



Republic of the Philippines

Sandiganbayan

Quezon City

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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 2020 General Appropriations Act, intends to apply the sum of **Seven Hundred Thousand Pesos (PhP 700,000.00) 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 provide janitorial, sanitation and related services at the buildings of the Sandiganbayan and its premises. It is understood that the areas covered includes the courthouse and living quarters with its sanitary/plumbing and electrical fixtures and outside premises including landscaped gardens and its rolling terrain, consisting of the following minimum operations and activities:
 - A. Daily Routine Operations
 1. Sweeping, mopping, spot scrubbing and polishing of all floors and stairways shall be serviced continuously to guarantee cleanliness;
 2. Cleaning and disinfecting of toilet and bathrooms;
 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, trims and markers;
 6. Reporting immediately to the Team Leader (SB Security Guard) of any malfunctioning toilet bowls, wash basins, plumbing and lighting fixtures and damaged furniture in the courthouse and living quarters to prepare the Incident Report;
 7. Disposal of trash, rubbish and garbage from the buildings to receptacles provided for the purpose;
 8. Sweeping of driveways, parking areas, walkways, roads, and landscaped gardens and disposal of all dry leaves and other rubbish swept from said areas;
 9. Watering of plants in landscaped gardens, plants and flower pots;
 10. Trimming of plants to preserve the desired contours and spraying of insecticides/pesticides, if needed;
 11. Carrying and hauling of furniture and fixtures, supplies and/or equipment; and
 12. Caring of pine trees in the compound.

B. Weekly Operations

1. Washing, scrubbing 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 furniture, fixtures, counters and other similar items but not equipment or items that require specialized maintenance;
5. Thorough scrubbing and sanitizing of toilets, wash basins, comfort rooms and wash rooms;
6. Mowing of lawns; and
7. Replanting of plants with application of fertilizers, if necessary.

C. Monthly Operations

1. Thorough cleaning of all areas specially the exterior walls;
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, screens and other similar fixtures; and
4. Polishing of wood furniture, rails, trims and similar items;

D. Others

1. Messengerial services within Sandiganbayan Baguio premises;
2. Performing other related services that may be required by the Sandiganbayan or its authorized representative/s.

II. 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.

III. 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	4
17	Gasoline (for grass cutter)	Ltr	12
18	Washable Face Mask	Pcs	6
19	Face Shield	Pcs	3
20	Odourless Multi-insect spray (500ml)	Can	3
21	Dishwashing Liquid	Gal	1

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
8	Coveralls	Pcs	3

Annual

	ITEM	UNIT	QUANTITY
1	Dustpan	Pcs	6
2	Hand Brush	Pcs	6
3	Mop Handle	Pcs	6
4	Cotton Duster	Pcs	3
5	Ceiling Broom	Pcs	3
6	Rubber Boots	Pair	3
7	First Aid Kit	Set	1

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 meters with accessories	Pcs	2
5	Garden Tools:	Pcs	2
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 meters)	Pcs	3
	Such other equipment needed for the project		

- IV. The bidder must submit an accomplished Cost Distribution Form (Annex “B”).
- V. 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)

- VI. 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,

ATTY. 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

“ANNEX B”



REPUBLIC OF THE PHILIPPINES
SANDIGANBAYAN
QUEZON CITY

COST BREAKDOWN FOR JANITORIAL SERVICES
(Baguio City Courthouse)

Criteria:

Daily Basic Wage -PhP _____
COLA -Php _____
No. of Janitors required -Three (3)
Contract Duration -313/year
Eight (8) hour duty (Monday to Saturday)

Item	Description	Amount
A	<i>Reimbursable Cost</i>	
	<i>1. Average Monthly Wage per Janitor</i>	
	a. Basic Salary	
	b. COLA	
	c. 13 th Month Pay	
	d. Service Incentive Leave Pay (5 days)	
	<i>Subtotal</i>	
	<i>2. Monthly Contributions Paid Directly to Government per Janitor</i>	
	a. SSS premiums	
	b. PHILHEALTH Premiums	
	c. Employees Compensation Commission (ECC)	
	d. Pag-Ibig Fund Contributions	
	<i>Subtotal</i>	
	Sub-Total (Item A)	
B	<i>Administrative Overhead per Janitor¹</i>	
C	<i>Supplies</i>	
D	<i>Value Added Tax (VAT)</i>	
	Total Monthly Rate per Janitor	
	Total Monthly Rate for 3 Janitors	
	TOTAL CONTRACT RATE	PhP

Amount in Words: _____

Name of Contractor: _____

Authorized Representative (Signature above Printed Name): _____

Date: _____

¹In the determination of the cost of administrative overhead per janitorial personnel, the Procuring Entity follows the position of GPPB, as contained in its Resolution No. 14-2012, and reiterated through Resolution No. 14-2015 and Circular No. 04-2015, both dated 30 April 2015.