



## INVITATION FOR NEGOTIATED PROCUREMENT FOR TWO-FAILED BIDDINGS

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

1. In view of the two (2) failed bidding, the Land Registration Authority, 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 **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-BAC** now invites technically, legally, and financially capable suppliers for the said project.
3. The Procurement procedure for this requirement is Negotiated Procurement for Two-Failed Bidding pursuant to Section 53.1 of 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The selection of the successful offer shall be based on the best and final offer that will be submitted on the set deadline by the LRA-BAC and which would meet the minimum technical specifications required.

4. The interested bidders may obtain further information from the LRA-BAC Secretariat for Non-Infra at the address given below from May 22, 2025 to May 29, 2025, Monday to Friday, at 8:00 AM to 5:00 PM.
5. The LRA-BAC will hold a Negotiation Meeting on May 29, 2025 at 10:00 AM at LRA Conference Room, LRA Building, East Avenue corner NIA Road, Diliman, Quezon City, which shall be open to prospective bidders.
6. Two (2) copies of the proposals (one original and one copy) must be submitted to the LRA-BAC which must be duly received by the LRA-BAC Secretariat through manual submission at the office address on or before **9:00 AM of June 5, 2025**. Late submission shall not be accepted.
7. The Opening of Negotiation Documents or Proposals shall be on **10:00 AM of June 5, 2025**.
8. Interested bidders shall submit the following documents in sealed envelopes, labeled as "Negotiated Procurement for Two-Failed Biddings", with the title of the procurement project, name of the bidder, address, the contact details of the bidder, addressed to the LRA-BAC.

## A. Eligibility and Technical Documents

- a) Valid PhilGEPS Registration Certificate (Platinum Membership), including the Annex/es;
- b) Statement of Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid. For this purpose, contracts similar to the Project shall be:
  - refer to **Provision of Janitorial Services**
  - completed within three (3) years prior to the date of submission of the best and final offer.
  - SLCC shall be supported by a Certificate of Final Acceptance with evaluation rating of at least "Satisfactory".
- c) The bid security shall be in the form of a duly notarized Bid Securing Declaration, or any of the following forms under the 2016 revised IRR of RA 9184:
  - The amount of not less than **PHP 300,726.38** [(2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
  - The amount of not less than **PHP 751,815.96** [(5%) of ABC] if bid security is in Surety Bond.
- d) Conformity with the Schedule of Requirements (Annex "A");
- e) Conformity with the Technical Specifications (Annex "B");
- f) Notarized Omnibus Sworn Statement (OSS) supported with Notarized Secretary's Certificate in case of a corporation or cooperative; in case of partnership or single proprietorship, the bidder shall submit Special Power of Attorney executed by the partners or single proprietorship, whichever is applicable.

In case of Joint Venture, Special Power of Attorney shall be submitted by 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.
- g) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statement 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.
- h) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of best and final offer;
- i) 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.

## **B. Financial Documents**

j) Bid Form

k) Price Schedule

9. The Special Conditions of the Contract (Annex "C") shall form part of the contract. Other conditions of the contract shall be governed by the implementation of the rules and regulations of RA 9184 and other related and applicable laws.
10. The Head of the Procuring Entity reserves the right to reject any and all Bids, declare failure of bidding, or not award the contract in accordance with Section 41 of the 2016 revised Implementing Rules and Regulations.
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/>

Issued this 22nd day of May 2025.

  
**MARY JANE G. YSMAEL**

*Chairperson, LRA Bids and Awards Committee*

*East Avenue corner NIA Road, Diliman, Quezon City*



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 No.	Description	Quantity	Delivered, Weeks/Months
1	<p><b>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.</p>	121 janitors	6 months contract (July 01, 2025 - December 31, 2025)

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

**Name of Company/Bidder**

**Signature Over Printed Name  
Of Representative**

**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>	

**GENERAL CONDITIONS**

- 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;
- 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;
- 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;
- 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;
- 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;
- 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;
- g.No assignment whatsoever of the Janitorial Service Contract shall be made to any third party; and
- 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.



**DUTIES AND RESPONSIBILITIES OF THE JANITORIAL AGENCY**

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.

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.

The Janitorial Agency shall remit directly to the SSS, ECC, Philhealth, and Pag-Ibig the monthly 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.

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.

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:

- a.Quality of service;
- b.Time management;
- c.Management and sustainability of personnel;
- d.Contract administration and management; and
- e.Provision of regular progress report.

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



	<p>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> <ol 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><li>4. Cleaning and dusting of all glass tops, windows, walls, doors, air vents, and partitions;</li><li>5. Cleaning of furnitures and fixtures, panels, and window sills;</li><li>6. Disposal of trash bins from confines of the building to the receptacle provided for this purpose;</li><li>7. Sweeping of sidewalks, driveways, and lawns around the building;</li><li>8. Cleaning and maintenance of grounds, parking area, garage, security guardhouse, and other premises of buildings;</li><li>9. Watering, trimming and cultivating of all ornamental plants inside and outside of the building;</li><li>10. Dusting of all paintings, bulletin boards, and other wall hangings; and</li><li>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.</li></ol> <p><b>B. WEEKLY SERVICES</b></p> <ol style="list-style-type: none"><li>1. Thorough washing of floors and staircases with soap and water, waxing, and polishing;</li><li>2. Washing and scrubbing of corridors, stairways, and wall columns;</li><li>3. Thorough cleaning and disinfecting of all comfort rooms;</li><li>4. Thorough cleaning of electric fans and venetian blinds;</li><li>5. Polishing of all railings, counters and door knobs, metal signs, reception tables and stair nosing;</li></ol>	

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;
4. General cleaning and inspection of manhole and oil traps;
5. General cleaning of all exterior glasses and ledges; and
6. Assist the LRA Maintenance Unit in the general maintenance work on the generator set.

**D. QUARTERLY**

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.

**E. SEMI-ANNUAL**

Assist the LRA Maintenance Unit in the general maintenance work and repair of the fire protection system.

**F. TIMELY SUBMISSION OF WEEKLY, MONTHLY & QUARTERLY REPORTS**

1. Weekly reports should be submitted every Monday of the following week.
2. Monthly reports should be submitted on the 5th day of every ensuing month.
3. Quarterly report submission is due 5 days after the end of every quarter.

**G. MISCELLANEOUS SERVICES**

1. Hauling of office furniture and equipment within the premises;

	<ol style="list-style-type: none"> <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> <li>6. Standard of cleanliness all the time: <ol 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> </ol> </li> </ol>	
	<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> <ol 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> </ol>	



	<p><b>B. Janitor</b></p> <ol style="list-style-type: none"> <li>With at least six (6) months experience in janitorial operations;</li> <li>Not less than twenty-one (21) years old nor more than fifty (50) years of age;</li> <li>Physically and mentally fit (medical certificate and drug test result attached); and</li> <li>With good moral character and must have no derogatory or criminal records.</li> </ol> <p><b>C. Skilled Worker</b></p> <ol style="list-style-type: none"> <li>1-Skilled Electrician with experience in building maintenance;</li> <li>1-Skilled Plumber with experience in water line and sprinkler system operation; and</li> <li>1-Skilled Carpenter with finishing work experience.</li> </ol> <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>Disrespect to superior officers and to clients' officers and employees;</li> <li>Absent without notifying office and superior officers;</li> <li>Offensive, immoral, or vulgar languages;</li> <li>Lousy uniform or not wearing of proper uniform while on duty;</li> <li>Reading newspaper or any magazine while on duty;</li> <li>Late for duty;</li> <li>Unshaved mustache and beard (male);</li> </ol>	



	<ul style="list-style-type: none"><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><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></ul>	
	<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> <ul 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></ul>	

	<ol style="list-style-type: none"><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</p>	

	notice, particularly for breach of contract.	
	<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.

**Name of Company/Bidder**

**Signature Over Printed Name  
of Representative**

**Date**

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> <p>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;</p> <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</p>

	<p>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> <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.</p>
	<p><b>Regular and Recurring Services –</b></p> <p>“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.”</p>
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>



**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]**



STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT

(within three (3) years from the date of submission and receipt of bids)

Name of Client	Name of the Contract	Date and Status of the Contract	Kind of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery

I hereby certify that the above-mentioned are correct

Signature over the printed name of the authorized representative

Company name

Date

## **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]*

**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 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 Amount and Purpose of  
of agent Currency 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		

COST DISTRIBUTION

DETAILED MONTHLY COST DISTRIBUTION  
PER JANITOR  
FY 2025

Areas Covered	No. of Janitor	No. of days per year	Daily Basic Wage (DBW)	Daily COLA (DC)
(1)	(2)	(3)	(4)	(5)
LRA Central Office	34	313.00	645.00	0.00
NCR				
Quezon City	1	261.00	645.00	0.00
Las Piñas City	1	261.00	645.00	0.00
Muntinlupa City	1	261.00	645.00	0.00
Valenzuela	1	261.00	645.00	0.00
Pasig City	1	261.00	645.00	0.00
Taguig City	1	261.00	645.00	0.00
San Juan	1	261.00	645.00	0.00
Marikina	1	261.00	645.00	0.00
Caloocan	1	261.00	645.00	0.00
Malabon	1	261.00	645.00	0.00
Mandaluyong	1	261.00	645.00	0.00
Manila	1	261.00	645.00	0.00
Paranaque	1	261.00	645.00	0.00
CAR				
Bangued, Abra	1	261.00	470.00	0.00
Tabuk, Kalinga Apayao	1	261.00	470.00	0.00
Lamut, Ifugao	1	261.00	470.00	0.00
Bontoc, Mountain Province	1	261.00	470.00	0.00
Region I				
Lingayen, Pangasinan	1	261.00	468.00	0.00
Ilocos Norte, Province	1	261.00	468.00	0.00
Laoag City	1	261.00	468.00	0.00
Batac, Ilocos Norte	1	261.00	468.00	0.00
San Fernando, La Union	1	261.00	468.00	0.00
Dagupan City	1	261.00	468.00	0.00
Region II				
Tuguegarao, Cagayan	1	261.00	480.00	0.00
Sanchez Mira, Cagayan	1	261.00	480.00	0.00
Bayombong, Nueva Vizcaya	1	261.00	480.00	0.00
Ilagan, Isabela	1	261.00	480.00	0.00
Cabarroguis, Quirino	1	261.00	480.00	0.00

Areas Covered	No. of Janitor	No. of days per year	Daily Basic Wage (DBW)	Daily COLA (DC)
<b>Region III</b>				
San Fernando, Pampanga	1	261.00	550.00	0.00
Balanga, Bataan	1	261.00	550.00	0.00
Iba, Zambales	1	261.00	550.00	0.00
Guiguinto, Bulacan	1	261.00	550.00	0.00
Meycauayan, Bulacan	1	261.00	550.00	0.00
Palayan City, N.E.	1	261.00	550.00	0.00
Tarlac City, Tarlac	1	261.00	550.00	0.00
Baler, Aurora	1	261.00	500.00	0.00
San Jose Del Monte, Bulacan	1	261.00	550.00	0.00
<b>Region IV</b>				
Antipolo City	1	261.00	560.00	0.00
Calamba, Laguna	1	261.00	540.00	0.00
Cavite City	1	261.00	540.00	0.00
San Pablo City	1	261.00	540.00	0.00
Tagaytay City	1	261.00	540.00	0.00
Lipa City	1	261.00	540.00	0.00
Batangas City	1	261.00	540.00	0.00
Binangonan, Rizal	1	261.00	520.00	0.00
Nasugbu, Batangas	1	261.00	520.00	0.00
Morong, Rizal	1	261.00	450.00	0.00
Romblon, Romblon	1	261.00	430.00	0.00
Boac, Marinduque	1	261.00	430.00	0.00
<b>Region V</b>				
Naga City	1	261.00	415.00	0.00
Naga, Camarines Sur	1	261.00	415.00	0.00
Daet, Camarines Norte	1	261.00	415.00	0.00
Albay	1	261.00	415.00	0.00
Legaspi City	1	261.00	415.00	0.00
<b>Region VI</b>				
Kalibo, Aklan	1	261.00	513.00	0.00
Iloilo City	1	261.00	513.00	0.00
Iloilo Province	1	261.00	513.00	0.00
Roxas City	1	261.00	513.00	0.00
San Jose , Antique	1	261.00	513.00	0.00
<b>Region VII</b>				
Bohol Province	1	261.00	463.00	0.00
Tagbilaran City	1	261.00	463.00	0.00
Bais City( Prov. of Negros Or.)	1	261.00	463.00	0.00
Dumaguete City(Prov. of Negros O	1	261.00	463.00	0.00



Areas Covered	No. of Janitor	No. of days per year	Daily Basic Wage (DBW)	Daily COLA (DC)
<b>Region VIII</b>				
Maasin, Southern Leyte	1	261.00	420.00	0.00
Tacloban City	1	261.00	420.00	0.00
Borongan, Eastern Samar	1	261.00	420.00	0.00
Calbayog City	1	261.00	420.00	0.00
Catarman, Northern Samar	1	261.00	420.00	0.00
<b>Region IX</b>				
Dipolog City	1	261.00	414.00	0.00
Zamboanga City	1	261.00	414.00	0.00
<b>Region X</b>				
Cagayan De Oro City	1	261.00	461.00	0.00
Misamis Oriental Province	1	261.00	461.00	0.00
Ozamis City	1	261.00	461.00	0.00
Tangub City	1	261.00	446.00	0.00
Oroquieta City	1	261.00	446.00	0.00
Mambajao, Camiguin	1	261.00	446.00	0.00
Misamis Occidental	1	261.00	446.00	0.00
<b>Region XI</b>				
Davao City	1	261.00	510.00	0.00
Tagum, Davao del Norte	1	261.00	510.00	0.00
<b>Region XII</b>				
General Santos City	1	261.00	430.00	0.00
Kidapawan, North Cotabato	1	261.00	430.00	0.00
Isulan, Sultan Kudarat	1	261.00	430.00	0.00
Alabel, Sarangani	1	261.00	430.00	0.00
Koronadal, South Cotabato	1	261.00	430.00	0.00
<b>CARAGA</b>				
Surigao City	1	261.00	415.00	0.00
Surigao Province	1	261.00	415.00	0.00
<b>BARMM</b>				
Lanao de Sur	1	261.00	336.00	0.00

TOTAL