REQUEST FOR QUOTATION

PROCUREMENT FOR JANITORIAL SERVICES FOR DEPOT MANAGEMENT DIVISION - LUZON (BAGUIO)

APC-011-25 (SVP)

Sir/Madam:

Please quote your best proposal for the item/s described below using the Price Quotation Form (see Annex "A" of the Request for Quotation), subject to terms and conditions stated in the RFQ.

Accomplish and submit all forms attached (Annex A).

LOT NO.	QTY	UOM	ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT
1	1	lot	PROCUREMENT FOR JANITORIAL SERVICES FOR DEPOT MANAGEMENT DIVISION - LUZON (BAGUIO)	₱232,275.55

**The ABC is understood to be the ceiling price; offers must not exceed the ABC provided.*

The quotation duly signed by you or your duly authorized representative, accompanied by required forms, shall be submitted not later than **11 August 2025; 10:00 AM** at the address indicated below:

MS. ABIGAIL ANN O. ALICDAN-ESPERE *Head, Administrative Procurement Committee* *2nd Floor, PS-DBM Complex*
Procurement Service-PhilGEPS
Cristobal Street, Paco, Manila *gsdsecretariat@ps-philgeps.gov.ph*

Only one (1) set of documents certified to be true copies of the original shall be required. The envelope shall contain the name of the contract to be bid in capital letters and bear the name and address of the supplier in capital letters.

Quotations and other documents required **may either be submitted manually** at 2nd Floor Lobby Procurement Service Building General Services Division **OR electronically** to *gsdsecretariat@ps-philgeps.gov.ph*, on or before the deadline of submission as stated in this RFQ. **In case of electronic submission, the proposal shall be in a password-protected compressed archive folder. The passwords for accessing the file will be disclosed by the bidders only during the actual bid opening.**

Unsealed or unmarked bid envelopes, or in case of electronic bid submission, proposals not in compressed archive folders and are not password-protected, <u>SHALL BE REJECTED</u>. However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected, as required, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted.

In case of modification, it must be done before the deadline for the submission and receipt of proposals, and labelled as a "modification". The time stamped or indicated in the latest proposal received shall be the official time of submission.

The APC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or submission of corrupted files, or for its premature opening.

Late submission of quotations shall not be accepted and considered.

SGD.
ABIGAIL ANN O. ALICDAN-ESPERE
Head, APC

To expedite the evaluation, we encourage participating bidders to submit the following documents on or before the deadline for submission:

No	***Requirements***	***Instruction***
1	*Annex "A" Bid / Price Proposal Form*	*Must indicate the unit and total price.* *Must indicate the required information.* *Must be duly signed by the authorized representative.*
2	*Mayor's Permit for the year 2025*	*Must be valid for the year 2025*
3	*PhilGEPS Registration Number*	*Submit Proof of Registration (picture or screenshot of PhilGEPS Registration on the website)*
4	*Omnibus Sworn Statement (Annex "B") 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.*	*Ensure that there are eleven (11) declarations.* *Indicate required information.* *Attach competent evidence of identification (valid government-issued ID. The use of Cedula is not acceptable).* *Must be duly notarized and signed.*

*PhilGEPS Platinum Registration Certificate with updated Annex A may be submitted in lieu of the eligibility documents 2 and 3. If **Item Nos. 2, 3, and 4** are not submitted during the deadline for submission, such documents shall be submitted during evaluation of offers upon receipt of notice from the APC Secretariat requiring such submission.*

TERMS AND CONDITIONS:

1. Quotations exceeding the ABC or submitted beyond the deadline shall be rejected.

2. Price quotation/s — to be denominated in Philippine peso — shall include all taxes, duties, and/or applicable discounts, if any.

3. The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions. If a different form is used other than this RFQ, the quotation shall contain all the mandatory provisions, including manifestation of the agreement with the Terms and Conditions. In case a prospective supplier submits a filled-out RFQ with a supporting document (i.e. price quotation in different format), both documents shall be considered unless there is any discrepancy. In this case, **provisions in this RFQ shall prevail.**

4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.

5. In case two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation, the PS-DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the winning bidder in accordance with GPPB Circular No. 06-2005.

6. The PS-DBM may cancel or terminate the contract at any time under any of the grounds provided under RA No. 9184 and its 2016 revised IRR.

7. The **RFQ, Letter Order (contract), and other related documents** to the above-stated procurement project **shall be deemed to form part of the contract.**

8. The **Notice of Award, Letter Order, and Notice to Proceed** are **deemed received as of the date of their transmittal** to the winning bidder's official email address, as provided in the Omnibus Sworn Statement. Hence, the relevant periods under RA No. 9184 and its IRR, and the RFQ shall commence from receipt thereof.

9. Liquidated damages equivalent to **one-tenth of one percent (0.1%)** of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PS-DBM may terminate the contract once the cumulative amount of liquidated damages reaches **ten percent (10%)** of the amount of the contract, without prejudice to other courses of action and remedies open to it.

10. Payment shall be processed after delivery and only upon the submission of the required supporting documents, *i.e.* Delivery Receipt and Sales Invoice or Official Receipt, by the supplier, contractor, or consultant. As PS-DBM strictly utilizes **bank-to-bank mode of payment**, the supplier, contractor, or consultant is advised to furnish PS-DBM a duly notarized certification from their depositary bank indicating its **Account Name** and **Account Number**.

ANNEX "A"

Price Quotation Form

Date: _____

Head, Administrative Procurement Committee
Procurement Service
PS Complex, Cristobal Street
Paco, Manila

Ma'am/Sir:

Having examined the **Request for Quotation No. APC-011-25 (SVP)** the receipt of which is hereby duly acknowledged, the undersigned offers the **PROCUREMENT FOR JANITORIAL SERVICES FOR DEPOT MANAGEMENT DIVISION - LUZON (BAGUIO)** in conformity with the said Request for Quotation for the sums stated hereunder:

Please quote your **best offer** for the item/s below. Indicate "**0**" if the item being offered is for free. Indicate "**No Bid**" if there is no intention to join the Lot.		
Lot No.	**ITEM DESCRIPTION**	**1 JANITORIAL PERSONNEL (8HR SHIFT, 6 DAYS/WEEK)**
1	**PROCUREMENT FOR JANITORIAL SERVICES FOR DEPOT MANAGEMENT DIVISION - LUZON (BAGUIO)**	
MINIMUM DAILY WAGE (DW)		**470.00**
I. Direct Labor Cost		
	Basic Salary	
	*13th Month Pay (DW*365/12/12)*	
	*5 Days Incentive Leave (DW*5/12)*	
	Total Sum of I	
II. Amount to Gov't in Favor of Employee		
	*Retirement Benefit (RA7641) (DW*22.5/12)*	
	Social Security System (Employer Share)	

	Philhealth (Employer Share)	
	State Insurance/Employee's Compensation (EC)	
	Pag-ibig Fund (Employer Share)	
	Total Sum of II	
III.	***Total Amount of I & II***	
IV.	***Administrative Overhead & Agency Fee***	
V.	***VAT (12% of III & IV)***	
VI.	***Contract Rate per Month***	
VII.	***Total Amount for Twelve (12) Months***	
Total Price in Words: _____ _____		

TECHNICAL SPECIFICATION
One (1) Janitorial Personnel **Conforms to the Attached Terms of Reference (Annex "C")**

SCHEDULE OF REQUIREMENTS/DELIVERY INSTRUCTIONS
Duration of the Contract: **Twelve (12) Months** Tentative Start of the Contract: August 20, 2025 (end of the existing contract)

Delivery Site:
Procurement Service Regional Depot-Baguio CAR
Gen. F. Segundo St., Brgy Legarda-Burnham, Baguio City

Contact Person:
Mr. Clifford D. Dagoyen
PS Depot Baguio
Contact No. : 0945-1697920 or (074) 665-2349
Email Address: cdagoyen@ps-philgeps.gov.ph

By affixing my signature below, I am confirming our compliance with the Technical Specifications/Terms of Reference and the Terms and Conditions stated above. I further certify that such compliance is true and correct; otherwise, if found to be false either during the bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Further, we undertake, if our Quotation is accepted, to perform the services/deliver the goods as in accordance with the Schedule of Requirements and Technical Specifications.

Until a formal Contract is prepared and executed, this Quotation, 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 or any Quotation you may receive.

_____

Date

_____

Company Name

_____

Authorized Representative
Name/Signature

_____

Address

_____

Official Contact Number

ANNEX "B"

Omnibus Sworn Statement (Revised)

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;

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;

11. [Name of Bidder] hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PS BAC and PS notices may be transmitted.

Telephone No/s.: _____

Fax No/s.: _____

E-mail Add/s.: _____

Mobile No.: _____

It is understood that notices/s transmitted in any of the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

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

_____

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s known to me, and known to be the same person/s in the exhibited [insert type of government identification card used*], with his/her photograph and signature appearing thereon, with no._____ issued on _____ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorney's No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.

**The identification card shall be at least one of those acceptable proofs of identity as identified under the provisions of the 2004 Rules on Notarial Practice.*

> *"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:*
>
> *At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;*

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by PS.

ANNEX "C"

Terms of Reference
Janitorial Services

Item	Specification
1	The Service Provider (SP) shall provide one (1) employee to render Janitorial Services for the PS-DBM Depot Management Division Luzon (Baguio) for a period of twelve (12) months who is: a. Of good moral character and without criminal or police records; b. Physically and mentally fit; and c. Duly trained and skilled to function as janitorial personnel. The SP shall, upon receipt of the Contract of Agreement for Janitorial Services, submit the following documents of the personnel to be assigned to PS-DBM Depot Management Division Luzon (Baguio), viz: a. Resume; b. Training Certificate; c. NBI or Police or Barangay Clearance; d. Medical Certificate (fit to work); and e. Other documents, as may be required
2	Provide additional janitorial personnel as may be required by the Procuring Entity (PE).
3	Make available, at all times, reliever/replacement of janitorial personnel to ensure continuous and uninterrupted services in case of absence of the assigned personnel and inform, in writing, the PE of such action by the SP at least one (1) working day before the scheduled relief. The reliever/replacement's personnel files, listed under Item 1, should be included as an attachment for the PE's record and reference. In cases of failure to provide a reliever for absent personnel and non-rendition of prescribed working hours, except when not required by the PE, corresponding deductions for services not rendered shall be imposed.
4	The SP shall provide the personnel with appropriate uniform and protective gear, if necessary, and ensure that the personnel wear them during his/her duty and further ensure that he/she observes proper personal hygiene and always appears neat and clean.
5	The SP shall provide janitorial services, which shall include, but not limited to: a. Cleaning and ensuring the sanitary conditions within the vicinity of the PS-DBM Depot Management Division Luzon (Baguio) Office, located at General F. Segundo St., Burnham-Legarda, Baguio City, including all floors of the building, inside and outside frontal walls, partitions, vertical and horizontal blinds, counters and other interiors, corridors, stairs and railings, lobbies, posts, sidewalks, pavements, etc.;

Item	Specification
	b. Disposal of trash, rubbish and/or garbage and such other services necessary for sanitation; c. Care, watering and cultivation of indoor and outdoor plants located inside the rooms, halls, stairways, verandah, and other plants within and outside of office building; and d. Grass cutting/plant trimming done regularly or as the need arises. General cleaning of the PS-DBM Depot Management Division Luzon (Baguio) Office shall be done on Saturdays unless an alternate day is authorized or requested by the PE. General cleaning entails more thorough cleaning activities of the Office space by using a vacuum or similar tool/ equipment, waxing floors, rearranging furniture, as necessary, and other sanitation and disinfection jobs which cannot be done on regular office days/hours.
6	The working period shall be as follows: <u>Regular working hours/rest day:</u> 1. Eight (8) hours from Monday to Friday, 7 a.m. to 4 p.m, with one (1) - hour lunch break and 15 minutes snack/coffee break in the morning and afternoon. 2. Eight (8) hours on Saturdays or any day as allowed/ requested by the PE (for general cleaning day), 8 a.m. to 5 p.m, with one (1) - hour lunch break and 15 minutes snack/coffee break in the morning and afternoon. 3. Sunday is a rest day. <u>In case of holidays:</u> Regular Holiday – personnel are not required to come to work but shall be paid their regular daily wage during regular holidays.[1] "Regular Holiday" includes: New Year's Day, Maundy Thursday, Good Friday, Eidul Fitr, Eidul Adha, Araw ng Kagitingan, Labor Day, Independence Day, National Heroes Day, Bonifacio Day, Christmas Day, Rizal Day, unless otherwise modified by law.[2] It shall also include other regular holidays declared by the President of the Philippines, as provided by law. Special National or Local Holiday – personnel are required to come to work; otherwise, the "no work, no pay" rule shall be applied. The personnel shall be paid an additional compensation of at least thirty percent (30%) of their regular wage.

[1] Book III, Chapter III, Article 94, Item A of the Labor Code of the Philippines
[2] Section 2 of R.A No. 9849 amending Section 26, Chapter 7, Book I of E.O No. 292, The Administrative Code of 1987

<table>
<tr><th>Item</th><th>Specification</th></tr>
<tr><td></td><td>"Special Holiday" includes: Ninoy Aquino Day, All Saints Day and the Last Day of the Year,[3] and those declared by the President of the Philippines, as provided by law.

If reporting to work, the personnel shall follow the regular working hours prescribed herein.

<u>In case of work suspension:</u>

If work is suspended for government offices/employees other than due to weather disturbances and similar occurrences – the personnel are required to render the full eight hours of duty, unless upon prior written request by the SP the head of the PE decides to suspend the work of the personnel in which case their pay shall be on a pro-rata basis considering their actual work hours rendered.

If work is suspended due to weather disturbances and similar occurrences - personnel are not required to work. In this regard, the following pay rules shall apply:

1. If unworked – the "no work, no pay" rule shall apply, hence, the personnel are not entitled to regular pay; or

2. If worked – the personnel are entitled to full regular pay if he/she has rendered work for not less than six (6) hours. If less than six (6) hours of work was rendered, the employee shall only be entitled to the proportionate amount of the regular pay.[4]

The PS-DBM Depot Management Division Luzon (Baguio) shall have the right to effect changes in the work schedule of the utility personnel at any time during the contract period, as may be deemed necessary or applicable.</td></tr>
<tr><td>7</td><td>Work supervision by the SP shall be conducted at least once a month (i.e., the one-day supervision shall be conducted any day from Monday to Friday).

The SP shall regularly monitor the progress of accomplishment vis-à-vis the Housekeeping Plan and report to the Supervisor any issues or concerns thereon.</td></tr>
<tr><td>8</td><td>Each area shall be cleaned to the service specification as detailed in the table below:
<table>
<tr><th>Coverage</th><th>Description of Task</th><th>Frequency</th></tr>
<tr><td>Offices/Reception Area/ Hall and Stairways</td><td>Empty waste bins and wash out, if required</td><td>Daily</td></tr>
<tr><td></td><td>Clean doors and door jambs/balusters/handrails; clean glass walls/partitions</td><td>Daily</td></tr>
</table></td></tr>
</table>

[3] Section 2 of R.A No. 9849 amending Section 26, Chapter 7, Book I of E.O No. 292, The Administrative Code of 1987
[4] Section 2, Labor Advisory No. 17 s. 2022, Suspension of Work in the Private Sector by reason of Weather Disturbances and Similar Occurrences, dated August 23, 2022

Item	Specification			
			Wipe/clean window shades; clean inside windows	Once a week or as necessary
			Remove Cobweb (ceiling, lighting fixtures, etc.)	Once a month or as necessary
			Wash walls with dirt and stain marks	Once a week or as necessary
			Wet cleaning/ dusting/ vacuuming upholstered furniture/ office chairs	Once a month or as necessary
			Dust Mop/ Spot Mop the floors	As necessary
			Damp wipe office tables and chairs	Daily
			Damp wipe office equipment i.e telephone, filing cabinets, etc.	Daily
		Meeting/ Conference Area	Wash walls, windowsills, surrounds and other vertical ledges with dirt and stain marks	Once a week or as necessary
			Wet cleaning/ dusting/ vacuuming upholstered furniture/ office chairs	Once a week or as necessary
		Washrooms and Toilets	Mop clean, disinfect, and dry floor; regularly replace wet rugs and towels	Daily and when necessary, during the day
			Wash, clean, and disinfect urinals and toilet bowls	Daily (at least 3x a day)
			Empty and wash waste bins	Daily
		Pantry/Kitchen	Damp wipe and polish with dry cloth the refrigerator, oven, etc.	Thrice a week

Item	Specification

	Disinfect floor, pantry sink and pantry cabinets	Once a week
PS-DBM Grounds and Verandah	Clear rubbish from path walks, driveways, parking areas, etc.	Daily
	Clean, disinfect, wash/ wipe walls, the gazebo	Daily or as necessary
	Water plants	Daily or as necessary
	Trimming/Care of plants	Daily or as necessary

Note:
Frequency may be changed during the contract implementation, upon the instruction of the PE.

"As Necessary" means to be checked once a day and cleaned if necessary.

In the performance of its functions, janitorial personnel must consider the following:

a. Protection of PS-DBM properties from damage or destruction/ and loss.
b. Preservation of confidentiality of PS-DBM records.
c. Proper collection and disposal of garbage.

Service Standard:
The expected standard after cleaning and waste collection is as follows:

1. Office areas
   a. All surfaces, fixtures, and fittings, up to normal cleaning height, should be free from dust, stains and debris.
   b. All waste bins/receptacles in all offices, Divisions and rooms are empty.

NOTE: Paper, files, and electronic equipment shall not be removed or adjusted while cleaning unless prior permission has been obtained from the employee concerned.

2. Washroom and Toilets
   a. All surfaces, fixtures, and fittings, up to normal cleaning height, should be free from dust, stains, and debris.
   b. All sanitary fittings should be free from grime, dirt, and smear.
   c. Floors are completely dry.
3. Garden
   a. All plants are regularly watered and trimmed as necessary.
   b. Remove weeds, dry leaves, and garbage.

Item	Specification
	c. The gazebo is kept clean at all times. The expected standard for Supervisors is as follows: 1. Makes rounds to check his/her subordinate, provides special cleaning instructions and/or assignments, and ascertain compliance with directives. 2. Conducts inspection to check cleanliness and orderliness of the premises and informs his/her subordinates of corrections if necessary. 3. Determines materials, supplies needed and timely informs the PS-DBM Depot Management Division Luzon (Baguio) personnel of the requirement. 4. Trains subordinates on proper cleaning, methods, use of equipment, safety practices and work regulations.
9	The SP shall provide the PE with a billing statement or similar document containing the amount to be paid corresponding to services rendered by its personnel on regular days, rest days, holidays, and days with work suspension. In addition, the SP shall furnish the PE with copies of RF-1 (PhilHealth), R-3 (SSS), HDMF (PAG-IBIG Fund) remittance lists pertaining to the contributions of its personnel for the immediately preceding month on or before the 25th of the following month. However, any document shown by the SP as proof of the above remittance may be submitted, subject to approval of the PE. This shall be a condition for the payment of monthly billings for the services rendered.
10	The SP shall strictly pay its personnel in accordance with the latest Wage Order of the RTWPB and legal benefits under the Labor Code and other applicable laws including but not limited to the following: 1. 13th Month Pay 2. Holiday Pay 3. SSS Contribution 4. PhilHealth Contribution 5. HDMF (Pag-IBIG) Contribution The SP shall provide their personnel with their monthly pay slip containing the necessary information. In case of new wage orders including cost of living allowance (COLA) and other mandatory contributions after the signing of the contract, the SP shall immediately inform the PS-DBM of these amendments. The SP shall immediately pay the concerned janitor/s the mandated wage increase and/or COLA or other mandatory contributions. Subject to renegotiation, PS-DBM shall reimburse the SP for Janitorial Services of the payments made to the concerned janitor/s pursuant to said wage order upon proper billing and submission of complete supporting documents.
11	At the end of six (6) months, the SP shall obtain at least satisfactory level of performance (i.e., at least a score of 4 under a 5-point Likert scale) based on the

Item	Specification
	following set of performance criteria and other terms and conditions indicated under the original bidding documents and other agreement/s between the parties, viz: Individual-Specific Performance (50%): a. Quality of Work Delivered (50%); b. Time management (30%); and c. Use of proper/appropriate uniform (20%). Agency-Specific Performance (50%): a. Contract Administration and Management which include the following: d. Timely submission of billing statement and supporting documents as provided above; e. Compliance with PS-DBM instructions and policies; f. Conduct of regular monitoring/supervision of personnel; and g. Timely notification of changes in personnel and work schedule. Based on the assessment by the PS-DBM Depot Management Division Luzon (Baguio) for which is done every six (6) months, the services of the SP may be terminated for the latter's failure to perform its obligations thereon following the procedure prescribed under the Guidelines on Termination of Contracts issued by the GPPB under Resolution No. 018-2004 dated December 22, 2004.