAL CONTRACT RATE PER MONTH/JANITOR (C+D+E)	-
G	TOTAL MONTHLY CONTRACT RATE	-
H	NO. OF MONTHS	12.00
I	HOLIDAY/OVERTIME PAY	803,101.50
J	CONTRACT COST (GxH)+I	

I hereby certify that the above computation are true and correct, otherwise, if found false, either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder

Signature Over Printed Name
Of Authorized representative

Date

Lot 2 “Annex B”

JANITORIAL SERVICES NMP REGIONAL AREA, SITE MUSEUMS AND SATELLITE OFFICES (RASMBO) AND THE KALINGA SITE PROJECT FOR FY 2023
(JANUARY 1, 2023 TO DECEMBER 31, 2023)

NO.	REGION	NMP BRANCHES	NO. OF JANITORS	NO. OF MONTHS	DAILY RATE	A. AMOUNT TO BE PAID DIRECTLY TO JANITORS				B. AMOUNT TO BE PAID TO GOVERNMENT IN FAVOR OF JANITORS					C. TOTAL COST		3. ADMINISTRATIVE OVERHEAD (5% OF A+B)	VAT 12% OF C+D	TOTAL MONTHLY RATE PER JANITOR (C+D+VAT)	TOTAL MONTHLY CONTRACT RATE (TOTAL MONTHLY RATE PER JANITOR x NO. OF JANITOR)	HOLIDAY / OVERTIME PAY	CONTRACT COST (12 Months) (TOTAL MONTHLY RATE x NO. OF MONTHS + HOLIDAY / OVERTIME PAY)
						BASIC PAY (daily 150x131/12)	9 DAYS RESTITUTE LEAVE (daily rate/2412)	13 MONTH PAY (daily rate/12)	TOTAL PAY	TOTAL LABOR COST	EMPLOYER CONTRIBUTION	SOCIAL SECURITY SYSTEM (SSS)	PHILHEALTH (A-30%)	PAG-IBIG	TOTAL MANDATORY COST	TOTAL LABOR AND MANDATORY COST						
Luzon																						
1	CAR	Kabuyan Burial Cave Site Museum and Satellite Office- Kabuyan, Benguet	1	12	400.00	10,433.33	166.67	866.44		11,466.44	10.00	897.50	234.75	100.00	1,342.25	12,811.69					8,480.00	
2	IV-A	Angono-Sinaguan Prehistoric Site Museum and Satellite Office-Angono, Ilocos	1	12	429.00	11,189.75	178.75	932.48		12,300.98	10.00	1,045.00	251.77	100.00	1,406.77	13,707.75			1,370.77		8,480.00	
3	V	Blind Regional Museum and Satellite Office-Abay, Bukid	4	12	365.00	9,520.42	152.08	793.37		10,465.87	10.00	892.50	225.00	100.00	1,237.50	11,703.37			1,170.34		22,630.00	
4	II	Batanes Area Museum and Satellite Office, Batanes	2	12	430.00	10,959.00	175.00	912.92		12,042.92	10.00	1,045.00	248.49	100.00	1,401.49	13,444.40			1,344.44		13,620.00	
5	IV-B	Talon Cave Area Museum and Satellite Office, Quason, Palawan	4	12	365.00	9,520.42	152.08	793.37		10,465.87	10.00	892.50	225.00	100.00	1,237.50	11,416.33			1,141.66		21,513.00	
6	IV-B	Marinduque-Rumbon Area Museum and Satellite Office, Marinduque	1	12	365.00	9,520.42	152.08	793.37		10,465.87	10.00	892.50	225.00	100.00	1,237.50	11,416.33			1,141.66		9,502.50	
7	IV-B	NM Banton, Rumbon	1	12	365.00	9,520.42	152.08	793.37		10,465.87	10.00	892.50	225.00	100.00	1,237.50	11,416.33			1,141.66		9,626.76	
8	II	Cagayan Valley Regional Museum and Satellite Office, Penabikosa, Cagayan	1	12	420.00	10,959.00	175.00	912.92		12,042.92	10.00	1,045.00	248.49	100.00	1,401.49	13,444.40			1,344.44		9,510.00	
9	CAR	Carabara Regional Museum and Satellite Office, Kangan, Ifugao	1	12	400.00	10,433.33	166.67	866.44		11,466.44	10.00	897.50	234.75	100.00	1,342.25	12,811.69			1,281.17		9,480.00	
10	I	Ilocos Regional Museum and Satellite Office, Vigan and Naglingan	4	12	400.00	10,433.33	166.67	866.44		11,466.44	10.00	897.50	234.75	100.00	1,342.25	12,811.69			1,281.17		24,890.00	
11	CAR	Kalinga Province	1	12	400.00	10,433.33	166.67	866.44		11,466.44	10.00	897.50	234.75	100.00	1,342.25	12,811.69			1,281.17		9,480.00	
Visayas																						
12	VI	Bohol Area Museum and Satellite Office-Tagbilaran, Bohol and Casa Roca	3	12	367.00	10,366.00	166.42	862.92		11,393.42	10.00	897.50	232.89	100.00	1,340.49	12,723.91			1,272.99		18,480.50	
13	VI	NM Dumaguete	3	12	367.00	10,366.00	166.42	862.92		11,393.42	10.00	897.50	232.89	100.00	1,340.49	12,723.91			1,272.99		11,791.28	
14	VI	NM Cebu																		-		
15	VI	Western Visayas Regional Museum and Satellite Office-Iloilo	4	12	420.00	11,737.50	187.50	978.13		12,903.13	10.00	1,092.50	264.09	100.00	1,466.59	14,369.72			1,436.97		28,539.00	
Mindanao																						
16	BARMM	Sulu Archipelago Area Museum and Satellite Office-Jolo, Sulu	1	12	318.00	8,242.33	131.67	888.88		9,060.88	10.00	799.00	225.00	100.00	1,094.00	10,155.88			1,015.59		4,767.48	
17	IX	Western-Southern Mindanao Regional Museum and Satellite Office-Zamboanga	4	12	351.00	9,155.25	148.25	762.94		10,066.44	10.00	895.00	225.00	100.00	1,100.00	11,254.44			1,125.44		22,744.88	
18	XII	Eastern-Northern Mindanao Regional Museum & Satellite Office, Butuan City	3	12	359.00	9,129.17	145.83	760.78		10,035.76	10.00	895.00	235.00	100.00	1,100.00	11,225.76			1,122.58		18,275.00	
19	XI	NM Davao																		-		
GRAND TOTAL:			38																	228,080.56		

Annex C Terms of Reference

TECHNICAL SPECIFICATIONS FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR THE NATIONAL MUSEUM OF THE PHILIPPINES (NMP) COMPLEX, NMP REGIONAL AREA, SITE MUSEUMS AND SATELLITE OFFICES (RASMSO) AND THE KALINGA SITE PROJECT FOR FY 2023

I. DEFINITION OF TERMS

1. Janitorial Service Provider – refers to the company to which the contract of janitorial services is awarded.
2. Janitorial Staff – refers to the janitor personnel to be provided by the Agency.
3. National Museum Complex or Museum – refers to the National Museum of Fine Arts, National Museum of Anthropology, National Museum of Natural History, Eastern Section of Rizal Park, the Orchidarium; and, the Regional Area, Site Museums and Satellite Offices or the RASMSOs.
4. Museum premises – or simply premises refer to the galleries, offices, garden, grounds, and all areas within NMP Complex, Regional Area, Site Museums and Satellite Offices (RASMSO) and the Kalinga Site project to be maintained and cleaned by the Agency.

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

For the **Lot 1**, NMP Complex Janitorial Service Requirements, marked as Annex A

Twenty-Nine Million Five Hundred Ninety-Four Thousand and Seven Hundred Eighty-Nine Pesos and Seventy Centavos (PhP29,594,789.70).

For the **Lot 2**, NMP RASMSO and the Kalinga Site Project, marked as Annex B

Seven Million Seven Hundred Seventy-Four Thousand Four Hundred Thirty-Five Pesos and Eight Centavos (PhP7,774,435.08).

III. SCOPE OF WORK

A. DUTIES AND RESPONSIBILITIES OF THE SUPERVISOR

To ensure that the janitorial services are effectively and efficiently provided for the Museum benefit, the following duties and responsibilities of the Janitorial Service Provider Supervisor shall be observed:

Must submit to the Head of the General Administrative Services Division (GASD) or its authorized personnel the Monthly Manpower Deployment Schedule every first Monday of the month
Must ensure compliance with the Manpower Deployment Schedule. Reshuffling of Agency janitorial personnel; Museum reserves the right to conduct reshuffling of personnel-- whenever needed
Must submit to the General Administrative Services Division (GASD) or its authorized personnel a projected monthly and semi-annual schedule of general cleaning within fifteen (15) days from assumption of duties
Must schedule work assignments, set priorities and direct the work of janitorial staff in coordination with the Chief of the General Administrative Services Division (GASD) or its authorized personnel
Must evaluate and verify employee performance through the review of completed work assignments and work techniques in coordination with the Head of NMP Office where the janitorial personnel are assigned
Must submit to the Chief of the General Administrative Services Division (GASD) or its authorized personnel the performance evaluation of its janitorial staff every first Monday of the month
Must ensure implementation, enforcement and compliance with the NMP rules and regulations relative to the maintenance of cleanliness and sanitation of NMP premises
Must maintain records, prepares reports and composes correspondence relative to the prescribed scope of work
Must make the rounds to check janitorial staff coverage in designated work areas
Must conduct a daily inspection of the premises to ensure cleanliness and safe conditions
Must ensure completeness delivery of the supplies as scheduled which are needed by the deployed janitorial staff and submit therewith a list / inventory thereof to the Chief of the General Administrative Services Division (GASD) or its authorized personnel every first Monday of the month
Must determine the janitorial supplies, materials and equipment needed on a monthly basis, in coordination with the Chief of the General Administrative Services Division (GASD) or its authorized personnel
Must submit to the Chief of the General Administrative Services Division (GASD) or its authorized personnel a report of the janitorial supplies consumed in the previous month and an inventory of the remaining supplies to be consumed for the year

Must perform other services necessary or desirable for the maintenance and upkeep of the NMP premises and minister to the personnel comfort, convenience or safety of NMP officials, employees, visitors and its stakeholders

In case the first Monday of the month falls on a holiday or there is suspension of work in the Agency, the required submission of documents under this section must be on the next working day

B. HOUSEKEEPING

The **Janitorial Service Provider** shall provide janitorial, sanitation and other related services within the premises of the **NMP Complex**. The premises shall include the common areas of the buildings such as but not limited to conference rooms, galleries, offices, comfort rooms, hallways, common areas, corridors, lighting fixtures as well as the premises outside the building such as pavements and landscaping.

Janitorial, sanitation and other related services shall consist of the following schedules:

1. DAILY JANITORIAL ACTIVITIES

Sweeping, mopping, spot-scrubbing, polishing and spray buffing of all floors—including elevators, stairs, areas with heavy foot-traffic such as the main lobby entrance and waiting areas, shall be serviced continuously

Cleaning of interior glass panels and their appurtenant steel or aluminium frames through scrubbing and wiping by application of cleaning solutions to remove dust, soot and grime.

Cleaning, dusting and damp wiping of office furniture, fixtures and equipment and application of appropriate furniture polish to maintain luster and shine at all times

Keeping stairways, fire exits, and entrances clean and free of obstruction at all times.

Cleaning, sanitizing and disinfecting of comfort room urinals, lavatories, toilet bowls and washroom basins, which shall include usage of special and environment-friendly disinfecting agents

Checking and reloading of toilet paper, liquid hand soap and other toilet supplies, if required.

Dusting and cleaning of toilets and hallways with deodorants

Dusting and cleaning of glass tops, inside and outside windows, window ledges, air vents and partitions, furniture and fixtures

Cleaning and polishing of hand rails, brass signs and trims

Cleaning of waste bins and vertical and horizontal blinds

Sweeping, vacuum cleaning, and stain spotting of carpeted rooms

Cleaning of kitchen, pantry and cabinets

Washing of table cloth, seat cover and other office fabric related materials

Sweeping of driveways, parking areas, walkways, dumpsite and surroundings

Watering of plants, cleaning and sweeping of all leaves along the roads and sidewalks

Trimming of plants and spraying of insecticides/pesticides
Maintenance of grounds and all areas within NMP premises
Disposal of trash, rubbish and garbage from the building to receptacles provided for the purpose
2. WEEKLY JANITORIAL ACTIVITIES
General cleaning, washing, scrubbing and polishing of floors, hallways, comfort rooms and washrooms, interior glass panels and common areas
General cleaning of wall partitions and other vertical surfaces
General cleaning of offices including dusting, spot scrubbing, waxing and damp wiping of office furniture, fixtures and equipment and application of furniture polish
Dusting of light fixtures suspended from ceiling
Washing of inside and outside glass windows and doors, except of areas requiring professional glass cleaners
Sweeping and washing of driveways, parking areas, walkways, dumpsite and surroundings
Moving/cutting of lawns/grass and disposal of leaves
Cultivation, replanting and application of fertilizers, when necessary
3. MONTHLY JANITORIAL ACTIVITIES
General cleaning of NMP premises
Cleaning and application of polishing solution to the vertical/horizontal walls, dividers, and ledges of the premises.
General cleaning of wall partitions and other vertical surfaces.
General cleaning of offices including dusting and damp wiping of office furniture, fixtures and equipment and application of furniture polish
General cleaning of surfaces, receptacles, corners, air conditioning vents, and areas that are not ordinarily cleaned during the daily and weekly services
Cleaning and de-clogging of decks, gutters, downspouts, storm drains
High-pressure washing of the outside portion of the building
Inspection and cleaning of gutters including reporting of any damage thereto
General cleaning of ceiling including light diffusers, lamps, air-conditioning outlets, venetian blinds, screen and other receptacles
Waxing and polishing wood furniture, rails, trim, walls, etc

4. SPECIAL SERVICES
Keep watch and take action to prevent or mitigate damage to the building and its facilities during emergency situations such as typhoons, floods, earthquakes, power failures and fire incidents. The same should be immediately reported to the Head of GASD, Security personnel and/or to the NMP Building Administrator
Report to the Head of GASD or to NMP Building Administrator the repairs or maintenance requirements pertaining to civil, mechanical, electrical and plumbing facilities of the building for proper disposition as well as requirement for pest control
Assists in the undertaking of hauling, repairs, transporting, loading, unloading, movement or transfer of furniture, equipment, supplies, and materials as may be necessary, and only upon the instruction of the Head of NMP Office with prior coordination and approval from to the Head of GASD or its authorized personnel
Perform such services usually necessary or desirable for the maintenance and upkeep of the office premises and minister to the personal comfort, convenience, or safety of NMP officials, employees, visitors and its stakeholders

IV. PROVISIONS FOR SUPPLIES, MATERIALS AND EQUIPMENT

Provisions for supplies, materials and equipment, including schedule of delivery of the same necessary to undertake janitorial, sanitation and related services are specified in **Lot 1** for NMP Complex and **Lot 2** for NMP RASMSOs.

The **Janitorial Service Provider** shall present all the janitorial equipment listed during the post qualification.

The **Janitorial Service Provider** shall ensure that the required equipment stated in **Lot 1** are all in good operating condition, subject to periodic inspection by the Museum.

Apart from the janitorial supplies, materials and/or required equipment to be provided, the Agency shall facilitate the Museum's current waste recycling program that requires to separate recyclable from non-recyclable waste. The Agency shall empty recyclable and non-recyclable waste into designated containers. The designated temporary storage area for trash shall be maintained and kept clean and sanitary by the Agency's personnel.

Museum may require the **Janitorial Service Provider** to amend the requirements to such janitorial supplies, materials and/or equipment germane to or necessary for the effective performance of its obligations.

V. WORKING HOURS

The **Janitorial Service Provider** shall render services for eight (8) hours a day, six (6) days a week including regular and special non-working holidays.

The **Museum** shall however, prescribe the time or schedule of work to be followed by the employees of the **Janitorial Service Provider**. Under justifiable circumstances such as but not limited to implementation of special, priority programs and projects wherein the janitorial support and services is necessary, the rendition of overtime services with pay (e.g. working beyond eight (8) hours regardless of regular work days, holidays, and/or falls on rest day) may be authorized subject to the prior approval of the Head of the Agency upon the request from the concerned office with details of the number of janitors needed, period covered—subject to the availability of funds.

VI. QUALIFICATIONS OF THE JANITORIAL PERSONNEL

JANITORIAL STAFF	*SUPERVISOR
Of good moral character and reputation, courteous, alert and without any criminal or police record	Of good moral character and reputation, courteous, alert and without any criminal or police record
Physically and mentally fit	Physically and mentally fit
At least high school graduate and with at least one (1) year experience as a janitor	At least high school graduate and with at least one (1) year experience as a janitor
	At least three (3) years of relevant supervisory experience
*applicable only in NMP-Central Office	

VII. COMPENSATION AND MANNER OF PAYMENT

1. The **Museum** shall pay the **Janitorial Service Provider** based on the latter's actual services rendered, taking into considerations the actual number of Janitorial Staff, their actual tour of duty and respective compensations per month. It is understood that the Agency's billings include all the statutory compensation and benefits due to its Janitorial Staff.
2. Claims for payment submitted by the **Janitorial Service Provider** shall be supported by a properly accomplished payroll showing the gross amount earned, deductions and the net amounts payable to the Janitorial Staff and properly signed daily time records. The number of Janitorial Staff considered for billing purposes shall not exceed those listed in the duly approved deployment roster covering the billing period.
3. The **Janitorial Service Provider** hereby binds itself to pay its employees assigned in accordance with the provisions of the pertinent laws and/or other legal issuances governing janitorial services.
4. The **Janitorial Service Provider** shall solely be responsible for the payment of all indemnities to its janitors, which may arise under existing laws and shall comply with the provisions of all other Philippine laws relative to its employees. For information purposes, the Agency shall,

every end of the month, submit to Museum reports and/or information concerning illness and/or accidents occurring or befalling its employees assigned to the Museum. If the Museum becomes liable to any employee of the Agency under the provisions of any law resulting from the Agency's failure to comply with said law, the Agency shall reimburse the Museum for all payments made to said employee, including the cost of suit as the case may be.

Deductions made from the salaries of janitors plus the corresponding employer's (**Janitorial Service Provider**) share of SSS, Philhealth and PAG-IBIG shall be remitted to the respective offices on a monthly basis. Proof of said remittances shall be a requirement for payment of **Janitorial Service Provider's** claim and shall be attached to the statement of account for the 1st fifteen (15) days of each ensuing month.

The **Museum** reserves the right to verify the actual wages being paid to the janitors. All payments under this contract shall be subject to the usual accounting and auditing rules of the government.

VIII. PERSONNEL REQUIREMENTS

7. For NMP Complex, the **Janitorial Service Provider** shall provide the Museum with Ninety-Three (93) Janitorial personnel including one (1) Janitorial Supervisor or Officer-In-Charge who shall act as well as Janitorial Inspector per NMP building or per area of assignment.
8. For NMP Regional Area, Site Museum Satellite Office (RASMSO) and Kalinga Site Project, the **Janitorial Service Provider** shall provide the Museum with a total of Thirty-Eight (38) personnel. See Annex "B" for the distribution list.
9. In case the **Museum** decides to request for an additional number of personnel from the **Janitorial Service Provider**, the monthly consideration specified in **Section IX** hereof shall be observed.
10. The **Janitorial Service Provider's** employees shall at all times be in proper and clean uniform provided by the **Janitorial Service Provider**. For the purpose of easy identification, all janitors shall wear an ID with tag and only one type of uniform and color scheme shall be adopted.
11. The **Janitorial Service Provider** agrees to submit itself, its representatives and all its workers under it to security and safety rules and other pertinent regulations of the **Museum**,
12. The **Janitorial Service Provider** shall, upon representation by the **Museum**, replace any janitor:
 - a. Whose work performance, behaviour and attitude fails below standards of the **Museum**; or
 - b. Whose conduct is unsatisfactory or prejudicial to the best interest of the **Museum**.
13. The **Janitorial Service Provider** shall provide the **Museum** a copy of the biodata of all janitors deployed to the **Museum**. Each biodata shall contain a recent photo as well as the specimen signature of the janitor.

IX. OBLIGATIONS OF THE JANITORIAL SERVICE PROVIDER TO ITS EMPLOYEES

Aside from paying their employees the proper wages and benefits, the **Janitorial Service Provider** shall:

4. Provide each janitor with sets of proper uniforms and Company ID at the start of the contract period. The cost incurred must be disclosed to their janitorial staff and in staggered payment schedules;
5. Notify the janitors at the time of hiring as to the wages and working conditions under which they are employed, which shall include but not limited to the following:
 - a. The rate of wages payable;
 - b. The method of calculation of wages;
 - c. The periodicity of wage payment--the hour, day and place of payment;
 - d. Any increase or change with respect to any of the foregoing items during the existence of the contract.
6. Provide each janitor with a copy of the manual operations / company rules and regulations of the **Janitorial Service Provider** on the following:
 - a. Recruitment of personnel;
 - b. Salaries of personnel;
 - c. Attendance/leave credits;
 - d. Performance standards;
 - e. Sanctions for violation (s) of company rules and regulations;
 - f. Equipment and supplies; and
 - g. Duties / functions / responsibilities of personnel

The **Janitorial Service Provider** shall have primary and principal responsibility for the discipline of all its assigned janitors under its employment.

X. OBLIGATIONS AND RESPONSIBILITIES OF JANITORIAL SERVICE PROVIDER

1. The **Janitorial Service Provider** assumes full responsibility for the faithful and complete performance by the Janitorial Staff of all their duties.
2. The **Janitorial Service Provider** shall ensure and guarantee that its Janitorial Staff shall familiarize themselves with Museum officers and personnel and at all times accord them the highest respect and courtesy.
3. The **Janitorial Service Provider** hereby guarantees that all janitorial staff shall follow all regulations, policies, and plans of the Museum to continuously improve their performance, efficiency, discipline, fitness and preparedness, and warrants that all janitorial staff shall observe the highest courtesy and respect towards all officials and employees of the Museum including authorized visitors in the execution of their duties.

4. The **Museum** shall reserve the right to request for an additional number of staff as the need arises, subject to the availability of funds and the **Janitorial Service Provider** shall provide the same on the scheduled deployment set by the **Museum**.
5. The **Janitorial Service Provider** shall diligently and faithfully serve the best interests and benefits of Museum in rendering its services and shall not, during the period of the contract or at any time thereafter, use or disclose to any unauthorized person, firm or entity, any classified information concerning the business affairs of the Museum which any member of the janitorial staff of the Agency may have acquired by reasons of such contractual relationship.
6. The **Janitorial Service Provider** hereby guarantees that the salaries of Janitorial Staff detailed with the Museum shall be paid the regular working hours not later than the 20th day of the month and 5th day of the succeeding month. Any repetitive or unjustified delays in the payment of the salaries attributable to the Agency, or if the janitorial staff are not paid the exact amount due to them as reflected in the payroll, shall be sufficient ground for the Museum to terminate the Service Contract.
7. The **Janitorial Service Provider** shall guarantee that SSS premiums, State Insurance/ECC, PhilHealth, Pag-ibig and others, both employee and employer's shares are all remitted properly and on time to the concerned agencies and any unjustified delay or non-remittance of these amounts shall be sufficient ground for the Museum to terminate the contract with the Agency and to withhold any monetary due or about to due to the Agency.
8. **Janitorial Service Provider's** Janitorial Staff shall be under the supervision and control of the Agency with respect to deployment, work shifts and execution of janitorial services. For this purpose, the **Janitorial Service Provider** shall designate a supervisor for each building of the Museum who will coordinate with the Museum's authorized Janitorial Supervisor or Janitorial Inspector. For monitoring the attendance of individual janitorial staff, **Janitorial Service Provider** shall ensure its accessibility and availability whenever required by the Museum.
9. The **Janitorial Service Provider** shall provide relievers, who meet the criteria set by the Museum and whose services shall be made available whenever assigned regular janitorial staff are absent or indisposed. The relievers shall also render service whenever additional janitors are required by the Museum.
10. The **Janitorial Service Provider** shall ensure its Janitorial Staff to report to work with appropriate uniforms (head to feet including utility belt and similar items) duly approved by the Museum. Aside from the uniform, the Museum may require the janitors to wear an access pass or individual identification card.
11. The **Janitorial Service Provider** shall not allow any Janitorial Staff to work for more than twelve (12) hours/shift within the 24-hour period except in cases of emergencies/unforeseen circumstances, calamities and the like.
12. The **Janitorial Service Provider** shall provide physically and mentally fit Janitorial Staff of good moral character and reputation, courteous,

alert and without criminal or police records and must have passed a drug test administered by a duly licensed testing agency.

13. The **Janitorial Service Provider** shall ensure its Janitorial staff of sufficient protective and safety devices such as Personal Protective Equipment or PPE (e.g. gloves, facemask, face shields, boots and other similar items appropriate to safeguard their staff to hazardous conditions that may arise). And these shall bear no cost to the **NMP**.
14. The **Janitorial Service Provider** must be compliant to prevailing DOLE Department Order and to other issuances from other governing agencies such as but not limited to Wage Order adjustments, safety and health standards.

XI. LIQUIDATED DAMAGES

When the contractor fails to satisfactorily deliver services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the contractor shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to 1/10 of 1% of the cost of the delayed contract scheduled for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned. In no case shall the sum of the liquidated damages exceed 10% of the total contract price, in which the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages.

XII. LIABILITIES AND THIRD PARTIES

1. There exists no employer-employee relationship between the **Museum** and the **Janitorial Service Provider** and/or the latter's personnel.
2. The **Janitorial Service Provider** further warrants that the **Museum** shall be free from any suit or liability resulting from claims by third parties of any nature, whether of injuries, damage or death, caused by the employees of the **Janitorial Service Provider** in the performance of their duties. Likewise, the **Janitorial Service Provider** warrants that the **Museum** shall be free from any suit or liability of any nature, whether of injuries, damage or death that may be suffered by the janitors in the performance of their duties.
3. The **Janitorial Service Provider** shall at all times stand solely liable and/or responsible for said eventualities and shall hold the **Museum** free from any and all liabilities in respect thereto or arising there from. If despite said stipulation, the **Museum** is still sued for any claim arising from this contract and is adjudged liable for said claim, then the **Janitorial Service Provider** will immediately pay the **Museum** the amount of judgment debt to enable the latter to satisfy the same to the winning party.
4. All legal expenses incurred by the **Museum** caused by such a suit be paid by the **Janitorial Service Provider** to the **Museum** within five (5) days from notice. **Museum** has the authority/option to obtain such

expense from the performance band required from the **Janitorial Service Provider** under the contract.

XIII. RIGHTS OF THE MUSEUM TO TERMINATE CONTRACT

3. It is expressly understood herein that the relationship of the **Janitorial Service Provider** with the **Museum** is based purely on the trust and confidence of the latter in the former and that the Museum shall have the right to terminate the Contract in case of loss of said trust and confidence in the **Janitorial Service Provider**, upon thirty (30) days with prior written notice thereof to Agency.
4. **Museum** shall have the right to terminate the Contract, after 30-day written notice to the **Janitorial Service Provider** on the following grounds:
 - h. When the **Janitorial Service Provider's** Janitorial Staff has wilfully and intentionally or through negligence caused the death of, or has inflicted serious physical injury on any person or any **Museum** personnel inside Museum premises while on official duty.
 - i. When the **Janitorial Service Provider's** Janitorial Staff has wilfully and intentionally or through negligence caused irreparable damage to the prestige or any vital interest of the **Museum**, great destruction of Museum properties and equipment, or great economic loss by personal participation or non-performance of his duties and responsibilities.
 - j. When the **Janitorial Service Provider** has violated other obligations required under its Contract with the Museum and refused to comply and/or remedy the violation within the reasonable period given by the **Museum**.
 - k. When the **Janitorial Service Provider** fails to pay the salaries of any janitorial staff in accordance with the Contract for two consecutive billing periods without just cause.
 - l. When upon the result of the audit findings, **Museum** finds the **Janitorial Service Provider** resorting to unauthorized illegal, involuntary and unreasonable deductions resulting in a short and underpayment of salaries of janitorial staff thereby affecting their state of morale and efficiency.
 - m. When the **Museum** finds the **Janitorial Service Provider** to have failed in their obligation to any of its janitorial staff based on the Agency's Contract with **Museum**, thus, affecting the state of morale and efficiency of the entire force.
 - n. The **Museum** as its interest may require, shall have the right to cancel or terminate the Award of the Contract when the **Janitorial Service Provider**, upon written notice, fails to comply with any or all of the following, before the initial posting:
 - Present physical to the Museum all the devices and equipment requirements, including the list of names of Janitorial Staff to be posted; and/or
 - Provide the performance security as required within the reasonable period prescribed by the **Museum**.

- o. The **Museum** may, without incurring liability, and as its interest may require, terminate the Contract in whole or in part, at any time, at its convenience by written notice sent to the **Janitorial Service Provider**. The notice of termination shall specify that such termination is for Museum's convenience and state the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes effective.

XIV. DURATION

The contract duration shall take effect on 1 January 2023 and shall continue to be in full force and effect until 31 December 2023, subject to a regular performance rating by the **Museum**. The **Museum** has the right to terminate the contract pursuant to **Section XIII** of this Technical Specifications or any kind of breach of contract.

XV. JANITORIAL SERVICES REQUIREMENTS

The winning bidder is expected to maintain a very satisfactory level of performance throughout the term of the contract based on the performance criteria which shall include, among others (i) high standard of professionalism (ii) quality of service delivered; (iii) time management; (iv) management and sustainability of personnel; (v) contract administration and management; and (vi) provision of regular progress reports on the status of **Museum's** premises in terms of janitorial services in accordance with the housekeeping plan.

To achieve these, the prospective bidder shall meet and provide the following janitorial services requirements set by the **Museum**:

1. Track Record

In the best interest of the **Museum**, the **Janitorial Service Provider** should present a certification for the following particulars:

- a. For the last five (5) years, a continuous janitorial service experience to a:
 - i. museum and galleries or similar institution that exhibits or displays collections as to what the **Museum** has in its display;
 - ii. landscaping and grounds maintenance of sites and areas with cultural and/or historical significance.
- b. Janitorial Service performance satisfaction rating at the minimum of Very Satisfactory issued by at least three (3) Government Agency/Agencies, proper Corporation and/or Foundation to where their contract is rendered or still on-going—for the past three (3) years; and,
- c. an award in recognition of the **Janitorial Service Provider's** extended support, aid and/or involvement to the activities such as but not limited to the unforeseeable, unplanned events, special

programs/activities, force majeure, fortuitous circumstances which provides significant contribution in achieving the expected output of the Organization—issued by the Government Agency/Agencies, proper Corporation and/or Foundation to where their their contract is rendered or still on-going—given within the last 3 years.

2. Organizational Structure

- a. The **Janitorial Service Provider** should submit its detailed organizational chart which should indicate an established Organizational Structure to show its capability to undertake the Project; clearly identified lines to authority and responsibility and the specific division dedicated to each of the needed service which is manned by full-time employee;
- b. The **Janitorial Service Provider** shall exercise Fair Labor Practice: hence, the salaries of all his personnel must be in accordance with the rates/policies prescribed by the Department of Labor and Employment (DOLE) and all applicable labor laws. Thus, all personnel must also be provided social security and other government-mandated benefits; and,
- c. To abide with the requirements of the **Museum** in accordance with reasonable standards of performance.

3. Personnel

- a. All personnel must report to work with identification cards, uniforms and other paraphernalia and protective gears (if applicable);
- b. For the benefit and safety of the Museum's employees, visitors, its stakeholders and the public, all janitorial personnel to be assigned in **Museum** must be fully vaccinated against COVID-19, if necessary, be tested against COVID-19 and other novel diseases at the expense of the **Janitorial Service Provider**; and,
- c. The **Janitorial Service Provider** shall at all times, during the terms of the Contract, maintain in its employ the following required personnel with the appropriate qualifications to ensure that the services are being carried out properly and efficiently.

4. Others

- a. Clearance or Certification of No Pending Labor Cases issued by the Department of Labor and Employment (DOLE);
- b. Housekeeping plan based on personnel deployment from 7am – 6pm on 8-hour basis;
- c. Resources
 - i. Quantity and kind of equipment and supplies available
 - ii. Total number of janitors and supervisors
- d. Provision of additional janitorial supplies, equipment and materials beyond the list of requirements set by the NMP is an advantage;

- e. Housekeeping plan; and,
- f. Company Manual of Operations to include disciplinary measures

XVI. SOURCE OF FUND

Budget is available and should be chargeable against the General Fund.

XVII. END USER

General Administrative Services Division

Prepared by:

(SGD)
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Chief Administrative Officer
General Administrative Services Division

Recommending Approval:

(SGD)
ATTY. MA. ROSENNE M. FLORES-AVILA
Deputy Director-General for Administration

Approved:

(SGD)
JEREMY BARNS, CESO III
Director-General

**JANITORIAL SUPPLIES, MATERIALS AND EQUIPMENT
NATIONAL MUSEUM OF THE PHILIPPINES (NMP) COMPLEX
FY 2023**

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	70% Isoprophyl alcohol	40	gallon
2	Round rags	30	bundle
3	Garbage bag xl black	300	pack
4	Furniture polish	10	gallon
5	Hand soap liquid	40	gallon
6	Metal polish	2	piece
7	Broom (walis tingting)	50	piece
8	Detergent powder	70	kilo
9	Cleanser (powder)	10	kilo
10	Disinfectant bleach	10	gallon
11	Chlorine	10	kilo
12	Scrub sponge heavy duty	100	piece
13	Steel wool	10	pack
14	Gasoline for grass cutter	50	liter
15	2t oil for grass cutter	4	liter
16	Complete fertilizer (abono)	20	kilo
17	Insecticide	2	bottle
18	Rubber gloves	20	piece/pair
19	Plastic scrubs	10	pack
20	Glass cleaner	2	bottle
21	Microfiber rugs for glass	50	piece
22	Emulsion wax	5	gallon
23	Red wax(non slippery)	7	gallon
24	White wax (non -slippery)	3	gallon
25	Deodorant cake	100	piece
26	Doormat	30	piece
27	hand towel cotton	100	piece
28	All purpose cleaner	5	gallon
29	Toilet bowl cleaner	15	gallon
30	Disinfectant spray	20	gallon
31	muriatic acid	5	gallon
32	Air freshner	20	gallon
33	Hand sanitizer	10	gallon
34	High quality tissue paper (2ply)	4,000	roll
35	Air freshner	5	can
QUARTERLY			
1	Scrubbing pad	10	piece
2	Soft broom (walis tambo)	70	piece

3	Mop head	100	piece
4	Polishing pad	10	piece
5	Nylon (tansi) for grass cutter	3	kilo
6	Toilet bowl brush	40	piece
7	Spray gun for air freshner	50	piece
8	Cotton doormat for toilet entrance	50	piece
9	Footbath	20	piece
10	Ceiling broom	30	piece
SEMI-ANNUAL			
1	Push brush (plastic)	10	piece
2	Dust pan (metal)	50	piece
3	dust pan (plastic)	70	piece
4	Dipper (tabo)	70	piece
5	Rubber matt	8	meter
6	Plastic pail (timba)	70	piece
7	Ceiling broom	100	piece
8	Toilet pump	30	piece
9	Mop handle (durable plastic)	70	piece
10	Spatula	30	piece
ANNUAL			
1	Heavy duty dust mop (1 meter w/handle)	15	piece
2	Squeegee (glass)	10	piece
3	Paper towel dispenser(water proof)	100	piece
4	Tissue roll dispenser (Water proof)	188	piece
5	Liquid soap dispenser (non contact or foot pedal)	100	piece
6	Automatic and heavy duty hand dryer	80	piece
EQUIPMENT			
1	Heavy duty floor pplisher-including accessories	6	unit
2	Non -contact alcohol dispenser (w/ stainless stand)	30	unit
3	Water hose (4pcs.)	500	meter
4	Vacuum cleaner wet and dry	1	unit
5	Grass cutter-including acc.	2	unit
6	Warning sign	20	piece
7	Sprinkler (for glasses)	20	piece
8	Bolo	5	piece
9	Grass scissor	10	piece
10	Mop squizzer	10	unit
11	Plant scissor	10	piece
12	Pressure washer	1	unit
13	Utility ladder (5feet)	3	unit
14	Electrical cord (extension)	100	meter
15	Chainsaw (w/permit)	1	unit
16	Garbage cart hauler (w/wheels)	6	unit
17	Push carts (trash bins)	8	unit
18	Heavy duty lawn mower	1	unit

RASMSO JANITORIAL SUPPLIES AND MATERIALS
KABAYAN BURIAL CAVES SITE MUSEUM AND SATELLITE OFFICE
FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
1	Toilet/Bathroom disinfectant	4	piece
2	Toilet brush	3	piece
3	Deodorant Cake	12	dozen
4	Liquid Hand Soap	6	gallon
5	Powder detergent	3	kilo
6	Soft broom	3	piece
7	Stick broom	3	piece
8	Dust Pan	3	piece
9	Garbage bin	4	piece
10	Garbage Bag (black)	4	pack
11	Coconut Husk	5	piece
12	Floor wax	7	gallon
13	Toilet Paper	10	pack
14	Hand towels	4	piece
15	Alcohol	4	gallon
16	Insect killer	4	
17	Laundry brush	3	piece
18	weed killers	10	
19	Flexi hose	1	roll
20	Floor mop (foam)	2	piece
21	Glass wiper	2	piece
22	Glass cleaner	2	gallon
23	Pick mattock	3	piece
24	carbon steel rake	3	piece
25	extendable plastic broom	2	piece
26	Floor Mops	2	piece
27	Sickle	3	piece
28	Shovel	3	piece
29	Grab hoe # 3	1	piece
30	Water drum (blue , sturdy)	1	piece

RASMO JANITORIAL SUPPLIES AND MATERIALS
NM-ANGONO -BINANGONAN PETROGLYPHS SITE MUSEUM
FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Rags	10	bundle
2	Detergent powder	4	kilo
3	Handsoap antibacterial	4	gallon
4	Disinfectant bleach (liquid)	2	gallon
5	Muriatic acid	1	gallon
6	Liquid floorwax , clear	1	gallon
7	Mop	2	piece
8	Scotch brite for cleaning	4	piece
9	Doormat	6	piece
10	Toilet cleanser	1	piece
11	Trash bag (large)	10	pack
12	Trash bag (medium)	10	pack
13	Bathroom tissue	4	pack
14	Broom soft (tamboo)	2	piece
15	Broom hard (buri)	2	piece
16	Broom hard (tingting)	4	piece
17	Alcohol 70% Isoprophyl	2	piece
SEMI-ANNUAL			
17	Dash pan	2	piece
18	Trash bin (big)	2	piece
19	Bolo	2	piece
20	Garden rake	2	piece
21	Manual cutter	2	piece

RASMSO JANITORIAL SUPPLIES AND MATERIALS
BICOL REGIONAL MUSEUM AND SATELLITE OFFICE (BRMSO)
FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Alcohol , ethyl 68%-72% scented (3.785 liters)	5	gallon
2	Detergent Bar (140g as packed)	12	piece
3	Detergrnt powder all purpose (1kg)	12	kilo
4	Bathroom deodorizer (100g)	50	dozen
5	Liquid hand soap (500ml)	3	gallon
6	Hand sanitizer (500ml)	15	bottle
7	Cleaner , toilet bowl and urinal (900ml-1000mlcap)	4	gallon
8	Muriatic acid (3.785liters per gallon)	4	gallon
9	Metal polish (150ml)	3	can
QUARTERLY			
1	Cleaning cloth (6pcs per pack)	12	bundle
2	Furniture cleaner, aerosol type (300ml min per can)	2	gallon
3	Glass cleaner (500ml)	1	piece
4	Trash bag, GPP specs black 240 l (10pcs per pack)	48	pack
5	Trash bag, GPP specs black 120 l (10pcs per pack)	48	pack
6	Floor wax, liquid, natural (4liters per gallon)	4	gallon
SEMI-ANNUAL			
1	Rubber gloves, flock lined late gloves	3	pair
2	Work gloves, knitted with rubberpalm	3	pair
3	Broom soft (tambo)	5	piece
4	Broom stick (tingting,useble length: 760mm)	5	piece
5	Toilet bowl brush, standard size (7 CRs)	5	piece
ANNUAL			
1	Mop handle, heavy duty, aluminum screw type	1	piece
2	Tomado mop	1	piece
3	Wheeled trash bin , 120L	3	piece
4	Dust pan , non rigid plastic w/ detechable handle	5	piece
5	Spray bottles	5	piece
6	Pail	3	piece
7	Water dipper	6	piece
8	Glass squeegee	1	piece
9	Cob webber	3	piece
10	Grass shear	3	piece

**RASMSO JANITORIAL SUPPLIES AND MATERIALS
BATANES AREA MUSEUM AND SATELLITE OFFICE (BAMSO)
FY 2023**

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Toilet paper	30	rolls
2	Liquid disinfectant	4	gallon
3	Powder soap	10	kilo
4	Muriatic acid	2	gallon
5	Trash bag (large)	10	pack
6	Trash bag (medium)	10	pack
7	Scrubbing pad	5	pad
QUARTERLY			
1	Cotton rags	5	bundle
2	Soft brooms	3	piece
3	Hard brooms	3	piece
4	Push brush	3	piece
5	Liquid hand soap	2	gallon
SEMI-ANNUAL			
1	Floor mop	6	piece
2	Dust pan	3	piece
3	Nitrile hand gloves	2	box
4	Doormat(Indoor)	6	piece
5	Doormat (Outdoor)	6	piece
ANNUAL			
1	Toilet brush	3	piece
2	Toilet pump	3	piece
3	Hand brush	3	piece

**RASMSO JANITORIAL SUPPLIES AND MATERIALS
PALAWAN (TCAMSO)
FY 2023**

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
QUARTERLY			
1	Soft broom, tambo	3	piece
2	Stick broom, ting-ting	3	piece
3	Cleaner , toilet bowl and urine (900-1000ml)	2	gallon
4	Cleanser , scouring powder (350g per can)	3	pack
5	Detergent powder, all purpose (1kilo per pack)	6	pack
6	Disinfectant spray (400-550g)	2	can
7	Floor wax, paste, red and natural	2	gallon
8	Furniture cleaner, aerosol (300ml per can)	2	gallon
9	Mop bucket	3	piece
10	Mop handle, screw type , aluminum handle	3	piece
11	Rags, all cotton (32pcs. Per kilo/bdle)	2	bundle
12	Scouring pad (5pcs per pack)	6	pack
13	Trash bag, plastic transparent (10pcs per roll)	6	pack

RASMSO JANITORIAL SUPPLIES AND MATERIALS
MARINDUQUE-ROMBLON AREA MUSEUM AND SATELLITE OFFICE (BOAC)
FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Cleaner , toilet bowl and urinal	2	gallon
2	Floor wax , paste, red (900g per can)	1	gallon
3	Disinfectant, bleaching solution (1liter)	3	gallon
4	Tissue paper (12rolls per pack)	3	pack
5	Detergent powder, all purpose (57g)	5	pack
6	Deodorant cake	3	piece
7	Trash bag, plastic (10pcs. Per roll)	3	pack
QUARTERLY			
1	Scouring pad	1	pack
2	Glass cleaner	2	gallon
3	Furniture polish/cleaner (330ml per can)	1	can
4	Rags, all cotton	10	bundle
SEMI-ANNUAL			
1	Broom, soft (tambo)	2	piece
2	Broom stiick (ting-ting)	2	piece
3	Door mat, cloth	3	pack
ANNUAL			
1	Dust pan	2	piece
2	Mop with handle	2	piece
3	Mop head	2	piece
4	Pail , big	2	piece
5	Water dipper	2	piece
6	Push brush	2	piece
7	Toilet bowl brush	3	piece
8	Feather duster	2	piece
9	Trash bin	3	piece

RASMSO JANITORIAL SUPPLIES AND MATERIALS
MARINDUQUE-ROMBLON (BANTON-ROMBLON)
FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
ANNUAL			
1	Rake	1	piece
2	Bolo	1	piece
3	Stick broom , ting-ting	12	piece
4	Broom soft (tambo)	2	piece
5	Pail , big	2	piece
6	Water dipper	2	piece
7	Push brush	2	piece
8	Dust pan	2	piece
9	Detergent powder (1kg)	2	pack
10	Mop with handle	1	piece

RASMSO JANITORIAL SUPPLIES AND MATERIALS
CAGAYAN VALLEY REGIONAL MUSEUM AND SATELLITE OFFICE (CVRMSO)
FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Multi-purpose / toilet cleaner	4	gallon
2	Muriatic acid	2	gallon
3	Deodorant cake	5	piece
4	Walis ting-ting	10	piece
5	Powder detergent	1	pack

RASMSO JANITORIAL SUPPLIES AND MATERIALS
CORDILLERA REGIONAL MUSEUM AND SATELLITE OFFICE KIANGAN (CRMSO)
FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Air freshener, albatross	12	piece
2	Cleanser, scouring powder (350g per can)	2	can
3	Detergent powder, all purpose (1kilo per pack)	5	pack
4	Floor wax , red paste (300ml per can)	3	gallon
5	Disinfectant spray	12	liter
6	Trash bag, plastic (10pcs per roll)	12	piece
7	Alcohol 70 %	12	100ml
QUARTERLY			
1	Brush (ordinary)	4	piece
2	Scouring pad (5pcs per pack)	12	pack
3	CR pump	2	piece
4	Dust pan, non rigid plastic	2	piece
5	Long handle broom, for cobwebs	2	piece
6	Short handle brush, for CR bowl	4	piece
7	Muriatic acid	2	piece
SEMI-ANNUAL			
1	Cleaner , toilet bowl and urinal (900-1000ml cap)	6	piece
2	Door mat (cloth)	4	piece
3	Door mat (heavy duty for main door)	4	piece
4	Floor mop with bucket	2	piece
5	Glass cleaner, liquid	1	gallon
6	Glass wiper, chamois	24	piece
7	Long handle brush	2	piece
8	Peroxide	2	liter
9	Soft broom, tambo	3	piece
10	Steel brush	16	piece
11	Stick broom, ting-ting	3	piece
12	Working hand gloves	1	pair
ANNUAL			
1	Plastic rakes	8	piece
2	Prunning scissor (big & small)	2	piece
3	Watering can	1	piece

RASMSO JANITORIAL SUPPLIES AND MATERIALS
ILOCOS REGIONAL MUSEUM AND SATELLITE OFFICE (IRMSO)
FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Tissue (20 roll/pack)	2	pack
2	Trash bag (xxl)	5	pack
3	Liquid hand wash	11	bottle
4	Floor wax , natural	45	piece
5	Floor wax , red	45	piece
6	Muriatic acid (1liter)	10	piece
7	Isoprophyl alcohol 70 %	4	gallon
8	Powder soap (2kg)	3	pack
SEMI-ANNUAL			
1	Mop	6	piece
2	Dust pan	4	piece
3	Soft broom	4	piece
4	Broom stick	4	piece

**RASMSO JANITORIAL SUPPLIES AND MATERIALS
BOHOL AREA MUSEUM SATELLITE OFFICE (BOAMSO)
FY 2023**

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Toilet bowl cleaner	3	liters
2	Detergent powder	2	pack
3	Fabric conditioner	20	piece
4	Deodorant cake	10	piece
5	Liquid disinfectant	2	gallon
6	Hand soap	2	gallon
7	Trashbag small	2	roll
8	Trashbag medium	2	roll
9	Trashbag large	3	roll
10	Insect killer	5	can
11	Hand gloves	6	pack
12	Hand gloves	1	pack
13	Floor wax	1	can
14	Broom (ting-ting)	2	piece
15	Broom (tambo)	4	piece
16	Push brush	2	piece
17	Toilet paper	6	roll
18	Hand tissue	10	roll
19	Alcohol 70% isopropyl	2	gallon
20	Liquid hand sanitizer 70%ethyl alcohol hand moisturizing gel	2	gallon
21	Disinfectant spray	5	can
22	Mop head	2	piece
23	Rugs/doormat	4	piece
24	Foot bath	2	piece
25	Chlorine	1	kilo

RASMSO JANITORIAL SUPPLIES AND MATERIALS
DUMAGUETE
FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Cleaner , toilet bowl and urinal	2	gallon
2	Floor wax, paste, red (900g per can)	1	gallon
3	Disinfectant, bleaching solution (1liter)	3	bottle
4	Tissue paper (12 roll per pack)	3	pack
5	Detergent powder, all purpose (57g)	10	pack
6	Deodorant cake	3	piece
7	Trash bag , plastic (10pcs per roll)	3	pack
QUARTERLY			
1	Scouring pad	1	pack
2	Glass cleaner	2	bottle
3	Furniture polish/cleaner (330ml per can)	1	can
4	Rag, all cotton	10	bundle
SEMI-ANNUAL			
1	Broom , soft (tambo)	2	piece
2	Broom , stick (ting-ting)	2	piece
3	Doormat, cloth	6	piece
ANNUAL			
1	Dust pan	2	piece
2	Mop with handle	2	piece
3	Mop head	2	piece
4	Pail , big	2	piece
5	Water dipper	2	piece
6	Push brush	2	piece
7	Toilet bowl brush	3	piece
8	Feather duster	2	piece
9	Trash bin	3	piece

RASMSO JANITORIAL SUPPLIES AND MATERIALS
WESTERN VISAYAS REGIONAL MUSEUM AND SATELLITE OFFICE (WVRMSO)
FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
MONTHLY			
1	All purpose cleaner	4	gallon
2	Detergent soap	3	kilo
3	Bleaching/disinfectant	3	gallon
4	Toilet bowl cleaning agent	6	bottle
5	Deodorant cake	10	piece
6	Glass cleaner	2	gallon
7	Disinfectant	2	gallon
8	Garbage bag (small)	200	piece
9	Garbage bag (large)	50	piece
10	Round cloth rags	20	piece
11	Sponge	5	piece
12	Flannel rags	7	piece
13	Push Brush	2	piece
QUARTERLY			
1	Floor wax	2	can
2	Floor wax (white)	2	can
3	Soft broom	6	piece
4	Stick broom	6	piece
5	Toilet bowl pump	3	piece
6	Toilet bowl brush	3	piece
SEMI-ANNUAL			
1	Hand gloves	8	pair
2	Polishing pad	1	piece
3	Polishing pad (granite floor)	2	piece
4	Glass squeegee	5	pcs.
ANNUAL			
1	Doormat	8	piece
2	feather duster	5	piece
3	Pail	5	piece
4	Dustpan	3	piece
5	Wash basin	2	piece
6	Grass trimmer	4	piece
7	Trash bin	1	piece
8	Wheel barrow	1	piece
9	Ceiling broom	2	piece

SULU ARCHIPELAGO AREA MUSEUM AND SATELLITE OFFICE
JOLO-SULU (SAAMSO)
FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
ANNUAL			
1	Toilet freshener	20	piece
2	Toilet brush	20	piece
3	Bleach	2	gallon
4	Powder soap	6	kilo
5	Mop head	2	piece
6	Mop handle	2	piece
7	Tissue paper	30	piece
8	Broom stick	2	piece
9	Soft broom	2	piece
10	Doormat	4	piece
11	Glass cleaner	1	gallon
12	Floor wax	1	gallon
13	Water dipper	4	piece
14	Dust pan	4	piece
15	Rubber gloves	4	pair
16	Brush	2	piece

RASMSO JANITORIAL SUPPLIES AND MATERIALS
WESTERN SOUTHERN MINDANAO REGIONAL MUSEUM AND SATELLITE OFFICE
(WSMRMSO)
FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Disinfectant/bleach	4	gallon
2	Dye wax w/floor wax 375g	52	box
3	Liquid hand soap 750ml	2	gallon
4	Muriatic acid	2	gallon
5	Trash bag xl	2	pack
6	Rug, round cotton white	2	bundle
7	Toilet tissue paper	8	pack
8	Toilet deodorizer	12	piece
9	Disinfectant spray	2	can
QUARTERLY			
1	Powder detergent	36	pack
2	Broom stick	6	piece
3	Glass cleaner	6	gallon
4	Mop head	6	piece
5	Rug, round cotton white	6	pack
6	Scouring pads/sponges	6	piece
7	Work gloves, rubberized	6	pair
8	Floor scrub pad	4	piece
SEMI-ANNUAL			
1	Soft broom	6	piece
2	Doormat, cotton	12	piece
3	Toilet pump	2	piece
4	Toilet brush	4	piece
ANNUAL			
1	Pail	8	piece
2	Dipper	8	piece
3	Mop head	6	piece
4	Doormat, anti-slip/rubber	4	piece
5	Dust pan	6	piece
6	Window squeegee	6	piece

**RASMSO JANITORIAL SUPPLIES AND MATERIALS REQUIREMENTS
EASTERN NORTHERN MINDANAO REGIONAL MUSEUM AND SATELLITE OFFICE
(BUTUAN)**

FY 2023

No.	PARTICULARS	QUANTITY	UNIT OF MEASUREMENT
MONTHLY			
1	Broom, soft (tambo)	7	piece
2	Broom stick (tingting)	7	piece
3	Cleaner, toilet bowl and urinal	4	gallon
4	Cleanser, scouring powder	4	pack
5	Detergent powder	4	pack
6	Floor wax paste red big	5	pack
7	Glass wiper/cleaner w/handle	3	piece
8	Detergent bar	2	piece
9	Garbage bag jumbo	4	pack
10	Trash bag plastic	4	pack
11	Disinfectant,bleaching	3	gallon
12	Liquid hand soap	4	gallon
13	Scouring pad	4	pack
14	Rag all cotton	1	pack
15	Tissue paper	350	roll
16	Glass cleaner liquid spray	5	bottle
17	Bathroom deodorizer w/ holder	24	piece
QUARTERLY			
1	Dust pan non rigid plastic	8	piece
2	Mop bucket	4	piece
3	Mop handle	4	piece
4	Furniture cleaner	3	can
5	Cleaning gloves	4	box
6	Rubber gloves	8	pair
7	Big basket (bukag)	4	piece
8	Feather duster	4	piece
9	Toilet cleaner pump	3	piece
10	Cloth hand gloves	8	pair
SEMI-ANNUAL			
1	Grasscutting scissor	2	piece
2	Bolo	4	piece
3	Trash bin/can	6	piece
4	Mop head	6	piece
ANNUAL			
1	Rugs, rubberized big	12	piece
2	Jungle bolo	3	piece

JANITORIAL SERVICES - HOLIDAY PAY

FY 2023

OFFICE/BRANCH			NO. OF JANITORS	DAILY RATE	NO. OF HOLIDAYS		AMOUNT		
					REGULAR	SPECIAL NON-WORKING	REGULAR (200%)	SPECIAL NON-WORKING (135%)	TOTAL
Luzon									
1	NCR	NMP Central Office (Grounds and Toilets)	93	570.00	12	9	636,120.00	166,981.50	803,101.50
2	CAR	Kabayan Burial Cave Site Museum and Satellite Office- Kabayan, Benguet	1	400.00	12	12	4,800.00	1,680.00	6,480.00
3	IV-A	Angono-Binangonan Petroglyphs Site Museum and Satellite Office- Angono, Rizal	1	429.00	12	9	5,148.00	1,351.35	6,499.35
4	V	Bikol Regional Museum and Satellite Office-Albay, Bikol	4	365.00	12	10	17,520.00	5,110.00	22,630.00
5	II	Batanes Area Museum and Satellite Office, Batanes	2	420.00	12	10	10,080.00	2,940.00	13,020.00
6	IV-B	Tabon Cave Area Museum and Satellite Office, Quezon, Palawan	4	355.00	12	9	17,040.00	4,473.00	21,513.00
7	IV-B	Marinduque-Romblom Area Museum and Satellite Office, Marinduque	1	355.00	12	10	4,260.00	1,242.50	5,502.50
8	IV-B	NM Banton, Romblon	1	355.00	12	11	4,260.00	1,366.75	5,626.75
9	II	Cagayan Valley Regional Museum and Satellite Office, Penablanca, Cagayan	1	420.00	12	10	5,040.00	1,470.00	6,510.00

10	CAR	Cordillera Regional Museum and Satellite Office, Kiangnan, Ifugao	1	400.00	12	12	4,800.00	1,680.00	6,480.00
11	I	Ilocos Regional Museum and Satellite Office, Vigan and Magsingal	4	400.00	12	10	19,200.00	5,600.00	24,800.00
12	CAR	Kalinga Province	1	400.00	12	12	4,800.00	1,680.00	6,480.00
Visayas									
13	VII	Bohol Area Museum and Satellite Office-Tagbilaran, Bohol and Casa Rocha House	3	397.00	12	10	14,292.00	4,168.50	18,460.50
14	VII	NM Dumaguete	2	397.00	12	8	9,528.00	2,223.20	11,751.20
15	VII	NM Cebu	0	435.00	12	12	-	-	-
16	VI	Western Visayas Regional Museum and Satellite Office-Ilo-ilo	4	450.00	12	11	21,600.00	6,930.00	28,530.00
Mindanao									
18	BARMM	Sulu Archipelago Area Museum and Satellite Office-Jolo, Sulu	1	316.00	12	9	3,792.00	995.40	4,787.40
19	IX	Western-Southern Mindanao Regional Museum and Satellite Office-Zamboanga	4	351.00	12	12	16,848.00	5,896.80	22,744.80
20	XIII	Eastern-Northern Mindanao Regional Museum & Satellite Office, Butuan City	3	350.00	12	10	12,600.00	3,675.00	16,275.00
21	XI	NM Davao	0	443.00	12	9	-	-	-
TOTAL :			131				811,728.00	219,464.00	1,031,192.00