



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10721822
Procuring Entity DEPARTMENT OF TOURISM - NCR
Title JANITORIAL SERVICES of DOT-NCR FOR CY 2024 (2nd POSTING)
Area of Delivery Metro Manila

Solicitation Number:	NCR-2024-04-015	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Janitorial Services	Date Published	04/04/2024
Approved Budget for the Contract:	PHP 700,000.00	Last Updated / Time	03/04/2024 15:58 PM
Delivery Period:	1 Year/s	Closing Date / Time	08/04/2024 10:00 AM
Client Agency:			
Contact Person:	Lawrence Jacosalem Alcantara Supply Officer 7840 Makati Avenue, Brgy. Poblacion Makati City Metro Manila Philippines 63-8-4595200 Ext.212 63-8-5533530 dotncr.bac@tourism.gov.ph		

Description

I. BRIEF BACKGROUND :

The Department of Tourism (DOT) is the primary government agency charged with the responsibility to encourage, promote and develop tourism as a major socio-economic activity to generate foreign currency and employment and to spread the benefits of tourism to a wider segment of the population with the support, assistance and cooperation of both the private and public sectors, and to assure the safe, convenient, enjoyable stay and travel of the foreign and local tourists in the country.

The DOT-NCR office is located at a 3-storey 7840 Raya Regenerative Building (beside Abraham Hotel), Makati Avenue, Brgy. Poblacion Makati City.

As a public office, the DOT Building premises are frequented by the general public and guests, transacting official business on matters pertaining to travel and tours concerns and the accreditation of tourism-oriented and related establishments.

II. OBJECTIVES:

To hire a service provider that can supply labor, tools, equipment, materials and supplies including supervision for janitorial, sanitation, hauling and other related services which includes general cleaning and janitorial maintenance works in the Department of Tourism (DOT) in accordance with its prescribed standards, methodologies and approved janitorial plans and manpower deployment schedule through public bidding.

III. QUALIFICATIONS OF SERVICE PROVIDER

- The Service Provider must be compliant with the Labor Code/D.O. No. 18-A s. 2011. Otherwise known as the "Rules Implementing Articles 106 to 109 of the Labor Code, As Amended;
- The Service Provider must be duly registered with the Securities and Exchange Commission (SEC), or the Department of Trade and Industry (DTI), or the Cooperative Development Authority (CDA), as the case may be;
- The Service Provider must be engaged/experienced in providing janitorial services for at least ten (10) years; and
- The Service Provider must submit a certification of Satisfactory of Performance from at least three (3) clients with completed contracts from the government or a private corporation within the last three (3) years.
- The Service Provider must submit a Certificate of Registration issued by DOLE, pursuant to DO No. 174, S-2017.
- The aforementioned certificates shall be submitted during post qualification.

IV. RESPONSIBILITIES OF THE SERVICE PROVIDER

1. During the Post-Qualification, the Service Provider shall :
 - provide the required number of service personnel, including supervisor and assistant supervisor, in accordance with the scope of service/work, standards, methodology, approved janitorial plan and manpower complement and deployment;
 - provide certifications and/or proof of payment from the relevant government agencies that it is regularly paying the Social Security System (SSS), Pag-Ibig Fund, and PHILHEALTH Insurance contributions as mandated by law, as well as income taxes (if applicable) of its service personnel, Certifications or proof of payment will be based on the 3rd Quarter Clearance;
 - present updated/ latest Bank certificate as proof of financial capability to advance the compensation (e.g. wages, overtime, additional benefits) of the service personnel for deployment to the DOT for at least three (3) months;
2. The Service Provider shall assume responsibility with regards to the compliance with the Labor Laws and Other Social Legislation as mandated by Section 25.2 Implementing Rules and Regulations of R.A. No. 9184;
3. The overtime services rendered by the janitorial personnel shall be billed and paid separately;
4. The Service Provider shall send a Supervisor at least twice a week to monitor the service personnel assigned at DOT-NCR;
5. Should there be any any wage or mandated benefits (i.e., SSS, Pag-IBIG and PHILHEALTH) increase in favor of the assigned service personnel subsequent to the execution of contract pursuant to a law, executive order, decree or wage order, the Service Provider must inform the DOT in writing of the mandated increase to allow the latter to undertake the appropriate measures to address the same before its implementation;
6. The Service Provider shall ensure that the service personnel to be assigned at DOT, must have been well-screened, properly trained and physically and mentally fit;
7. Before deployment of personnel, the Service Provider shall submit to the DOT-NCR through the General Services Unit (GSU) the following documents:
 - A certification of the salaries, wages and other compensation of its personnel to be assigned to the DOT, based on the prevailing wage , mandated by law as well as their premium contributions to PHILHEALTH, Pag-IBIG and Social Security System based on existing rates provided for by said agencies;
 - Certification of Good Moral Character issued by the Service Provider, valid NBI Clearance, Medical Clearance and Drug-Test Result for each of the personnel to be assigned to DOT including the Supervisor and Assistant Supervisor;
8. The Service Provider shall have direct supervision and control over all its contracted service personnel to be assigned to DOT-NCR;
9. The Service Provider must provide checklist for monitoring of the orderliness and cleanliness of every restroom;
10. The Service Provider shall assume full responsibility for any loss, damage or injury caused to the DOT or its employees, properties, or premises, arising from or occasioned by the service personnel's act or omission, subject to due process;
11. The Service Provider shall be responsible in imposing disciplinary measures or legal sanctions against the service personnel who shall commit an offense within the DOT premises (e.g. theft/pilferage, damage or disruption, drunkenness/alcoholism, using prohibited drugs, gambling, violence and possessing firearms), subject to due process;
12. The DOT-NCR reserves the right to demand the immediate replacement of any service personnel who may have committed any of the offenses mentioned in Item #8, pending results of the investigation of the Service Provider and whose services shall be prejudicial to the interests of the DOT-NCR;
13. The Service Provider shall provide the required uniforms and identification cards (IDs) to its personnel for deployment to DOT-NCR. It shall ensure that its personnel must be neat and wear their uniforms properly at all times during the performance of their obligations;
14. The Service Provider shall ensure the availability of a replacement service personnel in case of absence of its personnel;
15. The Service Provider shall require its personnel to comply with the DOT-NCR's health, safety and security regulations and other regulations concerning the movement and conduct of persons on DOT-NCR premises among others, conserve energy, water, paper and other resources;
16. The Service Provider shall immediately inform the DOT of any incident occurring in connection with or as a result of performing its obligations, particularly where the incident causes any personal injury or damage to property which could give rise to personal injury;
17. The Service Provider shall provide and deliver, at its own expense, all the required tools, devices, equipment, materials and supplies to the DOT through the GSD at the start of operations. These shall be stored at the designated place and should be made available for use and 100% operational at all times. Likewise, the cost of replacement, repair and maintenance of all tools, devices and equipment required shall be also at the account of the Service Provider;

V. SERVICE PERSONNEL REQUIREMENT/QUALIFICATIONS JANITOR (2)

- Male or Female;
- At least high school graduate;
- Must have at least one (1) relevant experience; and
- Must have relevant training for the last two (2) years.

VI. RESPONSIBILITIES OF SERVICE PERSONNEL JANITORS/JANITRESSES

1. Maintaining the cleanliness and neatness of all DOT premises, rooms and office equipment;
2. Cleaning of sidewalls, doors, partitions, sidings, glass doors and windows and its appurtenant steel or aluminum frames through scrubbing and wiping aby application of cleaning solutions to remove dust, soot and grime;
3. Emptying, collecting and cleaning of trash receptacles and waste containers and disposal of trash to the trash storage areas;
4. Keeping the stairways, fire exits and entrance clean and free from obstruction at all

times;

5. Will also function as Messenger;

6. Daily Schedules

Cleaning of DOT-NCR-NCR grounds, the periphery of all entrances;

Cleaning of Comfort Rooms, every day (morning and afternoon).

Sweeping, damp mopping, scrubbing and spray buffing of all floors including corridors and stairways and other parts/portions of the DOT-NCR building premises;

Cleaning, sanitizing and disinfecting of all restrooms, urinals, lavatories, toilet bowls and washroom basins;

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

Cleaning of kitchen pantry and cabinets and ensure that no dishes, glasses and utensils left in the pantry sink;

Watering of indoor and outdoor plants, damp-wiping of artificial plants, ridding its pots and planter's boxes;

7. Weekly Schedules

General cleaning, washing, scrubbing and polishing of floors, hallway, comfort rooms and washrooms and interior glass panels;

Cleaning of venetian/roll-up blinds;

General cleaning of wall partitions and other vertical surfaces;

General cleaning of all the offices including dusting, spot scrubbing and damp wiping of office furniture, fixtures and equipment;

Sweeping, vacuum cleaning and stain spotting of carpeted rooms;

General cleaning for the common toilets, official's toilet, common pantry, and official's pantry;

Sweeping and washing of driveway and parking area;

8. Bi-monthly Schedules

Shampooing of chairs and sofa

VII. DEPLOYMENT AND SCHEDULE OF DUTY

Note: Night shifters are also assigned to dispose of the garbage collected from all floors of the building to the designated area.

Deployment per floor Number of Janitors 6:00AM to

3:00PM Shift

2:00PM to

10:00PM Shift

Ground Floor 1 1 1

Second Floor 1 0 0

Third Floor 0 0 0

TOTAL 2

VIII. EQUIPMENT, TOOLS, SUPPLIES AND MATERIALS

PARTICULARS QUANTITY UNIT

A. Weekly

Air Freshener 1 Gallon

Liquid Hand Soap 2 Gallon

Heavy Duty Sponge 2 piece

Liquid Detergent 1 Gallon

Furniture Cleaner and protectant 1 Gallon

70% Isoprophyl Alcohol 2 Gallon

B. Monthly

Franela 10 piece

Garbage Bag, XL 50 piece

Garbage Bag, Medium 50 piece

Mop Head 4 piece

Liquid Bleach 1 Gallon

Deodorant Cake 20 piece

Bowl Cleaner 2 Gallon

Liquid Glass Cleaner 1 Gallon

Tissue Paper (2-ply) 100 Roll

C. Every 2-Months

Soft Broom 2 piece

Drain Declogger 2 Liter

Toilet Oval Brush with handle for cleaning of toilet bowl 2

piece

Rubber Gloves 4 pair

Hand Brush 4 piece

D. Quarterly

Broomstick 4 piece

Heavy Duty Plunger 4 piece

Floor scrub brush with handle 4 piece

Glass Squeegee 4 piece

E. Annual Supplies

Warning Sign 2 piece

Air Freshener in Can (Spray) 2 piece

Heavy Duty Push Cart/Utility Cart 2 piece

Garbage Hauler 1 piece

Utility Ladder, one (1) piece 12 ft., one (1)

piece 8ft. four (4) pieces 6 ft. 1

piece

Plastic Pail 2 piece

Dust pan (close/open) 4 piece

Tong 1 piece

Rubber Force Pump 2 piece

Mop Handle (regular) 2 piece

Mop Squeezer 1 piece

Hose (at least 20 meters) 1 set

Tissue Holder Box Type 3 set

Cleaners Utility Belt 2 set
 Spray bottles 2 piece
 Vacuum Cleaner 1 piece
 High Pressure Water Machine
 Sprayer
 1
 piece

IX. CONTRACT DURATION

12 - Month Contract

X. Payment Procedure:

Government Procedure

XI. Documentary Requirements to be Submitted:

Valid Mayor's Business Permit

PHILGEPS Membership

Duly Notarized Omnibus Sworn Statement

Income / Business Tax Return

Approved Budget for the Contract (ABC):

Php 700,000.00

Pesos : Seven Hundred Thousand Only

* inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon.

Government procedure and subject to appropriate government taxes

Contact Persons:

MARIA FE E. SANTOS - mesantos@tourism.gov.ph

GLEISA MARIE G. BISCOCHO - ggbiscocho@tourism.gov.ph

Other Information

Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3)

original sets IN A SEALED ENVELOPE to this office address:

DOT NCR BAC SECRETARIAT

Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat

7840 Makati Avenue, Poblacion, Makati City

Note: Deadline of submission is on April 08, 2024 at 10:00am

Created by Lawrence Jacosalem Alcantara

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