

# **PHILIPPINE BIDDING DOCUMENTS**

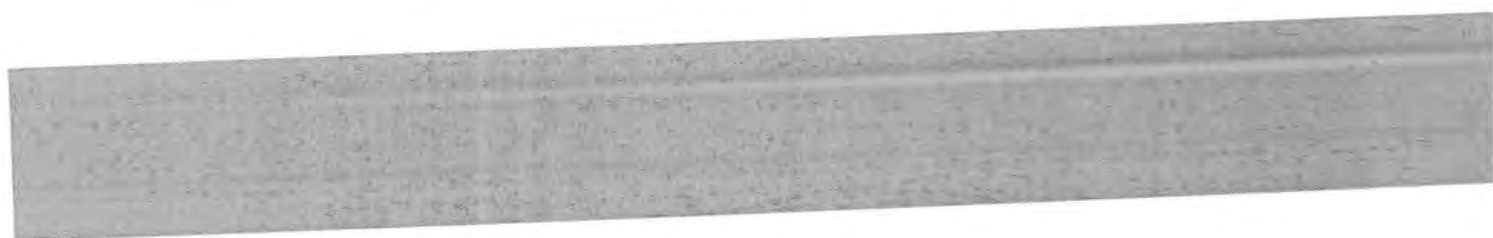
(As Harmonized with Development Partners)

## **REBIDDING FOR THE PROVISION OF JANITORIAL SERVICES IN THE LAND REGISTRATION AUTHORITY AND ITS REGISTRIES OF DEEDS NATIONWIDE FOR FY 2025**

**Project ID No. LRA BAC-PGSM-2025-01**

**Government of the Republic of the Philippines**

**Sixth Edition  
July 2020**



# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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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*



REPUBLIKA NG PILIPINAS  
KAGAWARAN NG KATARUNGAN  
**PANGASIWAAN SA PATALAAN NG LUPAIN**  
**(LAND REGISTRATION AUTHORITY)**  
East Avenue cor. NIA Road, Diliman, Quezon City

## **REBIDDING FOR THE PROVISION OF JANITORIAL SERVICES IN THE LAND REGISTRATION AUTHORITY AND ITS REGISTRIES OF DEEDS NATIONWIDE FOR FY 2025**

1. The **Land Registration Authority (LRA)**, through the General Appropriation Act (GAA) for FY 2025 intends to apply the sum of **TWO MILLION FIVE HUNDRED SIX THOUSAND FIFTY-THREE PESOS AND NINETEEN CENTAVOS (Php2,506,053.19)** per month, or **FIFTEEN MILLION THIRTY-SIX THOUSAND THREE HUNDRED NINETEEN PESOS AND FOURTEEN CENTAVOS (Php 15,036,319.14)** for six (6) months, inclusive of VAT, being the ABC to payments under the contract for the **Rebidding for the Provision of Janitorial Services in the Land Registration Authority and its Registries of Deeds Nationwide for FY 2025** with **Project ID No. LRA BAC-PGSM-2025-01**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **LRA** now invites bids for the **Rebidding for the Provision of Janitorial Services in the Land Registration Authority and its Registries of Deeds Nationwide for FY 2025**. The expected contract duration is from **July 1, 2025 to December 31, 2025**, extendable for a period not to exceed one (1) year or until a new contract has been entered, subject to availability of funds. 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 (Instruction to Bidders).
3. Bidding will be conducted through open competitive bidding 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 **LRA-Bids and Awards Committee (BAC) Secretariat for Non-Infrastructure** through the contact details given below and inspect the Bidding Documents as posted on the websites of the LRA and the Philippine Government Electronic Procurement System (PhilGEPS).
5. The complete set of Bidding Documents can be acquired by interested Bidders on **April 14, 2025 to May 05, 2025** from the given address below, upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Fifteen Thousand Thirty-Six Pesos (Php 15,036.00)** at the LRA Cashier located at the One Stop Shop (OSS). The **LRA** shall allow the bidder to present its proof of payment for the fees by presenting it in person.



6. The Land Registration Authority will hold a **Pre-Bid Conference on April 22, 2025, 09:00 A.M., at the 5<sup>th</sup> Floor, LRA Multi-Purpose Hall, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City**, which is open to all prospective bidders either in person or through videoconferencing/webcasting via *Zoom application* using the following:

Meeting ID : 844 2609 5603  
Security Passcode : ira@123

7. **Bids must be duly received** by the BAC Secretariat through manual submission at the address below on or before **May 05, 2025, 09:30 A.M. at the 5<sup>th</sup> Floor, LRA Multi-Purpose Hall, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City**. **Late bids will 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 will be on **May 05, 2025, 10:00 A.M.** at the **5<sup>th</sup> Floor, LRA Multi-Purpose Hall, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City**. Bids will be opened in the presence of the bidders' representatives.

**For the purpose of constituting a quorum**, either the physical or virtual presence of the BAC Members shall be considered pursuant to GPPB Resolution No. 09-2020.

10. The Land Registration Authority 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 incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**MARIA RUDYLYN A. CEBRERO**  
*BAC Non-Infra Secretariat Member*  
*Room 02, Property and Supply Section, Lower Ground Floor*  
*Mobile No. 0961-8837646*

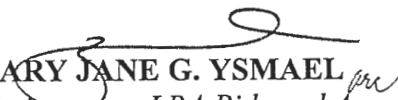
**NONETTE KHALIL M. AMPARO, RN**  
*BAC-PGSM Secretariat Member*  
*Room 302, 3<sup>rd</sup> Floor, Office of the Reconstitution Division*  
*Mobile No. 0917-2426813*

12. For viewing and downloading of Bidding Documents you may visit:

<http://notices.philgeps.gov.ph/>  
<https://lra.gov.ph/bids-opportunities/>

*Date Issuance of Bidding Documents:*

*14 April 2025 at Quezon City*

  
**MARY JANE G. YSMAEL**  
*Chairperson, LRA Bids and Awards Committee*  
*East Avenue corner NIA Road, Diliman, Quezon City*

## *Section II. Instructions to Bidders*

## 1. Scope of Bid

The Procuring Entity, **Land Registration Authority (LRA)** wishes to receive Bids for the **Rebidding for the Provision of Janitorial Services in the Land Registration Authority and its Registries of Deeds Nationwide for FY 2025**, with identification number **LRA BAC-PGSM-2025-01**.

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 *FY 2025* in the amount of **TWO MILLION FIVE HUNDRED SIX THOUSAND FIFTY-THREE PESOS AND NINETEEN CENTAVOS (Php2,506,053.19) per month, or FIFTEEN MILLION THIRTY-SIX THOUSAND THREE HUNDRED NINETEEN PESOS AND FOURTEEN CENTAVOS (Php 15,036,319.14) for six (6) months**, inclusive of VAT.

2.2. The source of funding is the General Appropriation Act (GAA) for FY 2025.

## 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 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:

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

- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

- 7.1.a. The Procuring Entity has prescribed that: **Subcontracting is not allowed.**

## 8. Pre-Bid Conference

The Land Registration Authority will hold a Pre-Bid Conference on **April 22, 2025, 09:00 A.M.**, at **5<sup>th</sup> Floor, LRA Multi-Purpose Hall, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City** and/or through videoconferencing/webcasting as indicated in Paragraph 6 of the Invitation to Bid (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 **three (3) 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 the **BDS**.

## 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 Declaration<sup>1</sup> 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 **120 calendar days**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## **15. Sealing and Marking of Bids**

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

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

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 its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## **17. Opening and Preliminary Examination of Bids**

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

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

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

## **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider

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<sup>1</sup>

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 of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one (1) 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, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## *Section III.*

### **Bid Data Sheet**

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. Janitorial Services.</li> <li>b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	Subcontracting is not allowed.
12	Not applicable.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount of not less than <b>PHP 300,726.38</b> [(2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>PHP 751,815.96</b> [(5%) of ABC] if bid security is in Surety Bond.</li> </ul>
19.3	The Project, <b>Rebidding for the Provision of Janitorial Services in the Land Registration Authority and its Registries of Deeds Nationwide for FY 2025</b> with ABC of <b>TWO MILLION FIVE HUNDRED SIX THOUSAND FIFTY-THREE PESOS AND NINETEEN CENTAVOS (Php2,506,053.19) per month, or FIFTEEN MILLION THIRTY-SIX THOUSAND THREE HUNDRED NINETEEN PESOS AND FOURTEEN CENTAVOS (Php 15,036,319.14) for six (6) months, VAT inclusive.</b>  The computation of a prospective bidder's NFCC must be at least equal to the ABC to be bid, pursuant to Section 23.4.1.4 of the 2016 Revised IRR of RA No. 9184.
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, 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.
	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 Single/Lowest Calculated Bid, the Bidder shall submit ALL of the following post-qualification requirements: <ol style="list-style-type: none"> <li>1. Photocopy of Single Largest Completed Contract or Purchase Order</li> <li>2. The corresponding proof of completion which could either be:               <ul style="list-style-type: none"> <li>a. Certificate of Final Acceptance/Completion from the bidder's client; or</li> <li>b. Official Receipt or Sales Invoice of the bidder covering the full amount of the contract</li> </ul> </li> <li>3. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (eFPS) and other appropriate licenses and permits required by law.</li> <li>4. Valid Mayor's/Business Permit for FY 2025.</li> </ol>

	Failure to submit a copy of the Single Largest Completed Contract with proof of completion is a valid ground for disqualification of the bidder
21.1	No Further Instructions.

## ***Section IV. General Conditions of Contract***

### **1. Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

### **2. Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

### **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

### **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

## **5. Warranty**

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

## **6. Liability of the Supplier**

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

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

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to the Contract are DDP delivered <b>LRA Bldg., East Avenue cor. NIA Road, Diliman, Quezon City</b> in accordance with INCOTERMS.”</p> <p>“The delivery terms applicable to this Contract are delivered <b>LRA Bldg., East Avenue cor. NIA Road, Diliman, Quezon City</b>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is the <b>General Services Division of LRA</b>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. The Janitorial Agency shall have adequate sources of well trained, disciplined, cooperative, trustworthy, and reliable janitorial personnel. A pool of regular reserves shall be maintained to provide for a ready replacement of regular janitors in cases of absences and emergencies;</li> </ol> <p>The Contract price for the Services shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p>

	<p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p>



	The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
	<b>Regular and Recurring Services –</b> “The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.”
2.2	<p>The terms of payment shall be as follows:</p> <p>The Janitorial Agency may bill LRA on a bi-monthly basis. Billings or requests for payment shall be supported by the following documents:</p> <ol style="list-style-type: none"> <li>1. Bi-Monthly Billing for rendered janitorial services ;</li> <li>2. Bi-Monthly Service Invoice, indicating the breakdown and the total amount being collected;</li> <li>3. Daily Time Records of the Supervisor, Janitors, and Skilled Workers for the billing period;</li> <li>4. Bi-Monthly Summary Payroll of the deployed personnel and their rendered hours of service/duty;</li> <li>5. Certified true copy of the Janitorial Service Contract;</li> <li>6. Bi-Monthly Accomplishment Report;</li> <li>7. Request for payment;</li> <li>8. Certificate of Acceptance for supplies delivered to Central Office and Registries of Deeds should be submitted at the end of each month;</li> <li>9. Monthly Performance Appraisal Report according to COA Circular No. 2023-004; and</li> <li>10. Proof of remittances to concerned government agencies and/or GOCC (BIR/SSS/Pag-Ibig).</li> </ol>
4	<p>The inspections and tests that will be conducted are:</p> <ol style="list-style-type: none"> <li>1. Examination of documents to verify the validity of the submitted Technical Documents;</li> <li>2. Others that may be necessary to the Bids and Awards Technical Working Group (BAC-TWG) in their preparation of the Post Qualification Report; and</li> <li>3. BAC-TWG shall coordinate with the winning bidder other requirements and procedures re: inspection and tests; and</li> <li>4. Physical inspection of personnel and required materials and supplies.</li> </ol>

## *Section VI. Schedule of Requirements*

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

Lot Number	Description	Quantity	Delivered, Weeks/Months
1	<p><b>Rebidding for the Provision of Janitorial Services in the Land Registration Authority and its Registries of Deeds Nationwide for FY 2025</b></p> <p>For Central Office, the Janitors and Skilled Workers shall render eight (8) hours duty per day, six (6) days a week from Monday to Saturday excluding Sundays and legal holidays, on a two (2) shift basis, 7:00 A.M. - 4:00 P.M. and 8:00 A.M. - 5:00 P.M.</p> <p>For Registries of Deeds, the Janitors shall render eight (8) hours of duty per day, five (5) days a week from Monday to Friday, excluding Saturdays, Sundays, and legal holidays, from 8:00 A.M. - 5:00 P.M.</p> <p>The Janitorial Agency shall provide the LRA with <b>One Hundred Twenty-One (121)</b> janitors and skilled workers to be deployed at the LRA Central Office and its Registries of Deeds nationwide. The number of janitors contracted may be increased or decreased at any time with the consent/approval of both parties, subject to the availability of funds. If there is an increase in the number of janitors during the duration of the contract, the same shall form part of the contract and shall be subject to the same terms and conditions herein set forth. (See Annex "A")</p>	121 janitors	6 months contract (July 01, 2025 - December 31, 2025)

I hereby certify to comply and deliver all the above requirements.

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**Name of Company/Bidder**

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**Signature Over Printed Name  
of Representative**

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**Date**

## *Section VII. Technical Specifications*

Lot	Specification	Statement of Compliance
1	<p><b>REBIDDING FOR THE PROVISION OF JANITORIAL SERVICES IN THE LAND REGISTRATION AUTHORITY AND ITS REGISTRIES OF DEEDS NATIONWIDE</b></p> <p>For Central Office, the Janitors and Skilled Workers shall render eight (8) hours duty per day, six (6) days a week from Monday to Saturday excluding Sundays and legal holidays, on a two (2) shift basis, 7:00 A.M. - 4:00 P.M. and 8:00 A.M. - 5:00 P.M.</p> <p>For Registries of Deeds, the Janitors shall render eight (8) hours of duty per day, five (5) days a week from Monday to Friday, excluding Saturdays, Sundays, and legal holidays, from 8:00 A.M. - 5:00 P.M.</p>	
	<p><b>DEPLOYMENT FOR JANITORIAL PERSONNEL</b></p> <p>The Janitorial Agency shall provide the LRA with <b>One Hundred Twenty-One (121)</b> janitors and skilled workers to be deployed at the LRA Central Office and its Registries of Deeds nationwide. The number of janitors contracted may be increased or decreased at any time with the consent/approval of both parties, subject to the availability of funds. If there is an increase in the number of janitors during the duration of the contract, the same shall form part of the contract and shall be subject to the same terms and conditions herein set forth. (See Annex "A")</p>	
	<p><b>GENERAL CONDITIONS</b></p> <p>a. The Janitorial Agency shall keep the entire premises and immediate surroundings of the LRA Central Office and Registries of Deeds nationwide in clean and sanitary conditions and maintain at all times a high standard of cleanliness;</p> <p>b. The Janitorial Agency shall carry out all services contracted for and such other services that LRA may require with minimum disturbances to the LRA's daily operations;</p>	

	<p>c.The Janitorial Agency shall provide Supervisor/s who shall act and make decisions in behalf and for the account of the Janitorial Agency on matters arising from questions or complaints by this Authority or by the service personnel themselves, at no cost to LRA;</p> <p>d.The Janitorial Agency shall have adequate sources of well trained, disciplined, cooperative, trustworthy, and reliable janitorial personnel. A pool of regular reserves shall be maintained to provide for a ready replacement of regular janitors in cases of absences and emergencies;</p> <p>e.The LRA shall have exclusive jurisdiction over the implementation of the service contract with the Janitorial Agency, and all assignments/deployments shall first be approved by the LRA or its authorized representative;</p> <p>f.All acts and behavior in the execution of the service contract by the Janitorial Agency shall in no way contravene any existing government laws, rules, and regulations;</p> <p>g.No assignment whatsoever of the Janitorial Service Contract shall be made to any third party; and</p> <p>h.The LRA assumes no obligation or responsibility whatsoever to compensate or indemnify any and all bidders, for any expenses or loss which may be incurred in the preparation of their proposals.</p>	
	<p><b>DUTIES AND RESPONSIBILITIES OF THE JANITORIAL AGENCY</b></p> <p>1.It is also agreed that the personnel of the Janitorial Agency shall be subjected to a spot search by the LRA's duly authorized guards or security personnel on duty, every time service personnel enter and leave the premises.</p> <p>2.All personnel of the Janitorial Agency assigned to the Central Office and Registries of Deeds shall be bonded personnel covered by the SSS Insurance including all standard workmen benefits. The Janitorial Agency shall be responsible for any liability that may arise due to its personnel not being so bonded or covered.</p> <p>The Janitorial Agency shall remit directly to the SSS, ECC, Philhealth, and Pag-Ibig the monthly</p>	

	<p>employer's share and employee's contributions. Failure to comply for the duration of the contract shall be a ground for cancellation/termination of the contract.</p> <p>3.The Janitorial Agency shall provide on its own account, uniforms and identification cards which shall be worn at all times while inside the premises. Service personnel not in proper uniform and/or without an ID shall not be allowed to render service except if there is no reliever, and in such case, the approval of the LRA General Services Division is required. Proper uniform shall include the wearing of appropriate closed shoes.</p> <p>4.The Janitorial Agency shall maintain a very satisfactory level of performance throughout the term of the contract, and a report shall be submitted to LRA every quarter, based on the following criteria:</p> <ul style="list-style-type: none"> <li>a.Quality of service;</li> <li>b.Time management;</li> <li>c.Management and sustainability of personnel;</li> <li>d.Contract administration and management; and</li> <li>e.Provision of regular progress report.</li> </ul> <p>5.The Janitorial Agency shall compensate the injured service personnel or the legal heirs/beneficiaries of the deceased service personnel, when injury or death occurs while in the performance of their assigned duties and responsibilities.</p> <p>6.The Janitorial Agency shall perform such other duties as required of the janitorial service provider under government rules and regulations and those which may, from time to time, or on special occasions, be requested by LRA to be performed.</p>	
	<p><b>SCOPE OF WORKS</b></p> <p><b>A. DAILY SERVICES</b></p> <ul style="list-style-type: none"> <li>1. Sweeping, mopping, spot scrubbing, and polishing of floors, lobbies, elevators, stairs, railings, and corridors;</li> <li>2. Cleaning, sanitizing of restrooms with the use of effective disinfecting agents to be used on washbasins, urinals and toilet bowls;</li> <li>3. Cleaning and dusting of surfaces;</li> </ul>	

4. Cleaning and dusting of all glass tops, windows, walls, doors, air vents, and partitions;
5. Cleaning of furnitures and fixtures, panels, and window sills;
6. Disposal of trash bins from confines of the building to the receptacle provided for this purpose;
7. Sweeping of sidewalks, driveways, and lawns around the building;
8. Cleaning and maintenance of grounds, parking area, garage, security guardhouse, and other premises of buildings;
9. Watering, trimming and cultivating of all ornamental plants inside and outside of the building;
10. Dusting of all paintings, bulletin boards, and other wall hangings; and
11. Help the LRA Maintenance Unit in the upkeep/repair of telephone, electrical, plumbing, and air conditioning systems, including carpentry works and repair of office furnitures and fixtures and equipment.

**B. WEEKLY SERVICES**

1. Thorough washing of floors and staircases with soap and water, waxing, and polishing;
2. Washing and scrubbing of corridors, stairways, and wall columns;
3. Thorough cleaning and disinfecting of all comfort rooms;
4. Thorough cleaning of electric fans and venetian blinds;
5. Polishing of all railings, counters and door knobs, metal signs, reception tables and stair nosing;
6. Sweeping, cleaning, and removing dirt/debris at canopies and roof tops;
7. Exposure of indoor plants to outdoor air but not to direct sunlight;
8. Cleaning and vacuuming of all carpets, chairs, and draperies;
9. General cleaning of rooms, storages, roof deck; and
10. Cultivating plants and applying fertilizer to plants and cutting grass or lawns at tolerable heights.

**C. MONTHLY SERVICES**

1. General cleaning and sanitation of all vertical and horizontal and over-hanging areas;
2. Pest control and fogging of flying insects inside the building;
3. Deodorizing of all offices of Officials and conference rooms;

	<ol style="list-style-type: none"> <li>4. General cleaning and inspection of manhole and oil traps;</li> <li>5. General cleaning of all exterior glasses and ledges; and</li> <li>6. Assist the LRA Maintenance Unit in the general maintenance work on the generator set.</li> </ol> <p><b>D. QUARTERLY</b></p> <p>Assist the LRA Maintenance Unit in the general maintenance work and repair of air conditioning system, plumbing system, and necessary works on roof repairs and waterproofing system.</p> <p><b>E. SEMI-ANNUAL</b></p> <p>Assist the LRA Maintenance Unit in the general maintenance work and repair of the fire protection system.</p> <p><b>F. TIMELY SUBMISSION OF WEEKLY, MONTHLY &amp; QUARTERLY REPORTS</b></p> <ol style="list-style-type: none"> <li>1. Weekly reports should be submitted every Monday of the following week.</li> <li>2. Monthly reports should be submitted on the 5th day of every ensuing month.</li> <li>3. Quarterly report submission is due 5 days after the end of every quarter.</li> </ol> <p><b>G. MISCELLANEOUS SERVICES</b></p> <ol style="list-style-type: none"> <li>1. Hauling of office furniture and equipment within the premises;</li> <li>2. Report to the General Services Division the repairs needed such as, but not limited to, leaking faucets, busted lights, clogged drainage, and chipped walls; and</li> <li>3. Performing miscellaneous errands that may be required within the office and extra hour services during special occasions.</li> </ol>	
	<p><b>GENERAL CLEANING REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Know what materials to use for a given surface;</li> <li>2. Know how to handle equipment: <ol style="list-style-type: none"> <li>a. lifting of furnitures and fixtures and various equipment;</li> <li>b. opening and closing of venetian blinds; and</li> <li>c. cleaning tools must be clean before and after use.</li> </ol> </li> <li>3. No loitering;</li> <li>4. Cleaning of garbage bins, water drains, trenches or canals, oil traps, and manholes;</li> <li>5. Completion of work as tasked; and</li> </ol>	



	<p>6. Standard of cleanliness all the time:</p> <ul style="list-style-type: none"> <li>a. Shiny;</li> <li>b. No odor;</li> <li>c. No debris;</li> <li>d. No stain;</li> <li>e. No dirty corners;</li> <li>f. Hidden surfaces must be cleaned from time to time; and</li> <li>g. No cobwebs.</li> </ul>	
	<p><b>SUPPLY AND EQUIPMENT</b></p> <p>Supplies and equipment shall be provided by the Janitorial Agency in accordance with the schedule of supply and equipment requirements. It shall be subject to inspection by the General Service Division (GSD) prior to the commencement of the contract. (See Annex "B")</p>	
	<p><b>STANDARD QUALIFICATIONS FOR JANITORIAL PERSONNEL:</b></p> <p><b>A. Supervisor</b></p> <ul style="list-style-type: none"> <li>a. At least finished Second Year Level in College with 72 units or a graduate of K to12 program;</li> <li>b. With at least two (2) years of experience in janitorial operations;</li> <li>c. Not less than thirty (30) years old nor more than fifty (50) years of age;</li> <li>d. Physically and mentally fit (medical certificate and drug test result attached); and</li> <li>e. With good moral character and must have no derogatory or criminal records.</li> </ul> <p><b>B. Janitor</b></p> <ul style="list-style-type: none"> <li>a. With at least six (6) months experience in janitorial operations;</li> <li>b. Not less than twenty-one (21) years old nor more than fifty (50) years of age;</li> <li>c. Physically and mentally fit (medical certificate and drug test result attached); and</li> <li>d. With good moral character and must have no derogatory or criminal records.</li> </ul> <p><b>C. Skilled Worker</b></p> <ul style="list-style-type: none"> <li>a. 1-Skilled Electrician with experience in building maintenance;</li> <li>b. 1-Skilled Plumber with experience in water line and sprinkler system operation; and</li> </ul>	

	<p>c. 1-Skilled Carpenter with finishing work experience.</p> <p><b>NOTE:</b></p> <p>The above skilled workers shall be identified and certified by the Janitorial Agency as to its qualifications. They shall be deployed in the LRA Central Office Building and nearby registry offices as may be deemed necessary by the LRA. All materials needed for the repair of the building shall be the responsibility of LRA, however equipment and tools necessary to undertake the works may be provided by the contractor.</p>	
	<p><b>DISCIPLINARY MEASURES</b></p> <p>The following violations shall be a ground for recommendation of disciplinary action by the contractor against its janitors; to wit:</p> <ol style="list-style-type: none"> <li>1. Disrespect to superior officers and to clients' officers and employees;</li> <li>2. Absent without notifying office and superior officers;</li> <li>3. Offensive, immoral, or vulgar languages;</li> <li>4. Lousy uniform or not wearing of proper uniform while on duty;</li> <li>5. Reading newspaper or any magazine while on duty;</li> <li>6. Late for duty;</li> <li>7. Unshaved mustache and beard (male);</li> <li>8. Long hair (male);</li> <li>9. Use of company or client property without the latter's consent;</li> <li>10. Not keeping janitorial equipment in its proper place;</li> <li>11. Drawing of salary during tour of duty;</li> <li>12. Not following special instructions of client or superiors;</li> <li>13. Sleeping while on duty;</li> <li>14. Gambling while on duty;</li> <li>15. Bringing of individual of ill-repute to the premises;</li> <li>16. The assigned area for cleaning is untidy;</li> <li>17. Drinking any alcoholic beverages while on duty or inside the premises after duty;</li> <li>18. Use or possession of illegal drugs;</li> <li>19. Carrying or possessing firearms and other deadly weapons;</li> <li>20. Quarreling; fighting;</li> </ol>	

	<ol style="list-style-type: none"> <li>21. Dishonesty;</li> <li>22. Abandoning of post;</li> <li>23. Bringing home or taking out of janitorial supplies outside the LRA premises;</li> <li>24. Entertaining personal guests while on duty;</li> <li>25. Vandalism; and</li> <li>26. Playing mobile games or gadgets while on duty.</li> </ol>	
	<p><b>TERMS OF PAYMENT AND REPORTORIAL REQUIREMENTS AS SUPPORTING DOCUMENTS FOR PAYMENT OF JANITORIAL SERVICES</b></p> <p>The Janitorial Agency may bill LRA on a bi-monthly basis. Billings or requests for payment shall be supported by the following documents:</p> <ol style="list-style-type: none"> <li>1. Bi-Monthly Billing for rendered janitorial services ;</li> <li>2. Bi-Monthly Service Invoice, indicating the breakdown and the total amount being collected;</li> <li>3. Daily Time Records of the Supervisor, Janitors, and Skilled Workers for the billing period;</li> <li>4. Bi-Monthly Summary Payroll of the deployed personnel and their rendered hours of service/duty;</li> <li>5. Certified true copy of the Janitorial Service Contract;</li> <li>6. Bi-Monthly Accomplishment Report;</li> <li>7. Request for payment;</li> <li>8. Certificate of Acceptance for supplies delivered to Central Office and Registries of Deeds should be submitted at the end of each month;</li> <li>9. Monthly Performance Appraisal Report according to COA Circular No. 2023-004; and</li> <li>10. Proof of remittances to concerned government agencies and/or GOCC (BIR/SSS/Pag-Ibig).</li> </ol>	

	<p><b>PRE-DEPLOYMENT REQUIREMENTS</b></p> <p>Prior to the deployment of the supervisor, janitorial personnel, and skilled workers in the LRA Central Office and/or Registries of Deeds, the list of their names shall be submitted by the awarded janitorial agency to the General Services Division. The list shall attach the required documents as follows: bio-data sheet for each personnel, along with the certified true copy of the following:</p> <ol style="list-style-type: none"> <li>1. Valid NBI clearance,</li> <li>2. Police clearance,</li> <li>3. Barangay clearance,</li> <li>4. Medical certificate,</li> <li>5. Drug test result (issued by a DOH-accredited drug testing facility).</li> </ol>	
	<p><b>TERMINATION OF CONTRACT</b></p> <p>The Land Registration Authority may terminate this contract if the Janitorial Agency receives three (3) unsatisfactory performance ratings within a six (6) month period, following written warnings for the first two (2) occurrences. Performance appraisals will be conducted monthly, or more frequently if deemed necessary by the Land Registration Authority. The results of these appraisals will be documented and shared with the Janitorial Agency.</p> <p>Without the need for judicial intervention, the Land Registration Authority or the Janitorial Agency may terminate the Janitorial Service Contract thirty (30) days upon notice, particularly for breach of contract.</p>	

	<p><b>MISCELLANEOUS PROVISIONS</b></p> <p>The Janitorial Services Agency may request an adjustment of the stipulated price if there is an increase in the number of days per year, or the minimum wage is increased, or fringe benefits are granted in favor of the janitors as promulgated by law, executive order, and wage order. The adjustment shall be equivalent only to the amount of the increase in the number of days per year, or minimum wage or fringe benefits as promulgated by law, decree, or order, as the case may be. The adjustment is subject to the availability of funds and shall be awarded upon/evaluation and approval by the LRA.</p>	
--	---	--

I hereby certify to comply and deliver all the above requirements.

_____ <b>Name of Company/Bidder</b>	_____ <b>Signature Over Printed Name of Representative</b>	_____ <b>Date</b>
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## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

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

#### Technical Documents

- (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; **and**
- (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; **and**
- (d) 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**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) 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.

#### Financial Documents

- (g) 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*

- (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

- (i) Original of duly signed and accomplished Financial Bid Form with **Detailed Cost Distribution; and**
- (j) Original of duly signed and accomplished Price Schedule(s).

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

- (k) *[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.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Additional Requirements:

Certificate of Membership and at least 3 months of latest contributions to the following:

- 1. SSS
- 2. Philhealth
- 3. PAG-IBIG

(**January, February, and March 2025** official receipts of the above contributions shall be attached on the last page of the financial component; however, the corresponding alpha lists of the employees' contribution shall be made available during the post qualification).



**Bid Form for the Procurement of Goods**  
*[shall be submitted with the Bid]*

---

**BID FORM**

Date : \_\_\_\_\_  
Project Identification No. : \_\_\_\_\_

To: *LAND REGISTRATION AUTHORITY*

Gentlemen and/or Ladies:

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 **Rebidding for the Provision of Janitorial Services in the Land Registration Authority and its Registries of Deeds Nationwide for FY 2025** in conformity with the said PBDs for the sum of *[amount in words (amount in numbers)]*, inclusive of VAT or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

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

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

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

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

_____	_____
_____	_____

(if none, state "None") ]

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

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

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

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

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

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

(Bidder's Company Letterhead)

**PRICE SCHEDULE FORM**

BID ITEMS	MONTHLY COST	TOTAL COST FOR SIX (6) MONTHS
1. Manpower Cost		
2. Cost of Supplies and Materials,		
3. Agency Fee (Administrative Overhead, and Profit Margin)		
4. Value Added Tax (sum of 1, 2 & 3 x 12%)		
TOTAL BID PRICE		
Bidder's Bond		

## **Bid Securing Declaration Form**

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

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

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

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

I/We, the undersigned, declare that:

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

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**[Jurat]**

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

## Contract Form for the Procurement of Goods (Revised)

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

---

### CONTRACT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

## Contract Agreement Form for the Procurement of Goods (Revised)

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

---

### CONTRACT AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

**Acknowledgment**

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

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

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

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

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

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

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

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

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

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

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

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

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

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

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



end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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

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

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

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

**Performance Securing Declaration (Revised)**

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

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S

**PERFORMANCE SECURING DECLARATION**

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]  
To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

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

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*  
*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

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

## SCHEDULE OF REQUIREMENTS

**DISTRIBUTION OF JANITORS IN THE LRA CENTRAL OFFICE AND ITS REGISTRIES OF  
DEEDS NATIONWIDE  
FY 2025**

	LOCATION	NO. OF DAYS PER WEEK	QTY
<b>NCR</b>			
	Central Office	6 DAYS	34
	Valenzuela City	5 DAYS	1
	Paranaque City	5 DAYS	1
	Las Pinas City	5 DAYS	1
	Marikina City	5 DAYS	1
	Caloocan City	5 DAYS	1
	Mandaluyong City	5 DAYS	1
	Malabon City	5 DAYS	1
	Muntinlupa City	5 DAYS	1
	Pasig City	5 DAYS	1
	San Juan	5 DAYS	1
	Quezon City	5 DAYS	1
	Taguig City	5 DAYS	1
	Manila City	5 DAYS	1
	<b>SUBTOTAL</b>		<b>47</b>
<b>CAR</b>			
	Bangued, Abra	5 DAYS	1
	Tabuk, Kalinga Apayao	5 DAYS	1
	Lamut, Ifugao	5 DAYS	1
	Bontoc, Mountain Province	5 DAYS	1
	<b>SUBTOTAL</b>		<b>4</b>
<b>REGION I</b>			
	Lingayen, Pangasinan	5 DAYS	1
	Laoag City	5 DAYS	1
	San Fernando, La Union	5 DAYS	1
	Batac, Ilocos Norte	5 DAYS	1
	Ilocos Norte Province	5 DAYS	1
	Dagupan City, Pangasinan	5 DAYS	1
	<b>SUBTOTAL</b>		<b>6</b>
<b>REGION II</b>			
	Iligan, Isabela	5 DAYS	1
	Tuguegarao, Cagayan	5 DAYS	1
	Sanchez Mira, Cagayan	5 DAYS	1
	Bayombong, Nueva Vizcaya	5 DAYS	1
	Cabarroguis, Quirino	5 DAYS	1
	<b>SUBTOTAL</b>		<b>5</b>
<b>REGION III</b>			
	Tarlac City, Tarlac	5 DAYS	1
	Balanga, Bataan	5 DAYS	1

	Meycauayan, Bulacan	5 DAYS	1
	Palayan City, Nueva Ecija	5 DAYS	1
	San Fernando, Pampanga	5 DAYS	1
	Iba, Zambales	5 DAYS	1
	Guiguinto, Bulacan	5 DAYS	1
	Baler, Aurora	5 DAYS	1
	San Jose Del Monte	5 DAYS	1
		<b>SUBTOTAL</b>	<b>9</b>
<b>REGION IV</b>			
	Antipolo City	5 DAYS	1
	Calamba, Laguna	5 DAYS	1
	San Pablo City	5 DAYS	1
	Lipa City	5 DAYS	1
	Cavite City	5 DAYS	1
	Tagaytay City	5 DAYS	1
	Batangas City	5 DAYS	1
	Binangonan Rizal	5 DAYS	1
	Nasugbu, Batangas	5 DAYS	1
	Morong, Rizal	5 DAYS	1
	Boac, Marinduque	5 DAYS	1
	Romblon, Romblon	5 DAYS	1
		<b>SUBTOTAL</b>	<b>12</b>
<b>REGION V</b>			
	Naga, Camarines Sur	5 DAYS	1
	Naga City	5 DAYS	1
	Daet Camarines Norte	5 DAYS	1
	Albay Province	5 DAYS	1
	Legaspi City	5 DAYS	1
		<b>SUBTOTAL</b>	<b>5</b>
<b>REGION VI</b>			
	Iloilo City	5 DAYS	1
	Kalibo, Aklan	5 DAYS	1
	Iloilo Province	5 DAYS	1
	Roxas City	5 DAYS	1
	San Jose, Antique	5 DAYS	1
		<b>SUBTOTAL</b>	<b>5</b>
<b>REGION VII</b>			
	Bohol Province	5 DAYS	1
	Tagbilaran Province	5 DAYS	1
	Bais City, Negros Oriental	5 DAYS	1
	Dumaguete City	5 DAYS	1
		<b>SUBTOTAL</b>	<b>4</b>
<b>REGION VIII</b>			
	Borongan, Eastern Samar	5 DAYS	1
	Maasin, Southern Leyte	5 DAYS	1
	Tacloban City	5 DAYS	1
	Calbayog City	5 DAYS	1

	Catarman, Northern Samar	5 DAYS	1
		<b>SUBTOTAL</b>	<b>5</b>
<b>REGION IX</b>			
	Dipolog City	5 DAYS	1
	Zamboanga City	5 DAYS	1
		<b>SUBTOTAL</b>	<b>2</b>
<b>REGION X</b>			
	Cagayan De Oro City	5 DAYS	1
	Misamis Oriental Province	5 DAYS	1
	Ozamis City	5 DAYS	1
	Oroquieta City	5 DAYS	1
	Misamis Occidental Province	5 DAYS	1
	Tangub City	5 DAYS	1
	Mambajao, Camiguin	5 DAYS	1
		<b>SUBTOTAL</b>	<b>7</b>
<b>REGION XI</b>			
	Davao City	5 DAYS	1
	Tagum, Davao del Norte	5 DAYS	1
		<b>SUBTOTAL</b>	<b>2</b>
<b>REGION XII</b>			
	General Santos City	5 DAYS	1
	Isulan, Sultan Kudarat	5 DAYS	1
	Kidapawan, North Cotabato	5 DAYS	1
	Koronadal, South Cotabato	5 DAYS	1
	Alabel, Sarangani	5 DAYS	1
		<b>SUBTOTAL</b>	<b>5</b>
<b>BARMM</b>			
	Lanao Del Sur	5 DAYS	1
		<b>SUBTOTAL</b>	<b>1</b>
<b>CARAGA</b>			
	Surigao City	5 DAYS	1
	Surigao Province	5 DAYS	1
		<b>SUBTOTAL</b>	<b>2</b>
		<b>Grand total</b>	<b>121</b>

**SCHEDULE OF SUPPLIES AND EQUIPMENT**

**ANNEX B**

**SUPPLIES AND MATERIALS (Monthly Minimum Requirement)**

<b>MONTHLY SUPPLIES</b>			
<b>NO.</b>	<b>Standard Cleaning Solutions</b>	<b>Total Quantity</b>	<b>Unit</b>
1	Air Freshener (liquid)	40	Gallons
2	Air Freshener	100	Tubes
3	Insecticide Spray	50	Tubes
4	Alcohol	50	Gallons
5	Deodorant Cake	300	Pieces
6	Disinfectant Liquid	10	Gallons
7	Furniture Spray	72	Tubes
8	Metal Polish	10	Cans
9	Toilet Bowl Cleaners	10	Gallons
10	Complete Sealer	15	Gallons
11	Flannel	130	Pieces
12	Garbage Bag (Big)	2000	Pieces
13	Mop Head	70	Pieces
14	Powder Soap	130	Kilos
15	Round Rags	50	Bundles
16	Steel Wool	50	Reams
17	Wax Stripper	10	Gallons
18	Wipe Out	10	Cans
19	Tissue Papers	100	Rolls
20	Glass Cleaner	10	Gallons
21	Hand Pad	50	Pieces
22	Polishing Pad	10	Pads
23	Scrubbing Pad	10	Pads
24	Hand Soap	30	Gallons
25	Zonrox/Bleach or Chlorine	25	Gallons
26	Terra Nova	3	Gallons
27	Hand Gloves	15	Boxes
28	Garbage Bag Small	1000	Pieces

QUARTERLY SUPPLIES			
NO.	Standard Cleaning Solutions	Total Quantity	Unit
1	Trigger Sprayer, Plastic	50	Pieces
2	Soft Broom	75	Pieces
3	Stick Broom	30	Pieces
4	Bowl Brush	75	Pieces
5	Toilet Bowl Suction	15	Pieces
6	Cobweb Broom	30	Pieces
7	Hand Brush	75	Pieces
8	Mop Handle	60	Pieces
9	Push Brush	35	Pieces
10	Dust Pans	35	Pieces
11	Feather Duster	20	Pieces
12	Rubber Floor Mat (Length-72 in., x 51 in. Width)	6	Pieces
13	Squeegee, glass wiper	35	pieces

EQUIPMENT			
NO.	Standard Cleaning Solutions	Total Quantity	Unit
1	Bolo	6	pieces
2	Shovel	6	pieces
3	Glass Scissors	5	pieces
4	Caution Sign "Wet Floor"	10	pieces
5	Vacuum, wet & dry	2	unit
6	Garden Hose (100m) & Accessories	2	unit
7	Plastic Pail (5 gal. capacity)	50	pieces
8	Spatula	40	pieces
9	Electric Floor Polisher	6	unit
10	Mop Squeezer	6	pieces
11	Power Saw	1	unit
12	Buggy Cart (For Garbage)	3	unit
13	Grass Cutter	2	unit
14	Scaffolding	2	sets

**COST DISTRIBUTION**

**DETAILED MONTHLY COST DISTRIBUTION  
PER JANITOR  
FY 2025**

<b>Areas Covered</b>	<b>No. of Janitor</b>	<b>No. of days per year</b>	<b>Daily Basic Wage (DBW)</b>
(1)	(2)	(3)	(4)
<b>LRA Central Office</b>	34	313.00	<b>645.00</b>
<b>NCR</b>			
Quezon City	1	261.00	<b>645.00</b>
Las Piñas City	1	261.00	<b>645.00</b>
Muntinlupa City	1	261.00	<b>645.00</b>
Valenzuela	1	261.00	<b>645.00</b>
Pasig City	1	261.00	<b>645.00</b>
Taguig City	1	261.00	<b>645.00</b>
San Juan	1	261.00	<b>645.00</b>
Marikina	1	261.00	<b>645.00</b>
Caloocan	1	261.00	<b>645.00</b>
Malabon	1	261.00	<b>645.00</b>
Mandaluyong	1	261.00	<b>645.00</b>
Manila	1	261.00	<b>645.00</b>
Paranaque	1	261.00	<b>645.00</b>
<b>CAR</b>			
Bangued, Abra	1	261.00	<b>470.00</b>
Tabuk, Kalinga Apayao	1	261.00	<b>470.00</b>
Lamut, Ifugao	1	261.00	<b>470.00</b>
Bontoc, Mountain Province	1	261.00	<b>470.00</b>
<b>Region I</b>			
Lingayen, Pangasinan	1	261.00	<b>468.00</b>
Ilocos Norte, Province	1	261.00	<b>468.00</b>
Laoag City	1	261.00	<b>468.00</b>
Batac, Ilocos Norte	1	261.00	<b>468.00</b>
San Fernando, La Union	1	261.00	<b>468.00</b>
Dagupan City	1	261.00	<b>468.00</b>



Areas Covered	No. of Janitor	No. of days per year	Daily Basic Wage (DBW)
<b>Region II</b>			
Tuguegarao, Cagayan	1	261.00	480.00
Sanchez Mira, Cagayan	1	261.00	480.00
Bayombong, Nueva Vizcaya	1	261.00	480.00
Ilagan, Isabela	1	261.00	480.00
Cabarroguis, Quirino	1	261.00	480.00
<b>Region III</b>			
San Fernando, Pampanga	1	261.00	550.00
Balanga, Bataan	1	261.00	550.00
Iba, Zambales	1	261.00	550.00
Guiguinto, Bulacan	1	261.00	550.00
Meycauayan, Bulacan	1	261.00	550.00
Palayan City, N.E.	1	261.00	550.00
Tarlac City, Tarlac	1	261.00	550.00
Baler, Aurora	1	261.00	500.00
San Jose Del Monte, Bulacan	1	261.00	550.00
<b>Region IV</b>			
Antipolo City	1	261.00	560.00
Calamba, Laguna	1	261.00	540.00
Cavite City	1	261.00	540.00
San Pablo City	1	261.00	540.00
Tagaytay City	1	261.00	540.00
Lipa City	1	261.00	540.00
Batangas City	1	261.00	540.00
Binangonan, Rizal	1	261.00	520.00
Nasugbu, Batangas	1	261.00	520.00
Morong, Rizal	1	261.00	450.00
Romblon, Romblon	1	261.00	430.00
Boac, Marinduque	1	261.00	430.00
<b>Region V</b>			
Naga City	1	261.00	415.00
Naga, Camarines Sur	1	261.00	415.00
Daet, Camarines Norte	1	261.00	415.00
Albay	1	261.00	415.00
Legaspi City	1	261.00	415.00
<b>Region VI</b>			
Kalibo, Aklan	1	261.00	513.00
Iloilo City	1	261.00	513.00
Iloilo Province	1	261.00	513.00
Roxas City	1	261.00	513.00
San Jose, Antique	1	261.00	513.00

Areas Covered	No. of Janitor	No. of days per year	Daily Basic Wage (DBW)
<b>Region VII</b>			
Bohol Province	1	261.00	463.00
Tagbilaran City	1	261.00	463.00
Bais City( Prov. of Negros Or.)	1	261.00	463.00
Dumaguete City(Prov. of Negros O	1	261.00	463.00
<b>Region VIII</b>			
Maasin, Southern Leyte	1	261.00	420.00
Tacloban City	1	261.00	420.00
Borongan, Eastern Samar	1	261.00	420.00
Calbayog City	1	261.00	420.00
Catarman, Northern Samar	1	261.00	420.00
<b>Region IX</b>			
Dipolog City	1	261.00	414.00
Zamboanga City	1	261.00	414.00
<b>Region X</b>			
Cagayan De Oro City	1	261.00	461.00
Misamis Oriental Province	1	261.00	461.00
Ozamis City	1	261.00	461.00
Tangub City	1	261.00	446.00
Oroquieta City	1	261.00	446.00
Mambajao, Camiguin	1	261.00	446.00
Misamis Occidental	1	261.00	446.00
<b>Region XI</b>			
Davao City	1	261.00	510.00
Tagum, Davao del Norte	1	261.00	510.00
<b>Region XII</b>			
General Santos City	1	261.00	430.00
Kidapawan, North Cotabato	1	261.00	430.00
Isulan, Sultan Kudarat	1	261.00	430.00
Alabel, Sarangani	1	261.00	430.00
Koronadal, South Cotabato	1	261.00	430.00
<b>CARAGA</b>			
Surigao City	1	261.00	415.00
Surigao Province	1	261.00	415.00
<b>BARMM</b>			
Lanao de Sur	1	261.00	336.00

TOTAL

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**Note: DETAILED COMPUTATION / COST DISTRIBUTION OF THE MINIMUM MONTHLY CONTRACT**

*The LRA estimate which is based on the minimum wage and allowances benefits required by law, shall be the major basis for determining the responsiveness of the bid of qualified bidders. Strictly follow the National Wage and Productivity Commission - DOLE computed rates due to the Janitors and to the Government in the computation of the bid offers, while the bid offers on the Agency Fee (Administrative and Overhead Margin) shall be left to the decision of the bidder.*