



REQUEST FOR QUOTATION

TO: All Eligible Bidders

The Games and Amusements Board (GAB) through its Bids and Awards Committee (BAC) will undertake a Small Value Procurement in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184, hereby invites all interested suppliers/bidders to offer their lowest government price.

Name of Project	Janitorial Maintenance Services for GAB for Five working days Monday – Friday for FY 2020
Place of Delivery	GAB Main Office, Makati City 2 nd Floor Legaspi Tower 200, Paseo de Roxas St., Makati City
Approved Budget for the Contract (ABC)	₱ 708,000/year
Specification	See Annex A
Delivery Period	One (1) Year Period (Starting January 1, 2020 to December 31, 2020)
Deadline of Submission of Quotation	<u>November 14, 2019</u>

Interested suppliers are required to submit their duly accomplished Price Quotation Form (ANNEX “A”) on or before the deadline of submission of bids/quotation at the BAC Secretariat Office, 2nd floor Legaspi Towers 200, Paseo de Roxas St., Legaspi Village, Makati City. Suppliers have the option to submit open or sealed quotation in the address given above. Open quotation may submit thru email at bacsec@gab.gov.ph or thru facsimile at 8-816-31-28.

Suppliers shall be required to submit the following documentary requirements.

- a) Security and Exchange Commission/Department of Trade and Industry (SEC/DTI) Registration Certificate
- b) Valid Mayor’s Permit
- c) Omnibus Sworn Statement; (ANNEX “C”)
- d) Certification of **PHILGEPS** Registration.
- e) Secretary’s Certificate authorizing signatory. (For Corporation / Partnership / Joint Venture) – ANNEX “E”
- f) Authorization Letter / Special Power of Authority, in case the owner is not the signatory of the Price Quotation and Notice of Award. (For Single Proprietorship) – ANNEX “D”
- g) Duly signed and conformed Terms of Reference (See ANNEX “B”)
- h) Duly signed Service Level Agreement (ANNEX “F”)

Quoted prices shall be inclusive of all applicable taxes and shall be firm and valid for a period of at least sixty (60) calendar days from the date of receipt of quotation and shall be binding upon the supplier within the period.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder of his/her authorized representative/s.

Award of contract shall be made to the lowest calculated and responsive bidder which complies with the minimum technical specifications (Annex A), General Terms and Conditions (Annex B1) and Conformity to Technical Specifications (Annex B2 & B3).

The GAB reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiries, you may contact **Ms. Roselyn Ann Bagasol**, Head BAC Secretariat, at telephone number 8-813-7109.

Very truly yours,

SIGNED
DIOSCORO BAUTISTA
GAB-BAC CHAIRPERSON

PRICE QUOTATION FORM

DIOSCORO BAUTISTA

Chairperson, Bids and Awards Committee
Games and Amusements Board
2/F Legaspi Tower 200
Paseo de Roxas St. Makati City

Thru: BAC Secretariat

Dear Sir:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed the Instructions to Bidders specified in Annex B, hereunder is our quotation/s for the item/s as follows:

Total ABC (in Php)	Qty.	Unit of Measure	GAB SPECIFICATION	Bidder's Officer (Tech. spec/brand if applicable)	Unit Price	Total Price
			"Procurement for the Delivery of Janitorial Maintenance Service for One (1) Year Period"			
708,000	3	Person	Description MALE Utility (Duty from Monday to Friday only, eight (8)-hour duty) Provide janitorial supplies and equipment (see attached List of Required Janitorial Supplies and Equipment) -Shall strictly pay the janitors remuneration in accordance to the latest Wage Order of the RTWPB and legal benefits under the Labor Code and other applicable laws to include but not limited to the following: <ol style="list-style-type: none"> 1. 13th Month Pay 2. Holiday Pay 3. SSS Contribution 4. PhilHealth Contribution 5. HDMF (Pag-IBIG) Contribution Note: <ol style="list-style-type: none"> 1. Price Quotation/Financial Proposal should be attached with Cost Breakdown. 2. The winning bidder must submit a Housekeeping Plan for the office prior to the contract signing 	<input type="checkbox"/> comply		
GRAND TOTAL						

Signature Over Printed Name of Proprietor/
Authorized Representative

Date

Bidder/Supplier's Information:

Company Name:	
Address:	
Tel/Fax No.:	
Email Address:	
PhilGEPS Reg'n No./Cert. No.:	
PhilGEPS Reg'n valid until	

GENERAL TERMS AND CONDITIONS:

1. **BID VALIDITY.** Bids should be valid for **ninety (90)** calendar days counted from the deadline of submission of bids;
2. **PRICE ESCALATION.** All bid prices for the given scope of work in the contract as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation.
3. **ALTERNATIVE BIDS.** Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding.
4. **TAXES.** The total price quoted is subject to withholding tax and payable check.
5. **DELIVERY PERIOD.** Must be within the contract period.
6. **INCIDENTAL CHARGES AND SERVICES.** The cost of transportation, insurance, and other costs incidental to delivery of the Goods shall be included in the price quoted per item by the Bidder. An additional or separate delivery charge in the bid shall be treated as non-responsive and shall be rejected.
7. **TERM OF PAYMENT.** Payment shall be CHARGED ACCOUNT, unless specified. Cash on Delivery (COD) shall not be allowed, unless accepted during bid evaluation.
8. **LIQUIDATED DAMAGES.** No payment shall be made until full delivery of item/s is/are completed. Delay in the delivery shall be subject to liquidated damages by way of penalty @ 1/10 of 1% of each day of delay.
9. **ALTERATION OF TECHNICAL SPECIFICATIONS AND TERMS AND CONDITIONS.** Altering and/or amending the technical specifications and Terms and Condition(s) may be considered non-responsive /non-compliant.

INSTRUCTIONS TO BIDDERS:

1. Completely fill out the Price Quotation Form (Annex A), technical specification/brand (if applicable), unit / total price and Supplier/Bidder’s information. Do not forget to sign the Price Quotation Form.

CONFORMITY TO TECHNICAL SPECIFICATIONS

The _____, with business and postal
(Name of Supplier/Bidder-Agency)
 address at _____ hereby states its compliance
(Address of Supplier/Bidder-Agency)

with the technical specifications enumerated hereunder:

SCOPE OF WORKS AND SPECIFICATIONS**JANITORIAL SERVICES**

Qualifications:

1. At least high school level of education;
2. Minimum of one (1) year experience in housekeeping;
3. Must have a valid Police/NBI Clearance; and
4. Must submit a latest Barangay Clearance issued by the Barangay Chairman.

Item	SPECIFICATIONS
	Must be able to perform the following duties and responsibilities:
1	DAILY Maintenance
	<ul style="list-style-type: none"> - Sweeping, mopping and polishing of floors and spot scrubbing of areas where human traffic occurs to maintain cleanliness at all times; - Dusting and cleaning of all glass tops, doors, window ledges, air vents and partitions, furniture and fixtures that require specialized maintenance; - Disposal of trash, rubbish and garbage from the premises to receptacles provided for such purpose; - Dusting and cleaning of office equipment, table tops, horizontal and vertical surfaces; - Fogging of toilets and certain areas with deodorant and air fresheners; - Care, watering and cultivation of indoor and outdoor plants located inside the rooms, halls and lobbies and other plants within the premises or area of the office; - Reporting of all breakage, electrical malfunction and other breakdown of facilities and equipment that require immediate attention. - Perform other functions as may be assigned by his/her immediate supervisor.
2	WEEKLY Maintenance - General Cleaning of All Areas every Friday
	<ul style="list-style-type: none"> - Washing and cleaning of inside glass windows and doors; - Scrubbing of tiles with soap/cleaning agent and rinsing the same.
3	MONTHLY Maintenance - Every 2nd Friday of the month
	<ul style="list-style-type: none"> - Thorough general cleaning by way of scrubbing, spot checking of damaged tiles, removal of stains and others - Thorough cleaning and washing of inside walls and ceilings; - Thorough cleaning, sanitizing and disinfecting of all washrooms and toilet fixtures; - Washing and cleaning occasionally light diffusers, venetian blinds, screens, outside walls, ceilings etc.
4	The bidder is required to provide 2 sets of complete uniforms.
5	Perform other duties as may be required/assigned from time to time with respect to janitorial, sanitation and utility works.

Note: Any reliever for Janitorial Service shall be subject to prior screening.

[Name & Signature of Supplier or Authorized Representative]

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

A F F I D A V I T

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;

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 following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
 Notary Public for _____ until _____
 Roll of Attorneys No. _____
 PTR No. _____ *[date issued]*, *[place issued]*
 IBP No. _____ *[date issued]*, *[place issued]*

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

Games and Amusements Board
(For Corporation/Partnership/Joint
Venture)

Authority of Signatory

SECRETARY'S CERTIFICATE

I, _____, of legal age, Filipino Citizen, and Corporate Secretary of _____, a corporation duly organized and existing under and by virtue of the laws of the Philippines, with principal address at _____, DO HEREBY CERTIFY, that:

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

RESOLVED, as it is hereby RESOLVED, that any of the following person(s) are authorized to represent, negotiate, execute, bind and/or sign for or in behalf the corporation any document(s) required for the **"Procurement for the Delivery of Janitorial Maintenance Service for One (1) Year Period"**.

NAME	DESIGNATION
_____	_____
_____	_____
_____	_____

RESOLVED FURTHER, that any one of the following person(s), and/or be authorized to represent the corporation in the bidding.

RESOLVED FINALLY, that this resolution shall remain in full force and effect until the mandate is accomplished.

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

(Corporate Secretary)

ACKNOWLEDGMENT

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

Notary Public

Doc. No.
Page No.
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Games and Amusements Board
(For Single Proprietorship only)
Authority of Signatory

AUTHORIZATION LETTER

I, _____, President of _____, a corporation incorporation under the laws of _____ with its registered office at _____, by virtue of Board Resolution No. dated _____, has made constituted and appointed _____ and lawful attorney, for it and its name, place and stead, to do, execute and perform any and all acts necessary and. or represent in the bidding of the **"Procurement for the Delivery of Janitorial Maintenance Service for One (1) Year Period"** as fully and effectively as corporation might do if personally present with full power of substitution and revocation and hereby conforming all that said representatives shall lawfully do or cause to be done by virtue hereof.

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

Signed in the Presence of :

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY,) S.S.

ACKNOWLEDGEMENT

BEFORE ME, a Notary Public for and in City of _____, Philippines, personally appeared the following:

NAME	CTC Number	Issued on	Issued at

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

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

Notary Public

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