



Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

PHILIPPINE BIDDING DOCUMENTS

PROCUREMENT OF MANPOWER OUTSOURCING
CONTRACT FOR PROVISION OF **JANITORIAL**
SERVICES FOR CAAP HEAD OFFICE AND AREAS
NATIONWIDE

Bid No. 24-044-06 BRAVO

Government of the Republic of the Philippines

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



**INVITATION TO BID FOR
 PROCUREMENT OF ONE (1) YEAR MANPOWER OUTSOURCING CONTRACT
 FOR THE PROVISION OF JANITORIAL SERVICES FOR CAAP HEAD OFFICE
 AND AREAS NATIONWIDE
 (Bid No.24-044-06 BRAVO)**

1. The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP)**, through the **CAAP Corporate Budget FY 2024**, intends to apply the sum of **FOUR HUNDRED SEVENTY MILLION THREE HUNDRED FIFTY-FIVE THOUSAND NINE HUNDRED TWENTY-TWO and 80/100 PESOS (Php 470,355,922.80)** for the **ONE YEAR PERIOD ONLY**, being the ABC to payments under the contract for **PROCUREMENT OF MANPOWER OUTSOURCING CONTRACT FOR PROVISION OF JANITORIAL SERVICES FOR CAAP HEAD OFFICE AND AREAS NATIONWIDE (Bid No. 24-044-06 BRAVO)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **CAAP** now invites bids for the above Procurement Project (see details in the attached Terms of Reference). Delivery of the Goods is required for a **One-Year renewable within the Three (3)- Year period**.

Classification	No. of Position Items Required	Total Cost**
Janitorial Services	1,520	Php 470,355,922.80

Bidders should have completed a contract similar to the Project within five (5) years from the date of submission and receipt of bids. 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.
 - a. 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 whose laws or regulations grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Prospective Bidders may obtain further information from **the CAAP Bids and Awards Committee** and inspect the Bidding Documents at the address given below during working days from 8:00 AM to 5:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **26 June 2024** from the given address and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php 56,000.00 (inclusive of 12% VAT)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by presenting the official receipt in person.
6. The Civil Aviation Authority of the Philippines will hold a Pre-Bid Conference¹ on **05 July 2024 @ 9:30 AM** through videoconferencing/webcasting via Jitsi/Zoom/Google Meet, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office indicated below on or before **19 July 2024 @ 9:30 AM**. 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 **19 July 2024 @ 9:30 AM** at the given address below and/or via Jitsi/Zoom/Google Meet. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **CAAP** 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:

ENGR. LEANDRO R. VARQUEZ
Head, BAC Secretariat
3rd Floor Supply, Procurement Building
Civil Aviation Authority of the Philippines
MIA Road corner Ninoy Aquino Avenue
1300 Pasay City, Metro Manila
Telephone number – (02) 8246-4988 loc.2236
Email: bac@caap.gov.ph
www.caap.gov.ph

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

12. You may visit the following websites:
For downloading of Bidding Documents:
www.caap.gov.ph
www.philgeps.gov.ph

ATTY. DANJUN G. LUCAS
Chairperson, Bids and Awards Committee-Bravo

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, Civil Aviation Authority of the Philippines wishes to receive Bids for the **PROCUREMENT OF MANPOWER OUTSOURCING CONTRACT FOR PROVISION OF JANITORIAL SERVICES FOR CAAP HEAD OFFICE AND AREAS NATIONWIDE (Bid No.24-044-06 BRAVO)** which may be renewed every year thereafter, at the option of CAAP, and subject to a very satisfactory result of the performance evaluation up to a period of three (3) years.

The Procurement Project is for the Provision of Janitorial Manpower Outsourcing Services, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

The GOP, through the source of funding as indicated below for the CAAP Corporate Operating Budget FY 2024 in the amount of **FOUR HUNDRED SEVENTY MILLION THREE HUNDRED FIFTY-FIVE THOUSAND NINE HUNDRED TWENTY-TWO and 80/100 PESOS (Php 470,355,922.80)** for the one-year period only.

2.1. The source of funding is the Corporate Operating Budget.

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:
 - a. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to the **monopoly** that will defeat the purpose of public bidding: the Bidder should comply with the following requirements:
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies of the ABC for this Project; and
 - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 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.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **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.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

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

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² 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 **120 calendar days from the opening of bids**. 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 is to 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 grounds for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at their 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 are used, participants' attendance 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.

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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 may be. In this case, the Bid Security, as required by ITB Clause 15, shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total number of ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:
Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1 Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, 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**. For every mini-competition in the Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.

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. Janitorial Manpower Services contracts equivalent to the following:</p> <p style="margin-left: 40px;">i. Single contract equivalent to at least fifty percent (50%) of the ABC for this Project; or</p> <p style="margin-left: 40px;">ii. At least two (2) similar contracts with aggregate amounts equivalent to at least fifty percent (50%) of the ABC for this Project. The largest of which must be equivalent to at least 25% of the ABC for this Project.</p> <p>b. Completed within the last five (5) years, prior to the deadline for the submission and receipt of bids.</p>
7.1	<p>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.</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>[Indicate the amount equivalent to two percent (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than _____ <i>[Indicate the amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.</p>
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>
20.2	<p>Other appropriate documents required to be submitted during post-qualification:</p> <ol style="list-style-type: none"> 1. Latest Income and Business Tax Returns (Tax Return filed through the Electronic Filing and Payment System); 2. Certificate of PHILGEPS Registration; 3. Legal Clearance to be issued by the CAAP Enforcement and Legal Service with respect to the non-pending cases of the prospective bidders against this Authority;

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|--|---|
| | <ol style="list-style-type: none">4. Registration of Agency/Contractor with the Department of Labor and Employment (DOLE);5. Certificate of satisfactory performance for Single Largest Completed Contract;6. Current General Information Sheet submitted to the Securities and Exchange Commission;7. Mayor's permit;8. Bidders Company profile and organizational structure; and9. Clearance Certificate or equivalent issued by SSS (Social Security System), Philhealth (Philippine Health Insurance Corporation), and HDMF (Home Development Mutual Fund), attesting that the bidder is up to date in remittances and/or non-delinquent or has no outstanding liability |
|--|---|

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. CAAP shall thereafter award the contract to the next Lowest Calculated Responsive Bid.

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. In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.

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 or Framework Agreement 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.

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>The additional requirements to be provided under the Contract shall include those specified in the Terms of Reference.</p> <p>The contract shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.</p>
2.1	<p>The terms of payment shall be as follows:</p> <p>Payment shall be made upon presentation by the Contractor of the billing for the covered period subject to the usual accounting and auditing rules and regulations. The billing shall be accompanied by the following document:</p> <ol style="list-style-type: none"> 1.) Certificate of Performance based on performance evaluation issued by the Human Resource Management Division certifying that the performance rating of the Contractor is very satisfactory. 2.) Official Receipt (O.R.) of the remittances paid for the necessary benefits and social insurance contributions of Janitorial Services support personnel deployed at CAAP Head Office and Areas (SSS, PhilHealth, Pag-IBIG and Withholding Taxes). 3.) Certification under oath attesting that it is compliant with the DOLE Minimum Wage Law in accordance with its representation and warranties. 4.) Provide masterlist of outsourced personnel deployed at CAAP Head Office and Areas 1-12 thru email to HRMD at the end of each month with the following details: name, position, salary rate, mandatory deductions, sex, date of birth, education, trainings, eligibility, attendance, place of assignment and separated personnel with effectivity date. 5.) Certification under oath attesting its prompt payment of wages and benefits to outsourced personnel deployed at CAAP Head Office and Areas 1-12. 6.) The Contractor shall promptly submit its billing to CAAP, subject to the agreed date of submission of their monthly billing, upon issuance of Notice to Proceed. <p>The Contractor shall pay taxes due in relation to the contract in full and on time; its failure to do so shall entitle CAAP to suspend payment for the services delivered. (E.O. 398).</p>

	<p>Performance of the Contractor under the Contract shall likewise be in accordance with the Terms of Reference (TOR).</p> <ol style="list-style-type: none"> 1. All bid prices for the duration of the contract shall be fixed and shall not be adjusted during contract implementation, except for the following: <ol style="list-style-type: none"> i. Increase in minimum daily wage, mandatory government contributions, and other compensation and benefits pursuant to law, new wage, or any other act of the government order issued after bidding date; ii. Increase in the salary of comparable positions in the government pursuant to changes in policy, executive orders, circulars, rules and other relevant implementation of the Compensation and Position Classification System (CPCS) by the Governance Commission for GOCCs (GCG) as approved by the CAAP Board; iii. Increase in taxes; iv. If during the term of the contract CAAP sees the need for an increase or decrease in the number of personnel, the increase of which should not exceed 10% of the ABC for the contracted year, the corresponding increase/decrease in cost to be computed based on direct cost; v. Absence by any or all of the 1,520 without replacement; and vi. Tardiness/undertime by any or all of the 1,520 personnel
4.0	<p>The Inspections and Tests that will cover the following:</p> <ol style="list-style-type: none"> 1.) Physical condition of Goods; 2.) Conformity with the Technical Specifications; 3.) Authenticity of Goods; and 4.) Whether Goods delivered are functioning. <p>The inspections and tests that will be conducted shall include but not limited to physical inspection and inventory, or whatever additional tests that the Technical Inspection Team may require.</p>

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Unit	Delivered, Weeks/Months
1	Provision of Janitorial Services for Head Office and Areas 1-12	Quantity is specified in Annex "C" Form 2 of Other Bidding Forms	Position	Contract commences from the date indicated in the Notice to Proceed and actual deployment and ends one (1) year thereafter, except if renewed
2	Provision of thirteen (13) Coordinators who will be assigned to monitor and supervise support personnel in Area Centers and Head Office.			Contract commences from the date indicated in the Notice to Proceed and actual deployment and ends one (1) year thereafter, except if renewed
3	Provision of cleaning tools and materials, as detailed in Annex "D" of TOR	Quantity is specified in Annex "C" Form 2 of Other Bidding Forms	lot	Contract commences from the date indicated in the Notice to Proceed and actual deployment and ends one (1) year thereafter, except if renewed

Section VII. Technical Specifications

TECHNICAL SPECIFICATIONS			
<i>Item / Service</i>	<i>Maximum Quantity</i>	<i>Technical Specifications / Scope of Work</i>	<i>Statement of Compliance</i>
			<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.]</i></p>
Provision of Janitorial Personnel		See attached Terms of Reference with attachments	

Provision of thirteen (13) Coordinators who will be assigned to monitor and supervise support personnel in Area Centers and Head Office.			
Provision and delivery of office equipment and consumable office supplies to be used by their deployed personnel in connection with the preparation of DTRs, timesheets, accomplishment reports, overtime forms, and other documents relevant to their employment with the Contractor.			
Provision of Cleaning Tools and Materials		See attached Annex “D” of the TOR for the details	
Minimum Service Standards		See attached Annex “C” of the TOR for the details	
Obligations of the Contractor		See attached Terms of Reference	
General Condition		See attached Terms of Reference	
Performance Criteria		See attached Terms of Reference	

ADDITIONAL TECHNICAL PARAMETERS
Based on GPPB Circular No. 24-2007

Item No.	DESCRIPTION	BIDDER'S COMPLIANCE
1		Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the services/ equipment offered
2	Stability of the Company a. Years of Experience <ul style="list-style-type: none"> - Has been in the business for five (5) years - Is providing/ Has provided manpower outsourcing services to the government - Bidder shall submit a certification under oath of a list of contracts completed for the past five (5) years 	
	b. Liquidity of the Contractor <ul style="list-style-type: none"> - Submit the Audited Financial Statement for the CY 2023 duly stamped and received by the BIR or its duly accredited and authorized institutions c. Organizational Setup <ul style="list-style-type: none"> - Submit a certification under oath of an updated copy of the Company profile, list of key officials, incorporators or stockholders 	
3	Resources	
4	Other Factors <ul style="list-style-type: none"> a. Submit company policy of recruitment, selection criteria of outsourced personnel b. Housekeeping Plan c. Benefits entitled to outsource manpower Personnel 	

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

Name of Company/Bidder

Signature Over Printed Name of Representative

TERMS OF REFERENCE

BACKGROUND AND OBJECTIVE

The Civil Aviation Authority of the Philippines (CAAP) is a Government Owned and Control Corporation (GOCC) duly organized and existing by virtue of Republic Act No. 9497, with principal office address MIA Road, Pasay City, Philippines.

In support of CAAP's day-to-day operations, it requires the provision of Janitorial **Services of One Thousand Five Hundred Twenty (1,520)** to be deployed at CAAP Head Office and twelve (12) Areas through competitive public bidding in accordance with the amended Implementing Rules and Regulations (IRR) of RA9184. The term of the contract shall be for one year and subject to a very satisfactory result of the performance evaluation, the contract may be renewed for another year thereafter up to a period of three (3) years, at the discretion of CAAP.

The responsibility of CAAP under Republic Act No. 9497 includes the development, maintenance, and operation of majority airports nationwide. However, the inadequacy of available plantilla positions negatively impacts the efficient operation of airports. As CAAP's recourse to the endless concern of manpower shortages, CAAP will enter into an outsourcing agreement with a private entity for the continued supply and provision of Janitorial Services for CAAP Head Office and twelve (12) Areas through competitive bidding in accordance with the provisions of related laws.

PROVISION OF PERSONNEL

The Contractor shall provide a total number of 1,520 janitorial personnel³, who qualify with the standards set by the CAAP⁴.

The Contractor shall also provide thirteen (13) Coordinators who will be assigned to monitor and supervise janitorial personnel in Area Centers and Head Office at no cost to the CAAP. The coordinators' function includes consolidating daily time cards in preparation for the monthly billing to the CAAP. The Coordinators must not be among the deployed janitorial personnel.

Workplace assignments may be changed by CAAP as may be deemed necessary upon approval by the following:

- a. If the change of assignment is within Area Center or Service, the approval must be made by the Civil Aviation Area Manager, Service Chief, or the duly authorized representative, and a copy of such approval must be furnished to the Human Resource Management Division (HRMD).
- b. If the change of assignment is outside Area Center or Service, the approval must be made by the Civil Aviation Area Manager, Service Chief, or the duly authorized representative of the employee's original place of assignment. Such approval is conditioned upon the acceptance of the receiving Area Center or Service. A copy of the approval must be furnished to the HRMD.

³ Annex A: Workplace assignment

⁴ Annex B: Qualification Standards and Duties and Responsibilities

The Contractor shall submit within fifteen (15) calendar days from receipt of Notice to Proceed the employee file of each janitorial personnel with complete attachments, such as but not limited to, resume, training certificate/s (when applicable), government mandated clearances, and medical certificate upon request of CAAP HRMD, as needed. CAAP reserves the right to examine and screen all applicants to determine whether or not the applicant possesses all the qualifications standards set by this Office.

The janitorial personnel shall perform the following:

Maintain the cleanliness and orderliness of CAAP premises in accordance with the minimum service standard⁵ and taking into account the following:

- i. Protection of CAAP properties from damage or destruction in connection with the janitorial activities rendered;
- ii. Preservation of confidentiality of CAAP records; and
- iii. Proper collection and disposal of garbage.

Miscellaneous Services to be performed whenever required (i.e., logistical assistance during meetings and conferences; hauling of office furniture, fixtures and equipment; and other errands within CAAP premises).

The Contractor shall provide, at the minimum, cleaning tools and equipment which are brand new and in good condition.⁶

The deployed personnel shall render work in accordance with the schedule prepared by the Contractor and approved by the CAAP. The approved schedule must be strictly followed by the deployed personnel, regardless of whether a particular schedule falls on any holiday or work suspension, unless provided otherwise. In case the need arises, said personnel may be required to render service beyond the eight (8) hour period or during holiday or rest day, the payment of such overtime work shall be paid in accordance with the Labor Laws and other pertinent policies issued by the Department of Labor and Employment.

Deployed personnel by the Contractor in CAAP under the Contract granted by CAAP shall not, under any circumstance, be considered organic CAAP personnel, nor will their respective deployment and assignment in CAAP establish an employee-employer relationship with CAAP.

STANDARD OF SERVICES

The Contractor shall fulfill the obligations under the agreement by using its technical expertise and in accordance with the best accepted professional and industry standards. The Contractor shall exercise all reasonable skill, care, diligence, and prudence in the discharge of the duties agreed to be performed and shall always work in the best interest of CAAP. To attain these, the Contractor shall provide personnel with sufficient qualifications and experience to ensure the full and satisfactory accomplishment of the required services/undertakings.

⁵ Annex C: Minimum Service Standard

⁶ Annex D: Cleaning Tools and Equipment

OBLIGATIONS AND RESPONSIBILITIES CONTRACTOR

1. The Contractor shall provide the required 1,520 janitorial personnel to CAAP-Head Office and Areas 1-12 in order to handle various janitorial services listed in Annex B.
2. The Contractor hereby obligates itself to provide replacement due to resignation, termination, and such other causes within fifteen (15) calendar days upon receipt of request in writing by the Civil Aviation Area Manager, Service Chief or the duly authorized representative. A copy of such a request must be furnished to the HRMD.

Likewise, should any of its personnel perform acts prejudicial to the interest of CAAP or found incompetent and negligent in the performance of their functions, the Contractor shall immediately recall the personnel at its own instance or upon written request of Civil Aviation Area Manager, Service Chief or the duly authorized representative and furnish such request to the HRMD. This is without prejudice to the filing of an appropriate case against the erring personnel.

3. The Contractor ensure compliance with relevant issuances of Department of Labor and Employment (DOLE), Social Security System (SSS), Pag-IBIG, Bureau of Internal Revenue (BIR), PhilHealth, and the Revised Implementing Rules and Regulations (RIRR) of the Republic Act (RA) No. 9184 otherwise known as the Government Procurement Reform Act. To that end, the Contractor is not permitted to decrease/increase the compensation stated in Annex B except if compensation adjustment was brought about by the instructions of the CAAP through the HRMD or wage increase issuances by other competent authority. Further, the Contractor is obligated to provide COLA and other benefits mandated by labor laws.
4. In the event that travel is necessary due to the exigency of service, the contractor shall pay in advance the travel expenses of their employees, subject to reimbursement of CAAP, in compliance with government accounting and auditing rules and regulations.
5. Background Check and Character Assessment must be done on all personnel to be deployed at CAAP to eliminate the risk of employees engaging in illegal and other prohibited acts within airports premises and security-controlled areas.
6. Contractor shall be responsible for integrating a continuing personnel development program for all personnel deployed. Before deployment, the Contractor shall guarantee and issue a training certification that the personnel to be deployed to position/s requiring training/seminar are being adequately trained for the position/s.
7. The Contractor shall provide to their personnel three (3) sets of office/working uniform including identification card (ID). The Contractor shall shoulder the cost of the uniform of personnel and ID.
8. The Contractor shall be responsible for the provision and delivery of office equipment and consumable office supplies to be used by their deployed personnel in connection with the preparation of timesheets, accomplishment reports, overtime forms, and other documents relevant to their employment with the Contractor.

9. The Contractor shall fully assume all official and legal responsibilities over all personnel that shall be provided and deployed in Areas and Head Office under Contract.
10. The Contractor shall exercise sole administrative control and supervision over said deployed personnel.
11. The Contractor shall assume full responsibility in case the deployed personnel incur an accident while in the performance of duty.

CAAP

1. CAAP shall pay the Service Provider upon submission of the following:
 - a. statement of account/billing statement with the corresponding Monthly Billing Rates stipulated in the Contract subject to existing government auditing and accounting rules and regulations, for and in consideration of the services rendered by the support personnel deployed by the service provider/contractor;
 - b. upon submission of its monthly personnel payment and affidavit or sworn certification that it has paid the salaries and benefits of its personnel for the period covered, per submitted payroll and remitted the corresponding premiums to Pag-IBIG, SSS, PhilHealth and ECC and payment of withheld compensation taxes to BIR.
2. CAAP shall likewise be obligated to reimburse to the Contractor any amount of additional expenses advanced by the Contractor incurred by deployed personnel for necessary travel and overtime services rendered incidental to the performance of their respective duties and functions, provided such travel and rendition of overtime services shall have prior CAAP approval. Overtime and Night Differential will be billed separately and in accordance with the Labor Laws and other pertinent policies issued by the Department of Labor and Employment.

Provided that parties must set parameters to ensure that:

- a. Official Travel Orders with its prescribed format will be issued and approved by the appropriate CAAP signatory and such will suffice as evidence to claim for cash advance/reimbursement of travel expenses;
 - b. Payment for overtime services cannot be made as a cover for travel expenses.
 - c. Payment for overtime services must be made with the appropriate authorization.
3. Electricity and water shall be provided by and shall be of the account of CAAP.

GENERAL CONDITIONS

1. The duration of the contract is for a period of one (1) year, subject to contract renewal in accordance with the General Procurement Policy Board (GPPB) guidelines.
2. The Contractor shall agree to increase or decrease the number of Janitorial personnel to be deployed under the Contract, subject to the following conditions:

1. At any time, CAAP may reduce the number of personnel through the Civil Aviation Area Manager, Service Chief, or duly authorized representative to conform to its requirements and furnish the said personnel reduction to the CAAP-HRMD.
2. On the other hand, the increase in support personnel must be in accordance with the rules laid down by the HRMD. In the absence of approval by the HRMD, the Contractor has no obligation to comply with the request of the Area Center or Service Center. Provided that such increase shall not exceed ten (10%) percent of the original contract price
3. All bid prices for the duration of the contract shall be fixed and shall not be adjusted during contract implementation, except for the following:
 - i. Increase in minimum daily wage, mandatory government contributions and other compensation and benefits pursuant to law or new wage order issued after bidding date;
 - ii. Increase in the salary, compensation and benefits of comparable positions in the government pursuant to changes in policy, executive orders, circulars, rules and other relevant implementation of the Compensation and Position Classification System (CPCS) by the Governance Commission for GOCCs (GCG) as approved by the CAAP Board;
 - iii. Increase in taxes;
 - iv. If during the term of the contract CAAP sees the need for an increase or decrease in the number of personnel, the increase of which should not exceed 10% of the ABC for the contracted year, the corresponding increase/decrease in cost is to be computed based on direct cost;
 - v. Absence by any or all of the 1,520 without replacement; and
 - vi. Tardiness/undertime by any or all of the 1,520 personnel
4. The Contractor, as the employer of the contracted personnel, assumes full responsibility for compliance with all existing Labor, Social Security, HDMF and PHIC laws, rules and regulations. The Contractor undertakes to inform the outsourced personnel at the time of hiring as to wages and working conditions under which they are employed including, among others, the following:
 - i. The rate of pay per month, week, days or hours;
 - ii. Method of calculating of wages;
 - iii. The form, time, and place of payment of wage; and
 - iv. Any change with respect to any of the preceding items.

Should CAAP be made liable for the Contractor's failure to comply with any labor law, rules and regulations, the Contractor hereby obligates itself to indemnify CAAP to the full extent of such liability, including attorney's fees, and other damages permissible under the law.

5. The Contractor shall maintain a very satisfactory level of performance throughout the Contract period based on the following set of performance criteria:

	Performance Criteria	Weight
I	Conformity to Technical Requirements (A+B) a. Provision of Office Supplies & Project Coordinator (5) b. Salaries, Benefits & Remittances (20)	(25)
II	Cleaning & Sanitation	(25)
II	Timeliness in the Delivery of Services	(20)
III	Behavior of Personnel (Courteous, Professional and Knowledgeable)	(20)
IV	Response to Complaints	(5)
V	Compliance with set office policies for Janitorial Services	(5)
	Performance Rating Passing rate: 85 points	

The Contractor shall undergo a periodic review⁷ to ensure compliance with the technical specifications, as well as with the other terms and conditions imposed by the CAAP during the contract period.

The Contractor's performance shall be assessed by the Civil Aviation Area Managers, Service Chiefs, or the duly authorized representatives. The HRMD shall combine the evaluations provided by Area Centers and Services to determine the final rating of the Contractor.

6. Based on its assessment, the CAAP may pre-terminate the contract for failure by the Contractor to perform its obligations thereon following the procedure under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board.
7. CAAP may, without prejudice to other judicial or extrajudicial remedies available, suspend, cancel, or terminate this contract, after a 30-day notice, in whole or in part, due to default, insolvency, or for any justifiable cause, or any ground which it deems inimical to CAAP or to public interest, which includes but not limited to the following:
 - i. When the Contractor has violated other obligations required under this contract and refused to comply and/or remedy the violations within a reasonable period given by CAAP;
 - ii. When the Contractor fails to pay the salaries of employees for any billing period without just cause;
 - iii. When CAAP finds the Contractor to have failed in its obligations to any of its employees based on the Contractor's agreement with CAAP, thus, affecting the state of morale and efficiency of one or the entire workforce;

⁷ Annex C.1: Performance Review and Assessment Form

- iv. When the Contractor decreased the number of employees without the written approval of CAAP and if so given shall also result in a proportional reduction of contract price;
- v. In case of force majeure and the Contractor is unable to deliver or perform any or all of its obligations for a period of 30 calendar days after receipt of the notice from CAAP stating that the circumstances or force majeure is deemed to have ceased;
- vi. CAAP may terminate this Contract, in whole or in part, if it has determined the existence of condition/s that makes project implementation economically, financially, or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event/s or changes in law or national or local government policies.

ANNEX “A”

WORKPLACE ASSIGNMENT

The Contractor shall provide Janitorial Personnel to the Head Office and twelve (12) Area Centers of CAAP, to wit:

Janitorial requirements

Office/Area Center	No. of Personnel
Central Office	87
Area 1	35
Area 2	37
Area 3	82
Area 4	98
Area 5	106
Area 6	318
Area 7	141
Area 8	118
Area 9	133
Area 10	126
Area 11	161
Area 12	78
TOTAL	1,520

ANNEX “A-1”

WORKPLACE ASSIGNMENT PER AREA/HEAD OFFICE

POSITION TITLE	Area 1	Area 2	Area 3	Area 4	Area 5	Area 6	Area 7	Area 8	Area 9	Area 10	Area 11	Area 12	Head Office	Total
Airport Facility Cleaner	32	35	67	88	81	263	117	94	118	89	133	61	75	1,253
Buildings and Grounds Maintenance Worker	2	1	14	9	23	52	21	22	13	35	26	16	10	244
Janitorial Supervisor	1	1	1	1	2	3	3	2	2	2	2	1	2	23
Total	35	37	82	98	106	318	141	118	133	126	161	78	87	1,520

Workplace Assignment may be changed by CAAP as necessary and must be done in writing and duly approved by the Service Head, Area Manager or Airport Mana

ANNEX “B”

QUALIFICATION STANDARDS

The Janitorial Services support personnel must meet the following qualification standards:

Item	Position Title	Monthly Salary	Qualification Standards	Duties and Responsibilities
1	Airport Facility Cleaner	Php13,432	<p>Education: Elementary School Graduate</p> <p>Experience: None Required</p> <p>Training: None Required</p> <p>Eligibility: None Required</p>	<p>1. Daily</p> <p>1.1 Sweeping, mopping, spot scrubbing and polishing of all floors. Continuous servicing during office hours of areas with heavy traffic, i.e. the main lobby, entrance ways and waiting areas;</p> <p>1.2 Cleaning and sanitizing of toilets and wash rooms, which include the use of special sanitizing and disinfecting agents in wash basins, urinals and toilet bowls;</p> <p>1.3 Spraying of toilets and certain hallways with deodorant or freshener; Dusting and cleaning of horizontal and vertical</p> <p>1.4 Dusting and cleaning of all glass tops and partitions, exterior and interior surfaces of window and doors, window ledges, air vents and partitions furniture;</p> <p>1.5 Cleaning of ashtrays and receptacles;</p> <p>1.6 Disposal of trash, rubbish and garbage from the confines of the building to receptacles, provided for the purpose;</p> <p>1.7 Sweeping and polishing of stairways and railings; and</p>

				<p>1.8 Sweeping and cleaning of areas outside the perimeter fence of the office assignment.</p> <p>2. Weekly</p> <p>2.1 Washing, scrubbing, waxing and polishing of all floors;</p> <p>2.2 Washing of interior and exterior sides of glass windows and doors;</p> <p>2.3 Dusting of light fixtures suspended from the ceiling;</p> <p>2.4 Cleaning, waxing and polishing of office furniture and fixtures, counters, etc. not including items or equipment that require specialized maintenance; and</p> <p>2.5 Cutting, trimming and disposal of grasses, weeds and bushes in the office grounds and garden as well as surrounding areas as required.</p> <p>3. Monthly</p> <p>3.1 General cleaning of all areas;</p> <p>3.2 General cleaning, sanitizing and disinfecting of all washrooms/toilets; and</p> <p>3.3 Washing and cleaning at least once every three months or as often as required, of all light diffusers, venetian blinds screen, exterior walls, ceiling etc.</p> <p>4. Other Duties</p>
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				<p>4.1 Carrying or hauling of furniture and fixtures, supplies and/or records; and</p> <p>4.2 Other services which may be required by the Office due to exigencies or similar causes.</p>
2	Buildings and Grounds Maintenance Worker	Php14,596	<p>Education: Elementary School Graduate</p> <p>Experience: None Required</p> <p>Training: None Required</p> <p>Eligibility: National Certificate II (NC II), Certificate of Competency (COC) TESDA or any appropriate eligibility</p>	<p>1. Carpenter</p> <p>1.1 Install structures such as roofing frames, rafters, partitions, joists and stud work</p> <p>1.2 Design and install cabinets, shelving, fitted furniture, drywall and insulations</p> <p>1.3 Add fixtures and fittings such as door handles, locks, hinges and closures</p> <p>1.4 Read blueprints and designs to work to specifications prepared by other construction professionals, architects and building code recommendations</p> <p>2. Painter</p> <p>2.1 Preparing painting surfaces by washing walls, repairing holes, or removing old paint.</p> <p>2.2 Mixing, matching, and applying paints and other finishes to various surfaces.</p> <p>2.3 Providing decorative and faux finishes as the project requires.</p> <p>2.4 Handling planning and prep work in an efficient manner.</p> <p>3. Plumber</p> <p>3.1 Assemble, install, maintain, and pressure test all pipes, fittings, and fixtures of heating, water, drainage, sprinkler, and gas</p>

				<p>systems according to specifications and plumbing codes.</p> <p>3.2 Determine sources of plumbing malfunctions and complete repairs as indicated or according to work orders.</p> <p>3.3 Install and repair pipes, fittings, valves, fixtures, and plumbing system equipment, including sinks,</p> <p>3.4 Repair kitchen equipment that incorporate gas or water consumption.</p> <p>3.5 Select material and hardware and make time and materials estimates.</p> <p>3.6 Maintain accurate records on material and labor used.</p> <p>3.7 Maintain inventory of office-owned tools, equipment, and materials.</p> <p>3.8 Inspect jobs upon completion and ensure areas are clean.</p> <p>3.9 Work with building principals and supervisors to complete projects.</p> <p>3.10 Detect needed repairs on buildings, grounds, and equipment following established inspection</p> <p>3.11 Respond to emergency plumbing calls as needed</p>
3	Supervisor	Php16,608	<p>Education: Completion of 2 years studies in college</p> <p>Experience: 1 year experience</p>	<p>1. Prepare work schedule and assigning janitorial duties to staff and regularly inspecting their work to ensure that established standards are met;</p> <p>2. Conduct daily, weekly and monthly inspection reports to</p>

			<p>Training: 4 hours training</p> <p>Eligibility: Preferably Career Service (Sub professional) (<i>Preferably</i>)</p>	<p>monitor the performance and output of the janitorial personnel.</p> <p>3. Prepare a comfort room checklist to be distributed to each comfort room and monitor the accomplishments on a daily basis.</p> <p>4. Monitor and issue cleaning supplies and materials to janitorial staff;</p> <p>5. Conduct inventory of all cleaning supplies and materials and coordinate with the management when the supplies are depleted;</p> <p>6. Provide training and guidance to janitorial staff;</p> <p>7. Resolving conflict between janitorial staff in an efficient manner;</p> <p>8. Attend meetings and in-service training sessions as required; and</p> <p>9. Perform janitorial duties necessary in instances of staff shortage; and</p> <p>10. Perform other services which may be required by the Office due to exigencies or similar causes.</p>
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Qualification Standards enumerated above for the Janitorial Services personnel will be applied to all applicants.

ANNEX “C”

MINIMUM SERVICE STANDARD

1. Daily

- 1.1 Sweeping, mopping, spot scrubbing and polishing of all floors. Continuous servicing during office hours of areas with heavy traffic, i.e. the main lobby, entrance ways and waiting areas;
- 1.2 Cleaning and sanitizing of toilets and wash rooms, which include the use of special sanitizing and disinfecting agents in wash basins, urinals and toilet bowls;
- 1.3 Spraying of toilets and certain hallways with deodorant or freshener;
- 1.4 Dusting and cleaning of horizontal and vertical surfaces;
- 1.5 Dusting and cleaning of all glass tops and partitions, exterior and interior surfaces of window and doors, window ledges, air vents and partitions furniture;
- 1.6 Cleaning of ashtrays and receptacles;
- 1.7 Disposal of trash, rubbish and garbage from the confines of the building to receptacles, provided for the purpose;
- 1.8 Sweeping and polishing of stairways and railings; and
- 1.9 Sweeping and cleaning of areas outside the perimeter fence of the office assignment.

2. Weekly

- 2.1 Washing, scrubbing, waxing and polishing of all floors;
- 2.2 Washing of interior and exterior sides of glass windows and doors;
- 2.3 Dusting of light fixtures suspended from the ceiling;
- 2.4 Cleaning, waxing and polishing of office furniture and fixtures, counters, etc. not including items or equipment that require specialized maintenance; and
- 2.5 Cutting, trimming and disposal of grasses, weeds and bushes in the office grounds and garden as well as surrounding areas as required.

3. Monthly

- 3.1 General cleaning of all areas;
- 3.2 General cleaning, sanitizing and disinfecting of all washrooms/toilets; and
- 3.3 Washing and cleaning at least once every three months or as often as required, of all light diffusers, venetian blinds screen, exterior walls, ceiling etc.

4. Other Duties

- 4.1 Carrying or hauling of furniture and fixtures, supplies and/or records; and
- 4.2 Other services which may be required by the Office due to exigencies or similar causes.

The Contractor shall submit a daily/weekly/monthly checklist of the performance of the above minimum operations and activities. In addition to providing janitorial services,

the Contractor shall also provide janitorial supplies and materials including but not limited to tissues, soaps, disinfectants, dishwashing liquid/soaps, mops, brooms, dustpans, trash bags, dust towels, rubber gloves, and other consumable cleaning materials. The Contractor commits that the supplies and materials are of a quantity sufficient for utilization of the cleaners and corresponding to the needs of CAAP.

I. EFFICIENCY/PERFORMANCE STANDARDS

To ensure that the janitorial services are effectively and efficiently provided for CAAP's benefit, strict monitoring and the following of standard measures should be implemented:

1. Daily Activity Report - to be submitted by the Contractor Supervisors to the respective offices which monitors the performance and outputs of Janitorial personnel every last day of the week. The offices that monitor the Janitorial personnel are Head Office Facility Maintenance Division (FMD), Admin Office of Area Centers 1-12 and Airports;
2. Weekly Inspection Report - to be submitted by the Contractor Supervisors to the offices which monitor the performance and outputs of Janitorial Personnel every last day of the month.
3. Comfort Room Checklist- to be accomplished by the Contractor Supervisors CAAP's Inspector on a daily basis.
4. Daily Janitorial Detail - to be submitted by the Contractor Supervisors to the CAAP offices that monitors performance and output of Janitorial Personnel to counter check the attendance.
5. Reshuffling of Janitorial Personnel - CAAP through the Facilities and Maintenance Division, Admin Office of Area Centers 1-12 and Airport, reserves the right to conduct monthly reshuffling of personnel to avoid familiarization to the operations and employees

ANNEX “C-1”

Janitorial Services Annual Performance Review and Assessment Form

Control No.: _____

Office/Airport/Facility : _____
Date : _____

I. INSTRUCTIONS:

- Rate each item based on the listed weights of the Performance Criteria in accordance with the Janitorial Services Contract Agreement and Terms of Reference (TOR).
- Select the phrase that most accurately describes the performance for each criteria and write down the rating on the space provided.
- Attach reports, pictures and other pertinent documents to support your rating.
- Ensure that all of the Performance Criteria are rated, with supporting documents and properly labeled.
- Ensure that the Performance Review and Assessment Form is properly signed by the HR Officer In-Charge and concurred by the Service Head/Civil Aviation Area Manager.
- Equivalent rating shall be based on the computed performance rating and the results shall reflect on the annual performance rating of the Janitorial Services Provider.

II. PERFORMANCE CRITERIA:

A. Conformity to Technical Requirement (25 %)

Provision of Office Supplies and Project Coordinator	- 5 %
Salaries, Benefits, and Remittances	- 20 %
Total	- 25 %

A.1 Provision of Office Supplies and Project Coordinator

100	<ul style="list-style-type: none"> ▪ with Project Coordinator ▪ with basic IT equipment (laptop/desktop, printer) ▪ with consumable office supplies (bond paper, ink)
95	<ul style="list-style-type: none"> ▪ with Project Coordinator ▪ with some basic IT equipment ▪ with consumable office supplies
90	<ul style="list-style-type: none"> ▪ with Project Coordinator ▪ with some basic IT equipment ▪ with some consumable office supplies
85	<ul style="list-style-type: none"> ▪ with Project Coordinator ▪ without basic IT equipment ▪ with some consumable office supplies
80	<ul style="list-style-type: none"> ▪ with Project Coordinator

	<ul style="list-style-type: none"> ▪ <i>without</i> basic IT equipment ▪ <i>without</i> consumable office supplies
50	<ul style="list-style-type: none"> ▪ <i>without</i> Project Coordinator ▪ <i>without</i> basic IT equipment ▪ <i>without</i> consumable office supplies

A.2 Salaries, Benefits and Remittances

100	<ul style="list-style-type: none"> ▪ Complied without any deficiencies in the release of salaries, benefits, claims, and provision of payslip to employees
95	<ul style="list-style-type: none"> ▪ Complied with minor deficiencies in the release of salaries, benefits, claims, and provision of payslip to employees
90	<ul style="list-style-type: none"> ▪ Complied with deficiencies in the release of salaries, benefits, claims, and provision of payslip to employees but 5% to 10% of employees have problems
85	<ul style="list-style-type: none"> ▪ Complied with major deficiencies in the release of salaries, benefits, claims, and provision of payslip to employees but more than 10% of employees have problems
80	<ul style="list-style-type: none"> ▪ Partially complied with deficiencies in the release of salaries, benefits, claims, and provision of payslip to employees
50	<ul style="list-style-type: none"> ▪ Failed to comply

B. Cleaning and Sanitation (25 %)

Janitorial Services Provider shall conduct monthly performance evaluation on the cleaning services performance of personnel deployed at the CAAP offices, airports and facilities and the total average score shall be the reference for this item in the Performance Criteria.

100	<ul style="list-style-type: none"> ▪ Total average weight score is 96-100
95	<ul style="list-style-type: none"> ▪ Total average weight score is 91-95
90	<ul style="list-style-type: none"> ▪ Total average weight score is 86-90
85	<ul style="list-style-type: none"> ▪ Total average weight score is 81-85
80	<ul style="list-style-type: none"> ▪ Total average weight score is 76-80
50	<ul style="list-style-type: none"> ▪ Total average weight score is 75 and below

C. Timeliness in the Delivery of Services (25 %)

100	<ul style="list-style-type: none"> ▪ On time compliance of Notice to Proceed ▪ On time compliance of actual deployment ▪ On time payroll processing and release of salaries, benefits and claims
90	<ul style="list-style-type: none"> ▪ On time compliance of Notice to Proceed ▪ Delayed compliance of actual deployment of 5% request for replacement ▪ Delayed payroll processing and release of salaries, benefits and claims of 5% of employees
80	<ul style="list-style-type: none"> ▪ On time compliance of Notice to Proceed

	<ul style="list-style-type: none"> ▪ Delayed compliance of actual deployment of 10% request for replacement ▪ Delayed payroll processing and release of salaries, benefits and claims of 10% of employees
50	<ul style="list-style-type: none"> ▪ Delayed compliance of Notice to Proceed ▪ Delayed compliance of actual deployment of more than 10% request for replacement ▪ Delayed payroll processing and release of salaries, benefits and claims of more than 10% of employees

D. Behavior of Personnel (20 %)

Janitorial Services Provider shall conduct quarterly performance evaluation on the behavior of personnel deployed at the CAAP offices, airports and facilities and the total average score shall be the reference for this item in the Performance Criteria.

100	▪ Total average weight score is 96-100
95	▪ Total average weight score is 91-95
90	▪ Total average weight score is 86-90
85	▪ Total average weight score is 81-85
80	▪ Total average weight score is 76-80
50	▪ Total average weight score is 75 and below

E. Response to Complaints (5%)

100	▪ All complaints answered/complied/addressed on time
90	▪ 90% to 99% of complaints answered/complied/addressed on time
80	▪ 80% to 89% of complaints answered/complied/addressed on time
50	▪ 79% and below of complaints answered/complied

F. Compliance with set of Office Policies for Janitorial Services (5%)

100	<ul style="list-style-type: none"> ▪ with Employee’s Manual/Code of Ethics, company policies, rules and regulations ▪ with monitoring system as to the implementation of company policies, rules and regulations ▪ completely conducted orientation program to the employees ▪ completely conducted onboarding program to the employees
95	<ul style="list-style-type: none"> ▪ with Employee’s Manual/Code of Ethics, company policies, rules and regulations ▪ with monitoring system as to the implementation of company policies, rules and regulations ▪ completely conducted orientation program to the employees ▪ delayed but completely conducted onboarding program to the employees
90	<ul style="list-style-type: none"> ▪ with Employee’s Manual/Code of Ethics, company policies, rules and regulations

	<ul style="list-style-type: none"> ▪ with monitoring system as to the implementation of company policies, rules and regulations ▪ delayed but completely conducted orientation program to the employees ▪ delayed but completely conducted onboarding program to the employees
85	<ul style="list-style-type: none"> ▪ with Employee's Manual/Code of Ethics, company policies, rules and regulations ▪ with monitoring system as to the implementation of company policies, rules and regulations ▪ delayed but completely conducted orientation program to the employees ▪ delayed and failed to complete the conduct of onboarding program to the employees
80	<ul style="list-style-type: none"> ▪ with Employee's Manual/Code of Ethics, company policies, rules and regulations ▪ with monitoring system as to the implementation of company policies, rules and regulations ▪ delayed and failed to complete conducted orientation program to the employees ▪ delayed and failed to complete the conduct of onboarding program to the employees
50	<ul style="list-style-type: none"> ▪ with Employee's Manual/Code of Ethics, company policies, rules and regulations ▪ with monitoring system as to the implementation of company policies, rules and regulations ▪ failed to conduct orientation program to the employees ▪ failed to conduct onboarding program to the employees

Comment/Recommendations:

III. PERFORMANCE PERCENTAGE & EQUIVALENT RATING:

Performance Percentage

Performance Criteria	Weight	Performance Rating
A. Conformity to Technical Requirements (A1+A2)	25%	
A.1 Provision of Office Supplies & Project Coordinator (5)		
A.2 Salaries, Benefits & Remittances (20)		
B. Cleaning and Sanitation	25%	
C. Timeliness in the Delivery of Services	20%	
D. Behavior of Personnel	20%	

(Courteous, Professional & Knowledgeable)		
E. Response to Complaints	5%	
F. Compliance with set of Office Policies for Janitorial Services	5%	
Total	100%	

Equivalent Rating

<u>RATING</u>	<u>PERCENTAGE</u>
Outstanding	95 to 100
Excellent	90 to 94
Very Satisfactory	85 to 89
Satisfactory	80 to 84
Unsatisfactory	Below 80

COMPUTED RESULT OF ASSESSMENT:

Performance Percentage:	Equivalent Rating:

Prepared by:

Admin Officer/HR Officer

Attested by:

**Service Chief/Civil
Aviation Area Manager**

This is to acknowledge the above-stated observations of the HRMD to examine and evaluate diligent compliance to the Terms of Reference of the signed Janitorial Services Agreement between Civil Aviation Authority of the Philippines (CAAP) and _____ for CY _____ to _____.

ANNEX “D”

CLEANING TOOLS AND MATERIALS	Unit/Description	QUANTITY
1. Bleach, 1000 ml	bottle	13,412
2. Broom, Tambo	piece	4,038
3. Broom, Tingting	piece	3,747
4. Broom, Tingting, with handle	piece	2,943
5. Cleaning Soap, powder, 1 kg	pack	16,553
6. Fabric conditioner, 1000 ml	bottle	9,064
7. Garbage Bag, small, 25 pieces per roll/pack	pack/roll	7,589
8. Garbage Bag, medium, 25 pieces per roll/pack	pack/roll	28,598
9. Garbage Bag, large, 25 pieces per roll/pack	pack/roll	9,458
10. Garbage Bag, extra large, 25 pieces per roll/pack	pack/roll	11,834
11. Garbage Bag, XXX large, 25 pieces per roll/pack	pack/roll	35,513
12. Glass Cleaner, 500 ml	bottle	4,418
13. Glass Wiper	piece	1,867
14. Rags, 32 pieces per kilo/bundle	bundle	5,226
15. Rubber Gloves long arm	pairs	4,691
16. Toilet Bowl Cleaner, 500 ml	bottle	16,584

ANNEX “D-1”

BREAKDOWN OF CLEANING TOOLS AND MATERIALS PER AREA/HEAD OFFICE

Item #	JANTORIAL SUPPLIES	TOTAL QTY	HEAD OFFICE	AREA 01	AREA 02	AREA 03	AREA 04	AREA 05	AREA 06	AREA 07	AREA 08	AREA 09	AREA 10	AREA 11	AREA 12
1	BLEACH	13,412	135	350	220	1,800	830	1,278	2,942	252	2,000	332	923	2,134	216
2	BROOM, TAMBO	4,038	75	400	120	36	240	342	447	173	280	398	597	450	480
3	BROOM, TINGTING	3,747	78	450	120	360	200	189	123	129	200	395	501	450	552
4	BROOM, TINGTING, WITH HANDLE	2,943	0	150	100	300	100	180	255	191	474	0	501	200	492
5	CLEANING SOAP, POWDER	16,553	2,241	800	240	1,800	1,888	612	2,132	847	600	1,076	2,002	1,919	396
6	FABCON	9,064	0	500	41	360	1,057	1,008	1,496	568	1,000	1,359	815	500	360
7	GARBAGE BAG, SMALL	7,589	50	250	150	1,080	816	300	429	257	900	106	1,596	1,223	432
8	GARBAGE BAG, MEDIUM	28,598	0	350	150	1,080	0	1,008	580	1,668	750	5,080	15,960	1,600	372
9	GARBAGE BAG, LARGE	9,458	0	500	190	900	0	120	2,400	1,016	1,052	528	1,180	1,200	372
10	GARBAGE BAG, EXTRA LARGE	11,834	0	600	190	900	3,111	120	2,083	444	1,074	0	1,180	1,700	432

Item #	JANITORIAL SUPPLIES	TOTAL QTY	HEAD OFFICE	AREA 01	AREA 02	AREA 03	AREA 04	AREA 05	AREA 06	AREA 07	AREA 08	AREA 09	AREA 10	AREA 11	AREA 12
11	GARBAGE BAG, XXX LARGE	35,513	1,793	700	190	900	3,428	3,000	2,688	1,312	950	7,200	11,180	1,764	408
12	GLASS CLEANER	4,418	160	180	20	540	480	495	506	360	150	444	213	450	420
13	GLASS WIPER	1,867	2	95	10	180	320	90	338	127	185	24	119	125	252
14	RAGS	5,226	879	110	130	312	320	504	464	432	160	1,135	112	200	468
15	RUBBER GLOVES LONG ARM	4,691	60	300	100	100	1,104	300	624	223	337	360	343	300	540
16	TOILET BOWL CLEANER	16,584	100	720	215	300	375	1,170	6,812	981	650	874	325	3,558	504
	TOTAL	175,535	5,573	6,455	2,186	10,948	14,269	10,716	24,319	8,980	10,762	19,311	37,547	17,773	6,696

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE	
<i>Class "A" Documents</i>	
<u>Legal Documents</u>	
<input type="checkbox"/>	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;
<u>Technical Documents</u>	
<input type="checkbox"/>	(b) 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 (BF Form 1); <u>and</u>
<input type="checkbox"/>	(c) 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 (BF Form 2); <u>and</u>
<input type="checkbox"/>	(d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; <u>or</u> Original copy of Notarized Bid Securing Declaration (BF Form 3); <u>and</u>
<input type="checkbox"/>	(e) Conformity with the Technical Specifications and Technical Parameters, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable (BF Form 4); <u>and</u>
<input type="checkbox"/>	(f) Original duly signed Omnibus Sworn Statement (Revised) (OSS) (BF Form 5); 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.
<u><i>Financial Documents</i></u>	
<input type="checkbox"/>	(g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) (BF Form 6); or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.
<i>Class "B" Documents</i>	
<input type="checkbox"/>	(h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE	
<input type="checkbox"/>	(i) Original of duly signed and accomplished Financial Bid Form (BF Form 7); and
<input type="checkbox"/>	(l) Original of duly signed and accomplished Breakdown of Financial Proposal for Manpower Outsourcing (BF Form 8);
<input type="checkbox"/>	(m) Original of duly signed and accomplished Summary of Bid Proposal with unit cost of Cleaning Tools and Materials (BF Form 9).
<u><i>Other documentary requirements under RA No. 9184 (as applicable)</i></u>	
<input type="checkbox"/>	(n) <i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
<input type="checkbox"/>	(o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

{ATTACH COMPANY LETTERHEAD/LOGO}

Statement if all ON-GOING government and private contracts within ten (10) years from the submission of bids, including contracts awarded but not yet started.

Name of Project : _____

Location of Project : _____

Name of Company : _____

Address of Company : _____

Name of Contract	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Contractor's Role		Contract Amount at Award	a. Date Awarded b. Date of Contract c. Contract Duration d. Date Started e. Date Completed	Accomplishment		Values of Outstanding Works
			Description	%			Planned	Actual	
<u>Government</u>									
<u>Private</u>									
							Total value of outstanding works		

Submitted by : _____

(Print Name & Signature)

Designation : _____

Date : _____

{ ATTACH COMPANY LETTERHEAD/LOGO }

Statement of single largest COMPLETED contract similar to the contract to be bid

Name of Project : _____
 Location of Project : _____
 Name of Company : _____
 Address of Company : _____

Name of Contract	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Contractor's Role		Contract Amount at Award	a. Date Awarded b. Date of Contract c. Contract Duration d. Date Started e. Date Completed
			Description	%		

Submitted by : _____
 (Print Name & Signature)
 Designation : _____
 Date : _____

BID SECURING DECLARATION FORM

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

X-----X

BID SECURING DECLARATION
Invitation to Bid: [Insert Reference 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 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 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;
 - (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'S AUTHORIZED
REPRESENTATIVE]
[Insert Signatory's Legal Capacity]
Affiant*

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate 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 Attorneys No. _____

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

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

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

{ ATTACH COMPANY LETTERHEAD/LOGO }

Technical Specifications

<i>TECHNICAL SPECIFICATIONS</i>			
<i>Item / Service</i>	<i>Maximum Quantity</i>	<i>Technical Specifications / Scope of Work</i>	<i>Statement of Compliance</i>
			<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.]</i></p>
Provision of Personnel		See attached Terms of Reference with attachments	

		detailed specification	
Provision of thirteen (13) Coordinators who will be assigned to monitor and supervise support personnel in Area Centers and Head Office.			
Provision and delivery of office equipment and consumable office supplies to be used by their deployed personnel in connection with the preparation of DTRs, timesheets, accomplishment reports, overtime forms, and other documents relevant to their employment with the Contractor.			
Provision of Cleaning Tools and Materials		See attached Annex "D" for the details	
Minimum Service Standards		See attached Annex "C" for the details	
Obligations of the Contractor		See attached Terms of Reference	
General Condition		See attached Terms of Reference	

Performance Criteria		See attached Terms of Reference	
----------------------	--	---------------------------------------	--

SUBMITTED BY:

Signature: _____

Printed Name: _____

Position: _____

Name of Company: _____

Date: _____

ADDITIONAL TECHNICAL PARAMETERS
Based on GPPB Circular No. 24-2007

Item No.	DESCRIPTION	BIDDER'S COMPLIANCE
1		Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the services/equipment offered
2	Stability of the Company a. Years of Experience <ul style="list-style-type: none"> - Has been in the business for five (5) years - Is providing/ Has provided manpower outsourcing services to the government - Bidder shall submit a certification under oath of a list of contracts completed for the past five (5) years 	
	b. Liquidity of the Contractor <ul style="list-style-type: none"> - Submit Audited Financial Statement for the CY 2023 duly stamped and received by the BIR or its duly accredited and authorized institutions c. Organizational Setup <ul style="list-style-type: none"> - Submit a certification under oath of an updated copy of Company profile, list of key officials, incorporators or stockholders 	
4	Other Factors <ul style="list-style-type: none"> a. Submit company policy of recruitment, selection criteria of outsourced personnel b. Housekeeping Plan c. Benefits entitled to outsource manpower Personnel 	

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

Name of Company/Bidder

Signature Over Printed Name of Representative

Omnibus Sworn Statement

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 institutions whose blacklisting rules have been recognized by the Government Procurement Policy Board;
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 following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure 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.

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 is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government

identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate 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 Attorneys No. _____

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

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

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

* This form will not apply for WB funded projects.

{ ATTACH COMPANY LETTERHEAD/LOGO }
FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

A. Summary of the Applicant Supplier/Distributor/Manufacturer’s assets and liabilities on the basis of the attached Income Tax Return and Audited Financial Statement, stamped “RECEIVED” by the Bureau of Internal Revenue (BIR) or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

Item No.	Particular	Year

B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = K (Current Assets – Current Liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = Php _____

K = 15 regardless of the period or duration of the project.

Or

Commitment from a licensed bank to extend to it a credit line if awarded the contract or cash deposit certificate in the amount of at least 10% of the proposed project to bid.

Name of Bank: _____ Amount: _____

Herewith attached are certified true copies of the Income Tax Return and Audited Financial Statement stamped “RECEIVED” by the BIR or BIR authorized collecting agent for the immediately preceding year and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

SUBMITTED BY:

Signature: _____

Printed Name: _____

Position: _____

Name of Company: _____

Date: _____

{ATTACH COMPANY LETTERHEAD/LOGO}

Bid Form

Date: _____
Invitation to Bid⁸ N^o: _____

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including 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 Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for **ITB Clause 14.2** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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:⁹

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

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.

⁸ If ADB, JICA and WB funded projects, use IFB.

⁹ Applicable only if the Funding Source is the ADB, JICA or WB.

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 as per **ITB Clause 10.1** of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

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.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

**BREAKDOWN OF FINANCIAL PROPOSAL
FOR MANPOWER OUTSOURCING FOR A PERIOD OF ONE (1) YEAR**

No.	Contractual Position Title	Proposed Monthly	Additional Fringe Benefits		Sub- Total	Number of Months	Proposed Annual Salary	Employer Social Insurance Counterpart Contribution				Sub Total	13th Month Pay	Personnel Services (PS)	Number of Personnel	Grand Total
			Service Incentive Leave	COLA				Pag-ibig	SSS	Phil-Health	ECC					
		(1)	(2)	(3)	(4=1+2+3)	(5)	(6 = 5 x 4)	(7)	(8)	(9)	(10)	(11=7+8+9+10)	(12)	(13= 6+11+12)	(14)	(15= 13x14)
1.	Airport Facility Cleaner	Php13,432	254.39	1,343.20	15,029.59	12	180,355.08	2,400	15,390	4,029.60	120.00	21,939.60	13,432.00	215,726.68	1,253	270,305,530.04
2.	Buildings and Grounds Maintenance Worker	Php14,596	276.44	1,459.60	16,332.04	12	195,984.48	2,400	17,100	4,378.80	360.00	24,238.80	14,596.00	234,819.28	244	57,295,904.32
3.	Janitorial Supervisor	Php16,608	314.55	1,660.80	18,583.35	12	223,000.20	2,400	19,380	4,982.40	360.00	27,122.40	16,608.00	266,730.60	23	6,134,803.80

- A. Total Labor Cost for 12 Months ₱ _____
 - B. Administrative Fee (A x % of admin fee) ₱ _____
 - C. Sub-total (A+B) ₱ _____
 - D. Add: VAT (12% of C) ₱ _____
 - E. Cost of Supplies and Materials ₱ _____
-
- F. Total Contract Amount For 12 Months (C+D+E)** ₱ _____

Submitted By;

Printed Name & Signature

Designation

Date

{ ATTACH COMPANY LETTERHEAD/LOGO }

Summary of Bid Proposal

Name of Project: **PROCUREMENT OF MANPOWER OUTSOURCING CONTRACT FOR PROVISION OF JANITORIAL SERVICES FOR CAAP HEAD OFFICE AND AREAS NATIONWIDE FOR THE PERIOD OF ONE (1) YEAR** which may be renewed every year thereafter, at the option of CAAP, and subject to a satisfactory result of the performance evaluation up to a period of Three (3) Years

Classification	Position Items / Lot	A. Annual Salaries / Cost	B. Admin Cost (% of A)	C. 12 %VAT [12% x (A+B)]	D. Total (A+B+C)
Airport Facility Cleaner	1,253	270,305,530.04			
Buildings & Ground maintenance Worker	243	57,295,904.32			
Supervisor	23	6,134,803.80			
Cost of Janitorial Supplies and Materials	1 Lot	23,778,712.41	0		

SUBMITTED BY:

Signature: _____

Printed Name: _____

Position: _____

Name of Company: _____

Date: _____

