



**Republic of the Philippines**

**Sandiganbayan**

**Quezon City**

Telephone/Fax No. +632 951-4514/ 951-4599

[sandiganbayan\\_supplysection@yahoo.com](mailto:sandiganbayan_supplysection@yahoo.com)

Contact: Razel Felipe/ Connie Haplasca

**REQUEST for QUOTATION**

**Provision of Three (3) Janitorial Personnel for the Sandiganbayan Courthouse and Living Quarters in Baguio City for One (1) Year**

The *Sandiganbayan*, through its 2019 General Appropriations Act, intends to apply the sum of **Six Hundred Fifty Thousand Pesos (PhP 650,000.00) only, inclusive of 12% Value Added Tax (VAT)**, being the Approved Budget for the Contract (ABC), for the **Provision of Three (3) Janitorial Personnel for the Sandiganbayan Courthouse and Living Quarters in Baguio City for One (1) Year**.

All qualified bidders are requested to submit their quotations using the attached Price Quotation Form (Annex "A").

All bidders **warrant their compliance** to the following Terms of Reference:

**TERMS OF REFERENCE**

I. The bidder shall have a primary or extension office in Baguio City, Benguet Province.

II. The bidder shall provide janitorial, sanitation and related services at the buildings of the Sandiganbayan and its premises. It is understood that the areas covered include common areas of the buildings such as comfort and wash rooms, corridors, lighting, equipment and other fixtures, and outside premises, including covered walks, pavements and landscaped gardens, consisting of the following minimum operations and activities:

**A. Daily Routine Operations**

1. Sweeping, mopping, spot-scrubbing and polishing of all floors and stairways, provided that areas where heavy foot traffic occur, i.e., entrance, hallways and waiting areas, shall be serviced continuously during office hours to guarantee cleanliness;
2. Cleaning and sanitizing of toilets and wash rooms as necessary, which includes the use of disinfectants in the wash basins, urinals and toilets bowls;
3. Dusting and cleaning of horizontal and vertical surfaces;
4. Dusting and cleaning of all glass tops, inside and outside windows, window ledges, air vents and partitions, furniture and fixtures;
5. Cleaning and polishing of hand rails, brass signs and trims;
6. Reporting immediately to the Team Leader (SB Security Guard) of any malfunctioning toilet bowls, urinals, wash basins, plumbing and lighting fixtures and damaged furniture in the living quarters to prepare the Incident Report;
7. Cleaning of ash trays and trash receptacles;

8. Vacuum cleaning of rugs and carpets;
9. Disposal of trash, rubbish and garbage from the buildings to receptacles provided for the purpose;
10. Sweeping of driveways, parking areas, walkways, roads, and landscaped gardens and disposal of all dry leaves and other rubbish swept from said areas;
11. Watering of plants in landscaped gardens, plants, nurseries and flower pots;
12. Trimming of plants to preserve the desired contours and spraying of insecticides/pesticides;
13. Carrying and hauling of furniture and fixtures, supplies and/or equipment; and
14. Caring of recently planted pine tree seedlings in the compound.

**B. Weekly Operations**

1. Washing, scrubbing, waxing and polishing of all floors;
2. Washing of inside and outside glass windows and doors;
3. Dusting of light fixtures suspended from the ceiling or attached to walls;
4. Cleaning, washing and polishing of office furniture, fixtures, counters and other similar items but *not* equipment or items that require specialized maintenance;
5. Thorough scrubbing and sanitizing of toilets, urinals, wash basins comfort rooms and wash rooms;
6. Washing and scrubbing of driveways, parking areas and walkways;
7. Mowing of lawns; and
8. Replanting of plants with application of fertilizers, if necessary.

**C. Monthly Operations**

1. Thorough cleaning of all areas covered;
2. Inspection and cleaning of all gutters including reporting to the Team Leader, any damaged gutters for immediate repair;
3. Cleaning of ceilings, light diffusers, lamps, air conditioning outlets, indoor blinds, screens and other similar fixtures;
4. Waxing and polishing of wood furniture, rails, trims and similar items;
5. Waxing and polishing of marble walls; and
6. Replacement of indoor plants when necessary, with plants to be provided by the Sandiganbayan.

**D. Others**

1. When needed, providing extra personnel or extending authorized tour of duty of personnel for Sandiganbayan special activities, Christmas and other special occasions, and in cases of emergencies and/or natural calamities, necessitating relief operations;
2. Messengerial services within the Sandiganbayan Baguio premises;
3. Performing other related services that may be required by the Sandiganbayan or its authorized representative/s.

**III. The bidder shall provide three (3) janitors who must render services **eight (8) hours a day for six (6) days a week per janitor, from Monday to Saturday.****

**IV. The bidder shall provide the janitorial supplies and equipment listed below:**

## SUPPLIES

### Monthly

	ITEM	UNIT	QUANTITY
1	Powder Soap	Kg	6
2	Deodorant Cake	Doz	2
3	Garbage Bag	Pcs	50
4	Air Freshener	gal	1
5	Muriatic Acid	gal	1
6	Furniture Polish	gal	1
7	Glass Liquid Cleaner	gal	1
8	Rugs	Doz	2
9	Scouring Pad	Doz	1
10	Branded Hand Soap (9 grm)	pcs	12
11	Tissue paper 2 ply	pcs	15
12	Toilet Bowl Cleaner	gal	1
13	Spray Gun	pcs	3
14	Hand Gloves	pcs	3
15	Pranela	pcs	1
16	Branded liquid disinfectant	gal	1
17	Gasoline (for grass cutter)	ltr	12

### Quarterly

	ITEM	UNIT	QUANTITY
1	Soft Brooms	Pcs	3
2	Stick Brooms	Pcs	3
3	Toilet Bowl brush	Pcs	3
4	Metal Polish	can	1
5	Scrubbing Pad	Pc	1
6	Polishing Pad	Pc	1
7	Mop Head	Pcs	6

### Annual

	ITEM	UNIT	QUANTITY
1	Dustpan	Pcs	6
2	Hand Brass	Pcs	6
3	Mop Handle	Pcs	6
4	Cotton Duster	Pcs	3
5	Ceiling Broom	Pcs	3

## EQUIPMENT

	ITEM	UNIT	QUANTITY
1	Floor Polisher Heavy Duty	Units	1
2	Wet and Dry Vacuum Cleaner	Unit	1
3	Rolling Trash Bin	Pcs	1

4	Garden Hose 25 mtrs with accessories	Pcs	2
5	Garden Tools:		
a	Pruning Shear	Pcs	2
b	Rake	Pcs	2
c	Pick Mattock	Pcs	2
d	Shovel	Pcs	2
e	Bolo	Pcs	2
f	Grass Scissors	Pcs	2
6	Grass Cutter (Gas powered)	Pcs	3
7	Step Ladder	Pc	1
8	Extension wire/socket (10 mtrs)	Pcs	3
	Such other equipment needed for the project		

V. The bidder must submit an accomplished Cost Distribution Form (Annex "B").

VI. The bidder who submits the Lowest Calculated and Responsive Quotation shall be required to submit the following documentary requirements, in accordance with Annex "H", Appendix A of the 2016 RIRR of R.A. No. 9184:

- a. Valid and current Mayor's /Business Permit
- b. PhilGEPS Registration Number
- c. Income/Business Tax Return
- d. Omnibus Sworn Statement (OSS)

VII. To guarantee the faithful performance by the winning bidder of its obligations, it shall post a Performance Security prior to the signing of the contract. The Performance Security shall be in accordance with Sec. 54.5 in relation to Sec. 39 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (R.A.) No. 9184 or the Government Procurement and Reform Act.

Very truly yours,

**MA. TERESA S. PABULAYAN**  
Chairperson, Bids and Awards Committee

"ANNEX A"

## Price Quotation Form

### Bids and Awards Committee

*Sandiganbayan*

*Sandiganbayan Centennial Building*

*Batasan Road, Quezon City*

### Attn: Supply Section

Gentlemen:

After having carefully read and accepted the terms and conditions in the Request for Quotation, please find below our quotation for the item/s as follows:

Quantity	Description	Supplier's Quotation (in words and figure)
One (1) Lot	Provision of Three (3) Janitorial Personnel for the Sandiganbayan Courthouse and Living Quarters in Baguio City for One (1) Year	

The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Contact Number/s

\_\_\_\_\_  
Email Address