



**Republic of the Philippines
Department of Science and Technology
PHILIPPINE NUCLEAR RESEARCH INSTITUTE**

BID DOCUMENTS

SUPPLY OF JANITORIAL AND MAINTENANCE SERVICES - REBID

**PNRI BIDS AND AWARDS COMMITTEE
Commonwealth Avenue, Diliman, Quezon City**

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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 specific purchases, otherwise known as “Call-Offs,” are made for the duration of the 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 project 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 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

Republic of the Philippines Department of Science and Technology PHILIPPINE NUCLEAR RESEARCH INSTITUTE

INVITATION TO BID FOR THE SUPPLY OF JANITORIAL AND MAINTENANCE SERVICES - REBID

1. The Philippine Nuclear Research Institute, through the 2021 General Appropriations Act (GAA) intends to apply the sum of ***Eight Hundred Fifty Seven Thousand Six Hundred Two Pesos and Forty Four Centavos (Php857,602.44)*** being the ABC to payments under the contract for Supply of Janitorial and Maintenance Services (Rebid) for November – December 2021 only. Bids received in excess of the ABC shall be automatically rejected at bid opening. Duration of the contract to be bid is from November 2021 – October 2024. Funding for calendar years 2022, 2023 and 2024 will be made upon approval of the GAA.
2. The Philippine Nuclear Research Institute now invites bids for the above Procurement Project. Services are required for ***three (3) years***, from ***November 2021 – October 2024***, subject to the condition stated in Section VII. Manpower Requirements and Technical Specifications particularly in VII – Evaluation of Contractor's Performance. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the Philippine Nuclear Research Institute Bids and Awards Committee (PNRI-BAC) Secretariat and inspect the Bidding Documents at the address given below.

5. A complete set of Bidding Documents may be acquired by interested Bidders from the BAC Secretariat, PNRI between **9:00 am to 5:00 pm** from **August 26 – September 16, 2021, Monday thru Friday** from the given address and website(s) below, upon payment of a nonrefundable fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of One Thousand Pesos (Php1,000.00) to the PNRI Cash Section, FAD.
6. The Philippine Nuclear Research Institute will hold a Pre-Bid Conference on **September 03, 2021, Friday, 10:00 AM**, through video conferencing or webcasting via Microsoft Teams, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the **Motorpool Area, PNRI Compound**, on or before **September 17, 2021, Friday, 10:00 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 **September 17, 2021, 1:30 PM** at the **3rd Floor Conference Room, NART, Building, PNRI Compound, through Video Conferencing**. A link will be provided to Bidders/bidders' representatives who choose to attend the activity upon manual submission of bid on the prescribed time.
10. The Philippine Nuclear Research Institute 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:
Hidie S. Gocuyo, Administrative Officer V
Head BAC Secretariat
929-6011 to 19 Loc. 259/Fax. 920-8760
hsgocuyo@pnri.dost.gov.ph
12. You may visit the following websites for downloading of Bidding Documents:
<http://www.philgeps.gov.ph>
<http://www.pnri.dost.gov.ph>

Lucille V. Abad, Ph.D.
Chief Science Research Specialist and
Chairperson, PNRI-BAC

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, Philippine Nuclear Research Institute wishes to receive Bids for the *Supply of Janitorial and Maintenance Services*, with identification number ***PR No. 21-02-0096***.

The Procurement Project (referred to herein as “Project”) is composed of ***One (1) Lot***, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for ***2021*** in the amount of ***Eight Hundred Fifty Seven Thousand Six Hundred Two Pesos and Forty Four Centavos (Php857,602.44)***

2.2. The source of funding is: NGA, the General Appropriations Act

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. *[Select one, delete other/s]*

a. 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.

b. Foreign ownership limited to those allowed under the rules may participate in this Project.

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:

[Select one, delete the other/s]

a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

b. 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 failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*

- 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.

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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 *{[insert if applicable]}* 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 *[state relevant period as provided in paragraph 2 of the IB]* 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.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year

Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
- 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)**.

12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid for *one hundred twenty (120) days*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

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.

¹ 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.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.
- 16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

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.

[Include the following options if Framework Agreement will be used:]

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;

- b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In 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 of the 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. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, *{[Include if Framework Agreement will be used:]}* 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**. *{[Include if Framework Agreement will be used:]* For every mini-competition in 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**.

[Include the following clauses if Framework Agreement will be used:]

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
- a. Framework Agreement Form;
 - b. Bidding Documents;
 - c. Call-offs;
 - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - e. Performance Security or Performance Securing Declaration, as the case may be;
 - f. Notice to Execute Framework Agreement; and
 - g. Other contract documents that may be required by existing laws and/or specified 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> <ol style="list-style-type: none"> a. <i>Supply of Janitorial Services</i> b. Completed within <i>three (3) years</i> prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	Not Applicable
14.1	<p>The bid security shall be in the form of a <i>Bid Securing Declaration</i>, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> a. The amount of not less than ₱17,152.05 if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; b. The amount of not less than ₱42,880.12 if bid security is in Surety Bond. If a surety bond will be used, the following are the requirements: <ol style="list-style-type: none"> a. <i>Must have the original receipt;</i> b. <i>Must be callable on demand;</i> c. <i>Certified by the Insurance Commission that the surety company is authorized to issue such security.</i>
14. 2	The Bid and bid security shall be valid for <i>one hundred twenty (120) days</i>
16	Aside from the original copy of the first (<i>Technical</i>) and second (<i>Financial</i>) components of its Bid, an additional two (2) copies (Copy 1 and Copy 2) of each component are to be submitted by the bidder.
19.3	No further instructions.
20.2	<p>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payments System (EFPS) shall be accepted.</p> <p>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</p>
21.2	<p>Other appropriate licenses and permits required:</p> <ol style="list-style-type: none"> 1. BIR Registration Certification, which contains the Taxpayer's Identification Number. 2. Articles of Incorporation, Partnership or Cooperation, whichever is applicable, including amendments thereto, if any.

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**.

[Include the following clauses if Framework Agreement will be used:]

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

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.*[[Include if Framework Agreement will be used:] 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 *{[Include if Framework Agreement will be used:] 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.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
	<p>Delivery and Documents –</p> <ul style="list-style-type: none"> • The provision of services applicable to this Contract are provided to the <i>Philippine Nuclear Research Institute at Commonwealth Ave., Diliman, Quezon City.</i> • Provision of the Services shall be made by the Contractor in accordance with the terms specified in Section VI. Manpower Schedule and Section VII Manpower Requirements and Technical Specifications. • Other Requirements: <p><i>Compliance with Labor Laws and such other related laws:</i></p> <p>All janitors assigned by the Contractor under Contract are exclusively the employees of the Contractor and the latter shall, in connection with such employment relations with the security guards, comply with all labor laws and such related laws bearing on employment including Minimum Wage, Workmen’s compensation, Employer’s Liability, Separation Pay, SSS Coverage, Income Tax payments and the like.</p> <p>The Contractor shall hold the PNRI free from any claim by any or all of the supervisor/janitors related thereto. Valid complaints received by PNRI re: late payment, non-payment and incomplete payment of the salary and benefits especially in the implementation of minimum daily wage shall be considered a breach of this contract and can, therefore, be a ground for termination of contract.</p> <p>For purposes of this Clause the Procuring Entity’s Representative is <i>Dr. Gerardo Jose M. Robles</i> and <i>Mr. Jonathan Rey A. Indon.</i></p>
2.1 & 2.2.	Advance and partial payment is not allowed.
4	Not Applicable
5	Not Applicable

Section VI. Manpower Schedule

Supply of Janitorial and Maintenance Services

Manpower schedule per month

Item Number	Description (Work Area)	Quantity	
1.	ARC Building	1	
2.	Reactor East & West Wings	1	
3.	NART Building	3	
4.	ITS, RPS, Tc-99m Production Lab., NMR	2	
5.	Engineering/Machine Shop, Carpentry and NDT Buildings	1	
6.	Cobalt-60 & Electron Beam Facility Building	1	
7.	Biomed Modular Bldg. I & II, Agricultural Modular Building I and II, Seed Processing Modular Building, Entomology Modular Bldg. & Open Warehouse and SIT Fruitfly Modular Lab.	1	
8.	HP Modular Bldg., SSDL, EIC, Cytogenetics Modular Building and Motorpool	2	
9.	Lawns/Grounds, Roads and Others	5	
10.	Working Supervisor	1	
	TOTAL	18*	

*Assignment of Janitors may be changed as the need arises

Company's Name: _____

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

Date accomplished: _____

Section VII. Manpower Requirements and Technical Specifications

Supply of Janitorial and Maintenance Services

Manpower Requirements and General Specifications

I. Manpower requirements

Number of Janitors: 18

A. The CONTRACTOR shall provide PNRI during the life of the contract with eighteen (18) trained, experienced, honest janitors/janitress which include one (1) trained gardener, one (1) trained plumber, one (1) trained electrician and one (1) “working” supervisor with appropriate uniform and identification card. It shall warrant that every janitor/janitress assigned by it under the contract possesses the following qualifications:

1. At least high school graduate;
2. Have at least one (1) year experience in cleaning offices and building, maintaining grounds and handling plants/trees, as appropriate, as well as plumbing maintenance services.
3. Should not be less than 21 but not more than 50 years of age;
4. Physically and mentally fit;
5. Have been screened and cleared by the National Bureau of Investigation (NBI) and Philippine National Police (PNP);
6. Have Certification from previous employer and barangay captain that he/she is of good moral character and reputation, honest and a team worker.

In connection with foregoing, the CONTRACTOR shall provide the PNRI with the corresponding documentations/certifications for each janitor, such as High School Diploma, results of Psychological Test, Drug Test Results and X-ray (with film) from concerned agencies, upon approval of the contract and before assumption to duty of janitors/janitresses. No janitor/janitress shall be assigned to PNRI without prior clearance/approval by the PNRI. Further, the PNRI reserves the right to examine the assigned janitor/janitress by its own Medical Officer and to reject those found to be physically and mentally unfit to do the job.

In compliance with IATF health protocols, submission of LGU/Brgy. Clearance is acceptable in lieu of the RT-PCR test results and a Vaccine Record if applicable.

A pool of at least three (3) permanent relievers of equal qualifications shall be maintained by the Contractor for the PNRI. The required certifications shall also be submitted for the permanent relievers. Absent janitor/janitress shall be immediately replaced on the following day to avoid delay of service.

Permanent replacement will be required for six (6) days of absence of any janitor. Replacement shall be taken from the pool of relievers with the Contractor notifying the Institute upon assumption of permanent post. Replacement by trainees shall not be allowed. Likewise, payment of salaries for the same shall not be effected.

II. Supplies/Materials and Equipment Requirements

A. Cleaning and Maintenance Materials/Equipment, to be provided by the CONTRACTOR.

Materials

- 1 unit Step ladder
- 1 unit Buggy (new)
- 6 pcs Glass squeegee/wiper (new)
- 2 sets Garden hose, at least 30m long each (new)
- 6 pcs Long and Heavy duty Bolo (new)
- 4 pcs Carit (new)
- 1 set Garden tools (new)

Equipment

- 3 units Floor Polishers (heavy duty) with scrubbing pad & extension cords
- 2 units Vacuum Cleaner (wet and dry – heavy duty) with extension cords
- 3 units Grass Cutter (heavy duty) with tansi
- 40 pcs Pail & Dipper (tabo)

The Contractor shall immediately provide replacement for out-of-order cleaning materials and equipment. Replacement of out-of-order cleaning materials/repair of equipment shall be attended to within two (2) days, otherwise Memorandum of Unsatisfactory Service shall be issued by the PNRI.

B. Quarterly Semi-consumable/consumable cleaning materials.

<u>Quantity</u>	<u>Unit</u>	<u>Supplies</u>
6	pcs.	Mop Handle
5	pcs.	Plastic Dust Pan
3	pcs.	Ceiling Broom
1	gal.	Carpet Shampoo
2	gal.	Muriatic Acid (Apollo)
6	pc	Push Brush
6	pcs.	Bowl Pump
2	pcs.	Polishing Pad

C. Monthly Consumable cleaning materials (based on bid price)

<u>Quantity</u>	<u>Unit</u>	<u>Brand</u>	<u>Supply</u>
13	cls	Tide/Breeze	Powder Soap
2	gals.	SC/Johnson	Traffic Grade Wax
2	cls	Ajax/Dutch	Cleanser
2	gals	Lysol	Disinfectant
2	gals	Zonrox	Clorox
6	cans	Glade/Pledge	Dry Air Freshener (for sanitizing office rooms and conference rooms)
3	doz	Scotch Brite	Hand pads
5	doz		Black Garbage (3XL)
6	pcs.		Mop head (cotton)
2	can	Baygon/Raid	Insect Spray
2	doz		Steel Wool
3	gal.		Liquid Toilet Deodorant
2	doz.		Stick Broom
7	pcs.		Soft Broom
20	gal.	Green Cross/ Casino	Ethyl Alcohol
3	gal.	Safeguard or equivalent	Hand Soap

Bidders are requested to provide detailed costing for items in A, B and C to serve as basis for the Institute for computation and appropriate deduction, as necessary. Delivery schedule of items indicated in letters B and C shall be strictly followed.

D. Delivery Period/Penalty

1. Delivery

- a. For items under letter A, delivery shall be made one week before that start of contract period.
- b. For items under letter B, delivery for the first quarter shall be done one week before the start of the contract period and on the 3rd week of the 3rd month thereafter.
- c. For items under letter C, delivery for the first month shall be one week before the start of the contract period and on the 3rd week of every month thereafter.

2. Penalty

A penalty of ***Twenty Six Pesos and Fifty Three Centavos (P26.53)*** for each day of delay in the delivery of materials shall be imposed for failure of the CONTRACTOR to deliver the items within the specified dates under No.1.

III. Scope of Work

A. Work Area: Approximately 9 hectares

- Buildings (including comfort rooms)
 1. ARC Building
 2. Reactor East and West Wings
 3. Nuclear Administration, Regulations and Training (NART) Bldg.
 4. ITS Building
 5. Radiation Protection Building
 6. Tc-99m Production Laboratory Building
 7. Nuclear Materials Building
 8. Engineering/Machine Shop Building/Carpentry
 9. NDT Building
 10. Cobalt-60 and Electron Beam Facility Building
 11. Biomed Modular Building I and II
 12. Agricultural Modular Building I and II
 13. Seed Processing Modular Building
 14. Entomology Modular Building and Open Warehouse
 15. SIT Fruit Fly Modular Laboratory
 16. Radiation Research Center Building
 17. SSDL Modular Laboratory
 18. Environmental Isotope Center (EIC)
 - a. Isotope Ratio Mass Spectrometry Lab. (IRMS)
 - b. Tritium Lab. Building
 19. Cytogenetics Modular Building
 20. Motorpool Building
- Lawns, Roads and others

B. Work Schedule

- Regular Working days

For offices and laboratory rooms, corridors, lobbies, stairways, comfort rooms, surrounding areas, care of ornamental plants.

Regular Hour - 7:00 a.m. to 4:00 p.m.

Broken Time (2 Janitors) – 7:00 a.m. to 6:00 p.m.

- Saturdays – 8:00 a.m. to 5:00 p.m.
- Sundays and Legal Holidays – No Work (Legal Holidays with pay)

C. Work Activities

- Daily Activities (Monday to Friday)

- **Maintenance of Buildings/Laboratories**

- Sweeping, mopping, spot scrubbing and polishing of all floors including corridors;
- Dusting of all office furniture/equipment, fixtures, laboratory equipment, counters, bookshelves, telephone, electric fans, etc.
- Dusting and cleaning of horizontal and vertical building surfaces;
- Dusting and cleaning of all glass/panels, windows, window edges and partitions which require daily attention;
- Cleaning of trash receptacles;
- Disposing of trash from the confines of the building to outside receptacles provided for this purposes;
- Cleaning and sanitizing of toilets and wash rooms;
- Filling up at least two (2) drums of water in every comfort room for water storage; and
- Providing messengerial/errand works and attending to the needs of the senior staff during meetings, as required.

- **Maintenance of grounds**

- Maintenance/upkeep of all ornamental plants;
- Grass cutting of the PNRI landscape areas (at least twice a month);
- Sweeping of fallen leaves and ring weeding of plants (daily);
- Roadways and side walk cleaning including covered walk (daily);
- Cutting of blown down trees including stumps caused by typhoons;
- Propagation of indoor ornamental plants;
- Grass cutting of the forested areas;

- **Weekly Periodic Operations:**

- Cleaning/Clearing of roofs of all modular buildings;
- Washing, scrubbing, waxing and polishing of all floors including conference rooms;
- Washing of inside glass windows and all outside windows that can be reached by hand and which will not require scaffoldings;
- Dusting of light fixtures suspended from the ceiling;
- Dry vacuum cleaning of the carpeted areas;
- Maintenance and upkeep of indoor plants;
- Defogging/spraying/disinfecting of all rooms and laboratories with insecticides/mosquito killers/disinfectant

- **Monthly Operations:**

- Shampooing of carpeted areas.
- Washing of Venetian Blinds
- Cutting of small branches of trees along the PNRI perimeter fence and plant maintenance along Central Avenue perimeter fence.

- **Other Related Services**

- Provides messengerial/errand work and other related services
- Provides all necessary assistance in support of the Zero Waste Management Program of the Institute
- Assists in the implementation of the Energy Conservation Program of the Institute
- Assists in the implementation of the Disaster Preparedness Plan
- Provides one (1) roving project coordinator who will coordinate with the Janitor Supervisor from time to time in monitoring the performance of the deployed personnel.

IV. Control and Supervision of Janitors

The CONTRACTOR has the full control and supervision of its janitors in the performance or manner of performance of their duties under the CONTRACT. The supervisor or his duly authorized janitor on duty, in case of an emergency or under special circumstances, shall direct orders. In any case, the CONTRACTOR shall assume all obligations and liabilities which may arise due to acts of omissions of its janitors in the performance of their duties.

V. Evaluation of the Contractors Performance

PNRI shall conduct a periodic assessment and evaluation of the CONTRACTOR'S performance for the purpose of determining the latter's compliance with its obligation and warranty under the contract.

Receipt by the Contractor of five (5) Memoranda of Unsatisfactory Service will authorize the PNRI to terminate the service of the contractor.

VI. Evaluation Criteria

The following technical parameters, minimum standards and corresponding documents shall be used in the evaluation of bid for Janitorial and Maintenance Services for PNRI:

A. Stability

1. *Years of Experience*

- Minimum Standard: At least three (3) years
- Document to be submitted: DTI/SEC/BIR (2303) Business Registration

2. *Liquidity*

- Minimum Standard: Net Financial Contracting Capacity at least 1.5 of the ABC
- Document to be submitted: NFCC

3. *Organizational Set-up*

- Minimum Standard: Must have a clear Organization Structure
- Document to be submitted: Organizational Chart and List of Officers and Staff

B. Resources

1. *No. of Janitors and Supervisors*

- Minimum Standard: The bidder should have at least a minimum of thirty (30) active personnel with existing contract (total of Janitors and Supervisors)
- Document to be submitted: Alpha list of Janitors and Supervisors indicating place of deployment

2. *No. and Kinds of Equipment and Supplies*

- Minimum Standard: The bidder should have available equipment and supplies in stock
- Document to be submitted: List of Equipment and Supplies

C. Housekeeping Plan

1. *Housekeeping Plan for PNRI (to include grounds)*

- Minimum Standard: The bidder is required to submit a housekeeping plan based on the scope of work as provided in Section VII. Manpower Requirements and Technical Specifications under III C.

D. Other Factors

1. *Compliance with Labor Law*

- Minimum Standard: Timely payment of appropriate wages and remittances due to Government (SSS, Philhealth and Pag-ibig)
- Document to be submitted: Latest three (3) months copy of Payroll and Remittances, 13th month pay and 5 days Incentive Leave (for Staff and Janitors)

2. *Personnel Recruitment and Selection Criteria*

- Minimum Standard: The bidder is required to submit an existing Personnel Recruitment and Selection Criteria

3. *Recommendation from existing client*

- Minimum Standard: Feedback from existing/previous clients for Satisfactory Performance.
- Document to be submitted: Certification of Performance for the last three (3) years

4. *Office Presentation*

- Minimum Standard: With existing Office with signage
- Document to be submitted: Photo of Office Facade/Facilities

To resolve cases where an occurrence of a tie among bidders takes place, i.e., two or more of the bidders complied with the minimum standards and are determined and declared as the Lowest Calculated Bidder (LCB), Point System of the technical parameters will be used as follows:

A. *STABILITY – 20 points (Minimum Standard)*

A company's stability shall be measured based on the following:

1. **Years of Experience – (10 points)**

25 years or more	-	10 points
15 – 24 years	-	7 points
3 – 14 years	-	4 points

2. **Liquidity – (10 points)**

Company liquidity will be measured using **the Quick ratio (also known as “acid test ratio” and “liquid ratio”)**. Quick ratio is used to test the ability of a business to pay its short-term debts. It measures the relationship between liquid assets and current liabilities. Liquid assets are equal to total current assets minus inventories and prepaid expenses.

The formula for the calculation of quick ratio is as follows:

$$\text{Quick Ratio (QR)} = \frac{\text{Liquid assets}}{\text{Current liabilities}}$$

$$\text{Liquid Assets} = \text{Current Assets} - (\text{Inventory} + \text{Current Liabilities})$$

The following items are the current assets and current liabilities

Current assets:

Cash	xx	} Liquid Assets
Accounts receivable	xx	
Inventory	xx	
Prepaid expenses	xx	

Total current assets	xx	_____
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Current Liabilities:

Accounts payable	xx
Accrued parables	xx
Notes payable	xx

Total current liabilities	_____	<u>xxx</u>
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Inventories – are all goods and stocks in the company’s possession

The company’s rating shall be as follows:

QR	=	3.51	-	10 points
		1.51 – 3.5	-	5 points
		1.5	-	2 points

B. RESOURCES – 20 points

1. No of personnel (Supervisor and Janitors) (20 points)

The company should have the following number of personnel to meet the corresponding rating:

100 and above	-	20 points
31 - 100	-	10 points
30	-	5 points

C. HOUSEKEEPING PLAN (HP) – 20 points

Based on the need of the PNRI, a scope of work for cleaning the offices and laboratories, as well as ground maintenance was prepared. Each bidder is required to submit a housekeeping plan based on the said scope of work. Rating shall be as follows:

HP completely meets PNRI needs	-	20 points
HP incomplete	-	10 points

D. OTHER FACTORS – 40 points

1. Compliance with Labor Laws (Wage, Contribution to SSS, Philhealth and Pag-ibig Funds) (20 points)

During the evaluation process, the PNRI Technical Working Group may conduct an Ocular Inspection at the given address of the contractor and interview the company representative. Pertinent documents will be examined to determine compliance with Labor

laws, like timely payment of appropriate wages, and timely remittance of SSS, Philhealth and Pag-ibig contributions. Rating shall be as follows:

Complete Compliance with Labor Laws	-	20 points
Late or overdue payments	-	10 points

2. Recommendations from existing clients (10 points)

Bidders shall be required to submit feedback from existing/previous clients; Submitted documents shall be rated as follows:

Outstanding Performance	-	10 points
Very Satisfactory Performance	-	8 points
Satisfactory Performance	-	5 points

3. Office Presentation (10 points)

The PNRI TWG may conduct ocular inspection of the bidder's offices to establish/evaluate its location, building appearance, number of staff, and availability of office equipment and furniture. Company rating shall be as follows:

Best	-	10 points
Better	-	5 points
Good	-	2 points

Bidder with the highest number of points shall be recommended.

VII. Payment Requirements:

For payment/disbursement of monthly services the required attachments are as follows:

- a. Statement of Account (SOA)
- b. List of Supplies and Materials Delivered
- c. Copy of Payroll and Sworn Statement of payment of salaries and wages
- d. Daily Time Record (DTR)
- e. Certified True Copy of monthly/quarterly remittances to SSS, PAGIBIG and Philhealth

Company's Name: _____

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

Date accomplished: _____

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
and
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC) with latest General Information Sheet (GIS) , Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- ☐ (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**

- ☐ (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

or

Original copy of Notarized Bid Securing Declaration; **and**

- ☐ (h) Conformity with the Technical Specifications, which include *minimum standards and additional documents to determine compliance with technical parameters (VI Evaluation Criteria)*; manpower requirements; **and**

- ☐ (i) Original duly signed Omnibus Sworn Statement (OSS);

and if applicable, *Original Notarized Secretary's Certificate* in case of a corporation, partnership, or cooperative; or *Original Special Power of Attorney* of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

- ☐ (j) Bid Bulletin (if applicable)

Financial Documents

- ☐ (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission (2019 and 2020); **and**

- ☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- ☐ (m) 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.

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* 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.
- ☐ (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s).

Bidding Forms

LIST OF ALL ONGOING CONTRACTS.....	35
STATEMENT OF SLCC.....	36
BID SECURING DECLARATION.....	37
OMNIBUS SWORN STATEMENT.....	39
Authority of Signatory (Secretary' Cert.).....	41
Authority of Signatory (SPA).....	43
NFCC.....	44
BID FORM.....	45

Location of the Project: **PNRI Compound, Commonwealth Ave., Diliman, Quezon City**

List of all Ongoing Government & Private Contracts including contracts awarded but not yet started

Business Address

[illegible]

Note: This statement shall be supported with:

- 1 Notice of Award and/or Contract; or
- 2 Notice to Proceed issued by the owner

Designation	
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Name of Procuring Entity: **PHILIPPINE NUCLEAR RESEARCH INSTITUTE**
 Name of the Project: **Supply of Janitorial and Maintenance Service – (Rebid)**
 Location of the Project: **PNRI Compound, Commonwealth Ave., Diliman, Quezon City**

Statement of Single Largest Completed Contracts (SLCC) in the last three (3) years

Business Name _____
Business Address _____

[illegible]

Note: This statement shall be supported with:

- 1 Certificate of Acceptance; or
- 2 Official Receipt(s) issued for the Contract

Submitted by _____

(Printed Name & Signature)

Designation _____
Date _____

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

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

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

I/We, the undersigned, declare that:

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

[Jurat]

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

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 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 of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

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 and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

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

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

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

6. Select one, delete the rest:

If a sole proprietorship: I am 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.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

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

Procuring Entity: **PHILIPPINE NUCLEAR RESEARCH INSTITUTE**
Name of the Project: **Supply of Janitorial and Maintenance Services – (Rebid)**
Location of the Project: **PNRI Compound, Commonwealth Avenue, Diliman, Quezon City**

AUTHORITY OF SIGNATORY

SECRETARY'S CERTIFICATE

I, _____, a duly elected and qualified Corporate Secretary of _____ (Name of the Bidder), a corporation duly organized and existing under and by virtue of the law of the _____, DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on _____ at which meeting a quorum was present and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that _____ (Name of the Bidder) be, as it hereby is, authorized to participate in the bidding of _____ (Name of the Contract) _____ by the _____ (Name of the Procuring Entity); and that if awarded the Contract shall enter into a contract with the _____ (Name of the Procuring Entity); and in connection therewith hereby appoints _____ (Name of Representative), acting as duly authorized and designated representatives of _____ (Name of the Bidder), and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent _____ (Name of the Bidder) in the bidding as fully and effectively as the _____ (Name of the Bidder) might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FURTHER THAT, the Board hereby authorizes its President to:

- (1) execute a waiver of jurisdiction whereby the _____ (Name of the Bidder) hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;
- (2) execute a waiver that the _____ (Name of the Bidder) shall not seek and obtain writ of injunctions or prohibition or restraining order against the AFP or any other agency in connection with this Contract to prevent and restrain the bidding procedures related thereto, the negotiating of and award of a contract to a successful bidder, and the carrying out of the awarded contract.

WITNESS the signature of the undersigned as such officer of the said _____ this _____.

(Corporate Secretary)

ACKNOWLEDGMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____ affiant
exhibited to me his/her Community Tax Certificate No. _____ issued on
_____ at _____, Philippines.

Notary Public
Until 31 December 20____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Procuring Entity: **PHILIPPINE NUCLEAR RESEARCH INSTITUTE**
Name of the Project: **Supply of Janitorial and Maintenance Services – (Rebid)**
Location of the Project: **PNRI Compound, Commonwealth Avenue, Diliman, Quezon City**

AUTHORITY OF SIGNATORY

SPECIAL POWER OF ATTORNEY

I, _____, President of _____, a corporation incorporated under the laws of _____ with its registered office at _____, by virtue of Board Resolution No. _____ dated _____, has made, constituted and appointed _____ true and lawful attorney, for it and its name, place and stead, to do, execute and perform any and all acts necessary and/or represent _____ in the bidding of _____ as fully and effectively as corporation might do if personally present with full power of substitution and revocation and hereby confirming all that said representative shall lawfully do or cause to be done by virtue hereof.

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

Signed in the Presence of:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY)SS.

BEFORE ME, a Notary Public for and in Quezon City, Philippines, this _____ day of _____, 20____, personally appeared:

<u>NAME</u>	<u>CTC NO.</u>	<u>ISSUED AT/ON</u>
_____	_____	_____
_____	_____	_____

known to me and known to be the same person who executed the foregoing instrument consisting of _____ () pages, including the page whereon the acknowledgments is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public
Until 31 December 20____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Procuring Entity: **PHILIPPINE NUCLEAR RESEARCH INSTITUTE**
 Name of the Project: **Supply of Janitorial and Maintenance Services – (Rebid)**
 Location of the Project: **PNRI Compound, Commonwealth Avenue, Diliman, Quezon City**

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Firm's/Contractor'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 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.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Total Net Worth (1-3)	
6.	Current Net Worth or Net Working Capital (2-4)	

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

NFCC = [Current Asset – Current Liabilities] (15) minus value of all outstanding works or uncompleted portions of the project under ongoing contracts including, awarded contracts yet to be started coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR

Submitted by:

 Name of Firm / Contractor

 Signature of Authorized Representative
 Date : _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

Bid Form

Date: _____

Project Identification No: _____

To: *[name and address of PROCURING ENTITY]*

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

If our Bid is accepted, we undertake:

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

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "None")		

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

**DETAILED COMPUTATION OF JANITORIAL SERVICES
NOVEMBER– DECEMBER 2021**

A. MONTHLY RATE				
LABOR COST	(P537.00 x 313.8/12)	₱	14,042.55	
13th MONTH PAY	(P537.00x313.8/12/12)		1,170.21	
5 DAYS INCENTIVE PAY	(P537x5/12)		223.75	
RETIREMENT BENEFITS PER RA 7641	(P537x22.50/12)		<u>1,006.87</u>	₱ 16,443.38
B. DUE TO GOVERNMENT				
SSS		₱	1,232.50	
ECC			10.00	
PHILHEALTH			210.63	
PAG-IBIG			<u>100.00</u>	<u>1,553.13</u>
C. TOTAL AMOUNT PAYABLE TO EMPLOYEE AND GOVERNMENT				<u>17,996.51</u>
TOTAL COST TO BE CONTRACTED PER MONTH X 18 JANITORS				₱ 323,937.18
D. AGENCY ADMINISTRATIVE OVERHEAD MARGIN (1 + 2 + 3)				
SUPPLIES & MATERIALS	(See attached Sched. A)	(1)	<u> </u>	
EQUIPMENT RENTAL		(2)	0.00	
AGENCY FEE		(3)	32,393.72	
TOTAL ADMINISTRATIVE OVERHEAD COST				<u> </u>
TOTAL AMOUNT (C + D)				<u> </u>
E. VALUE ADDED TAX [Total (C + D) x 12%]				
TOTAL COST PER MONTH (C + D + E)				₱ <u> </u>
TOTAL COST FOR TWO (2) MONTHS				₱ <u> </u>

Total Bid Price in Words and in Figures: (In Phil. Pesos)

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

SCHEDULE A

SUPPLIES AND MATERIALS:

Monthly Consumption:

				Amount
13	kl	Powder Soap	Tide/Breeze	_____
2	gals	Traffic Grade Wax	SC Johnson	_____
2	kl	Cleanser	Ajax/Dutch	_____
2	gals	Disinfectant	Lysol	_____
2	gals	Clorox	Zonrox	_____
6	cans	Dry Air Freshener	Glade/Pledge	_____
3	doz	Hand Pads	Scotch Brite	_____
5	doz	Black Garbage Bag (3XL)		_____
6	pcs	Mop Heads	Cotton	_____
2	can	Insect Spray	Baygon/Raid	_____
2	doz	Steel Wool		_____
3	gals	Liquid Toilet Deodorant		_____
2	doz	Stick Broom		_____
7	pcs	Soft Broom		_____
20	gals	Alcohol	Green Cross/Casino	_____
3	gals	Hand Soap	Safeguard or equivalent	_____
TOTAL				_____

Quarterly Consumption:

				Amount
6	pcs	Mop Handle		_____
5	pcs	Plastic Dust Pan		_____
3	pcs	Ceiling Broom		_____
1	gal	Carpet Shampoo		_____
6	pcs	Push Brush		_____
6	pcs	Bowl Pump		_____
2	pcs	Polishing Pad		_____
2	gal	Muriatic Acid	Apollo	_____
TOTAL				_____
GRAND TOTAL				_____

